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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP**

**PHASE III
PUBLIC STATUTORY CORPORATIONS (AUTONOMOUS/
SEMI AUTONOMOUS BODIES) AND ALLIED ORGANISATIONS**

**VOLUME XIII
MINISTRY OF INDUSTRIES**

**PART 2
INDUSTRIES DIVISION**

**CHAPTER XIII
BANGLADESH SMALL & COTTAGE INDUSTRIES
CORPORATION**

FEBRUARY, 1985

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Martial Law and Civil Wing

NOTIFICATION

No. 7002/1/Civ-I

Dated Dhaka, the 4th Dec, 1984.

SUBJECT : Organisational Set up—Public Statutory Corporations
(Autonomous/Semi-autonomous Bodies) and allied
organisations.

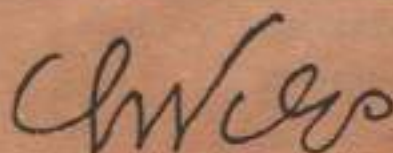
REFERENCE : Chief Martial Law Administrator's Secretariat letter
No. 7002/2/Civ-I, dated 8 May, 1983.

The report of the Martial Law Committee on Organisational
set up of the Bangladesh Small & Cottage Industries Corporation
Ministry of Industries

was submitted to the Hon'ble President and Chief Martial Law
Administrator after consideration by the Review Committee in
consultation with the representative of the Organisation concerned.

The Hon'ble President and Chief Martial Law Administrator is
pleased to approve [REDACTED] the revised organisational set up
as printed in this booklet.

By order of the President and
Chief Martial Law Administrator



M. ATIQUR RAHMAN
MAJOR GENERAL
Principal Staff Officer.

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**BANGLADESH SMALL AND COTTAGE INDUSTRIES
CORPORATION**

MINISTRY OF INDUSTRIES.

INTRODUCTION :

After liberation of Bangladesh, the former East Pakistan Small & Cottage Industries Corporation was renamed as Bangladesh Small & Cottage Industries Corporation by the Presidential Order. It was established for the promotion and development of small & cottage industries in the country. The objectives of the corporation are as under :

- a. To ensure accelerated growth of the small and cottage industries in Bangladesh (creation of new capacity).
- b. To increase productivity of the existing small & cottage industries units in Bangladesh (resource maximization of existing capacity).
- c. To ensure optimum utilization of financial resources.
- d. To provide infrastructural facilities.
- e. To create and develop marketing facilities, including market information for products of small and cottage industries.
- f. To innovate product process and technology.
- g. To ensure development of skills.
- h. To help socio-economic development.

2. But in the initial stage the BSCIC was entrusted with the responsibility of trading and distribution of yarn which dislocated the main promotional function of the corporation. The situation became more grave in the year 1973 when it was splitted into Bangladesh Small Industries Corporation and Bangladesh Cottage Industries Corporation. Later on considering the integrated pattern of services provided by

both the corporations it was again merged in one corporation and named as Bangladesh Small & Cottage Industries Corporation. Afterwards based on mono product development concept Handloom and Silk Industries Divisions of the BSCIC have been bifurcated into separate Board. In the year 1978 Bangladesh Handloom Board for handloom sector and Bangladesh Sericulture Board for sericulture industries were established.

3. The high powered committee constituted by the Government to examine the organisational structure of public statutory corporation (Autonomous/Semi-Autonomous Bodies) and allied organisation under the Chairmanship of Secretary Cabinet Division, recommended two separate organisation one for small industries and another for cottage industries merging the Bangladesh Handloom Board to Cottage Industries Corporation. Subsequently while implementing recommendation, the Martial Law Committee on organisational set up examined the objectives and functions of BSCIC and BHB to determine an organisational set up for effective delivery of services. In view of the nature of services provided by BSCIC and BHB the committee recommended the merger of BSCIC and BHB into one corporation in the name and style of Bangladesh Small, Cottage and Handloom Industries Corporation which was approved by the Honourable President and Chief Martial Law Administrator, vide notification No 7002/1/civ-I Dated 27Feb, 1984.

4. At subsequent stage the importance of the mono product development concept has been thought of giving emphasize on the importance of handloom industries sub-sector in the economy in one hand and specialised package of service/inputs for small and cottage industries sub-sector on the other hand. This issue was discussed with the Hon'ble President and Chief Martial Law Administrator in a meeting held on 12.06.1984 and in this meeting it was decided that Bangladesh Small and Cottage Industries Corporation and Bangladesh Handloom Board should remain as two separate organisations and accordingly the Committee recommended separate organisational set up for these two organisations.

FUNCTIONS :

5. The broad functions of the Bangladesh Small and Cottage Industries Corporation are as under :

- a. To promote the establishment of industrial units with priority agro-support, agro-processing, import substitution and export oriented enterprises utilizing indigenous raw materials.

assistance from Government, private and voluntary agencies.

- b. To promote establishment of small industry through ancillary units and sub-contracting arrangements.
- c. To promote area/regional development through establishment of small scale industries on the basis of locally available raw materials, skill and growth potential as per District Development Plans.
- d. To provide information to target people on industrial investment opportunities through mass media (including Radio, Television and News Papers) and publications.
- e. To assist existing enterprise to operate at optimum capacity.
- f. To provide counselling and extension service including in-plant advisory services group services and training programmes on technical quality control, marketing and financial management.
- g. To supply statistical information and operation data for inter-firm comparison on productivity.
- h. To provide advisory services to the entrepreneurs for proper utilization of financial resources of their industrial units.
- i. To make proper financial analysis and pre-investment feasibility for proper utilization of loan and equity financing resource.
- j. To ensure timely loan recovery for further investment.
- k. To set up the infrastructure such as Industrial Estates and Common Facility Centres, Design Centre etc. and ensure their optimum utilisation required by the industrial enterprises.
- l. To maintain efficiently the facilities such as electricity, gas, water, roads etc. for uninterrupted production of the units set up in the Industrial Estate.
- m. To assist in the creation of market (local and foreign) through appropriate sales promotion measures.

- n. To provide assistance and advisory services to small enterprises for maintaining quality product by fixing appropriate standard.
- o. To collect and disseminate information on new and appropriate technology for the sector as a whole.
- p. To promote research work for the development of product process and technology.
- q. To design and supply prototype of product machinery, equipment and tool for small industries.
- r. To develop knowledge and skills of artisan/crafts technicians and managers through training.
- s. To design, develop and conduct entrepreneurship development programme for small and cottage industries.
- t. To promote of Pilot Projects in association with private entrepreneurs in areas or fields of national interest where private investment is shy and hand them over at an appropriate time.
- u. To create linkage with the Youth Welfare, Women Affairs, Social Welfare and other organisation engaged in the promotion of income generating activities with the aim of achieving integrated rural development.
- v. To assist and advise in the promotion of industrial homes adjacent to industrial areas for the welfare of family members of industrial workers.
- w. To generate income among disadvantaged target people and in geographically under developed areas by setting up cottage industries.

EXISTING ORGANIZATION ;

6. To carry out the business of the corporation and to achieve the organisational objectives and to ensure adequate service delivery to the

clients the corporation has maintained three tier management system namely :

- a. Higher management level,
- b. Monitoring and supervisory management level at Regional, Headquarters and
- c. Extension level at Industries Service Centre located at 21 former District Headquarters.

7. The functions of the corporation are conducted in the following areas.

- a. Finance, Accounts and Budget.
- b. Planning, Development and Co-ordination.
- c. Design, Marketing, Quality Control and Holding Companies.
- d. Promotion and Extension Services.
- e. Project Implementation and Management.
- f. Personnel, Logistics Management.
- g. MIS, Data Bank, Monitoring & Evaluation.
- h. Audit.

Besides, there are 4x Regional Offices, 21x District Industries Service Centres and 11x Development Project Office branches of the corporation. The existing organizational set-up of the corporation is given at Annexure — 'A'.

CHARTER OF DUTIES

8. The revised charter of duties of each officer is given at Annexure 'B'.

WORK LOAD

9. The Bangladesh Small and Cottage Industries Corporation is a service oriented organisation. The work of the corporation is some what different in nature which relates to provide a package of services towards its 25,000 existing small enterprises and 3,21,000 cottage enterprises of the country. The work of the corporation, therefore, cannot be assessed only in terms of issue and receipt figure. However, the corporation dealt with 1,38,852 correspondence in the year 1980-81 which increased to 1,54,490 and 1,68,836 in the year 1981-82 and 1982-83. The growth rate is about 21%.

PERFORMANCE

10. The main work of the corporation lies in the services provided for the development of small & cottage industries in the country. During 1957-1980 BSCIC went through a service of experiments. It has developed 25,000 small enterprises and 3,21,000 cottage enterprises in the country. Besides it has established 20 Industrial Estate, and distributed 2717 number of plots among the entrepreneurs.

Performance of the corporation for the year 1980 to 1984 are as under :

Sl No.	Activity	Time frame	1980-81	1981-82	1982-83	1983-84	1984-85 up to Dec
		1	2	3	4	5	6
a.	Pre-Investment counselling & Identification of entrepreneurs (number)	4290	3660	5477	19317	16143	
b.	Post-Investment counselling (number)	1722	1974	1969	12098	9735	
c.	Identification of women entrepreneurs (number)	—	—	5674	1461	944	
d.	Project feasibility study (number)	1200	700	2000	4665	7717	

	1	2	3	4	5	6
e. Entrepreneurship development (number)		934	569	1687	6401	5022
f. Skill development (number of persons)		708	2080	4341	8617	2708
g. Product development		—	—	—	185	92
h. Design, prototype development & distribution (number)		1621	3022	3557	2626	1768
i. Distribution of bee boxes among trainees (number)		582	642	629	573	201
j. Salt production (in lakh mds.)		71.00	154.00	65.13	180.00	0.20
k. Collection & dissemination of technical information from home & abroad (number)		642	674	655	287	391
l. New enterprises set up (number)		309	86	2347	8277	4663
m. Employment generation (number)		1700	2300	11700	49068	21599

11. Besides the corporation has undertaken the following programmes for the period of 1984-85.

a. Pre-Investment counselling	—	23,500
b. Post-Investment counselling	—	16,000
c. Skill development	—	12,000

d. Product development	—	187
e. Project profile preparation	—	14,685
f. Credit arrangement for small industries	—	1024
g. Credit arrangement for cottage industries	—	12,573
h. Employment generation	—	74,000

OTHER DETAILS

12. State of Officer : The present state of class I officer is given at Annexure—'C'

13. State of Transport : The present state of transport is given at Annexure—'D'

OBSERVATIONS AND RECOMMENDATIONS.

14. a. Organization : It will appear from the existing organisation in Annexure-'A' that the BSCIC has some organisational anomaly. Moreover distribution of staff amongst different working units is also not rational. From the organizational point of view it is not sound arrangement. The committee therefore, after threefold discussion with the Chairman and representative of the Ministry of Industries recommends a viable set up keeping in view the functional requirements as well as the supervisory need of the organization as given in Annexure-'E'.

Considering the geographical area, industrial growth potentiality and delivery of services in the rural areas the committee further recommends 64x District organizational set up of the BSCIC into three categories, namely A,B and C type. This will be implemented in phase-wise.

The committee also observes that the corporation since its inception has undergone several changes in function and programme implementations due to the changes in the top level management. The Directors of the Board and the Chairman are appointed by the Govt.

as per the provision of the Act of the corporation. BSCIC is engaged in technical service and industrial extension work which are to be managed by the professional expertise and specialists. In order to run the corporation smoothly and to achieve its objective, the Government while making the appointments of Directors may consider the cases of its own employees having professional backgrounds and experience in the service delivery system. The committee therefore is in the opinion that a provision may be made to include the members of the Board from the corporation's employees. This will act as a motivational factor for the senior officer of the corporation and will enhance efficiency.

b. Transport :—The BSCIC holds the following transport :

- (1) 17x Car
- (2) 38x Jeep
- (3) 1x Pick up
- (4) 7x Babi Taxi
- (5) 1x Speed Boat
- (6) 25x Motor Cycle

c. Office equipment: The following office equipments are held by the corporation :

- (1) 191x Type Writers
- (2) 13x Duplicating Machine
- (3) 2x Plain Paper Copiers
- (4) 64x Calculators

d. Aircooler: The BSCIC is in possession of 8x Aircoolers.

OFFICE ACCOMMODATION :

15. BSCIC is entitled to 69,595 sft of office accommodation of which it has been provided with 26,050 sft. of own premises and 17,729sft. of hired accommodation @ Tk. 51,524.74 per month.

INCOME :

16. BSCIC is not an income generating organisation rather service oriented organisation. However, BSCIC has some source of income like land premium, security deposits, equity deposits & other misc. receipts etc. The major source of fund is loan and grant from the Government under different development schemes. BSCIC received Tk. 357.03 lakhs, Tk. 579.61 lakhs, Tk. 797.69 lakhs, Tk. 833.40 lakhs, Tk. 1071.77 lakhs in the years of 1979-80, 1980-81, 1981-82, 1982-83, 1983-84 respectively.

EXPENDITURE :

17. BSCIC spent Tk. 400.14 lakhs, Tk. 585.96 lakhs, Tk. 810.22 lakhs, Tk. 856.56 lakhs and Tk. 1088.29 lakhs in the years of the 1979-80, 1980-81, 1981-82, 1982-83 and 1983-84 respectively. The expenditure increased by 172% in 1983-84 considering 1979-80 as the base year.

CONCLUSION :

18. The revised set up recommended by the Committee will bring down the strength from 2209 to 2162 with consequential savings of expenditure substantially. Besides, the implementation of the recommendation is likely to bring in improvement in the functioning of the corporation.

REVISED CHARTER OF DUTIES
BANGLADESH SMALL AND COTTAGE
INDUSTRIES CORPORATION.

CHAIRMAN

1. To act as Chief Executive of the Corporation and is responsible for over all management of the Bangladesh Small and Cottage Industries Corporation.
2. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning the Bangladesh Small and Cottage Industries Corporation.
3. To act as Principle Accounting Officer of the BSCIC within the budget provision.
4. To be responsible for the administration and execution of function of the BSCIC as per Acts Ordinance, Rules and Regulations and directives framed by the Board of Directors and or issued by the Govt .from time to time.
5. To be responsible for proper functioning and discipline of the BSCIC.
6. To Provide executive & operational guidance to the field staff and exercise control and supervision under them.
7. To be responsible for appointing of Officers & Staff of the BSCIC as per existing products.
8. To maintain liaison with the Government and related agencies.
9. To remain accountable for the activities of the Corporation to the Government and submit report on the activities to the Government from time to time.
10. To supervise and report on the performance of the Secretary and other senior officials of the Corporation.

11. To act as the Chairman of Board of Directors of the Corporation.
12. To be responsible for formulation and preparation of all development programmes/projects for the development of BSCIC within the frame work of the Government policies and plans.
13. To be responsible for the preliminary negotiation of foreign aid under instructions from the Government.
14. To supervise directly the functions of the Secretariat Management & Logistics, Audit, MIS of the BSCIC.
15. To be responsible for submitting annual report on the activities of the corporation to the Government.
16. To be responsible for providing necessary leadership in management cause the BSCIC :-
 - a. Strengthen promotion and extension services in the District, regional offices and national levels.
 - b. Promoting new investment in viable lines for BSCIC by providing effective control, managerial and marketing services to SCI sector in the districts.
17. To be responsible for appointment of External Auditor.
18. To act as member-secretary of the National Steering Committee for small and cottage industries and credit monitoring and evaluation Committee and other National Committees, operation time to time.
19. Any other duties assigned by the Government.

✓ **DIRECTOR : (Accounts Finance & Budget)**

1. To act as administrative head and overall in charge of the Accounts, Finance, Budget & Credit Recovery Department.
2. To render advise on all financial matters of the corporation and be responsible for proper financial control.
3. To Advice the Chairman and the Board of Directors on general financial matters which will, inter-alia, include the following :-
 - a. Framing of Financial Regulations.
 - b. Framing and adoption of accounting policies and procedure.

- c. Financial aspects of development schemes and other plans and programme of the Corporation ,
 - d. Budget of the Corporation ,
 - e. Re-appropriation of funds from one head to the other ,
 - f. Raising of loans by the Corporation ,
 - g. Investment of Corporation's funds ,
 - h. Rates to be charged on account of goods sold or service supplied and for levy of fees, commission and other charges by the Corporation.
4. To keep the Chairman and the Board of Directors informed of the state of the Corporation's finance.
 5. To arrange for timely release of fund from the Government and other agencies.
 6. To scrutinise the various reports and returns pertaining to the income and expenditure of the corporation and report to the chairman and the Board of Directors any abnormal gap in income and expenditure and the reasons thereof.
 7. To suggest measures for improving the financial remedies.
 8. To remain responsible for the operation of the Corporation's fund subject to the decision of the Board.
 9. To Exercise expenditure control.
 10. To scrutinise and evaluate all proposals involving expenditure.
 11. To enforce and interpret all approved financial rules.
 12. To keep watch over the ways and measures position and control the Bank Account of the Corporation.
 13. To be responsible for post sanction follow-up and credit recovery.
 14. To remain in charge of the General Administration of the Department.
 15. To Supervise and report on the performance of the officers serving in the Department.
 16. Any other specific job assigned by the Chairman or Board of Directors.

DIRECTOR : (Promotion and Extension)

1. To remain responsible for over all Charge of the Promotion and Extension Division, including sub-contracting activities.
2. To remain responsible for co-ordination with different departments, organisations like Director General of Industries, Financial Institutions, Training Institutions, Technical Assistance Centres etc.
3. To remain responsible for organising workshop, seminars training, research & study in co-operation with other organisation at home and abroad.
4. To guide and supervise the advisory services through Headquarters, Regional office and Industries Service Centre.
5. To guide, supervise and direct the activities relating to pre and post investment counselling to private sector, preparation of feasibility studies, Investment briefs, investment guides and loan operation.
6. To monitor implementation of Investment Schedules and processing and sanctioning of private sector industries.
7. To preside over permission Committee at BSCIC HQ according permission to set up new industries and recognition to existing industries which relates creation of new capacity and development of existing capacity.
8. To preside over Technical Advisory Committee (TAC)
9. To comment on reports prepared by BSB, BSRS, DGI etc.
10. To guide & supervise the research and study efforts.
11. To supervise and assist the Regional Offices and other field officers for smooth discharge of their functions.
12. To guide and supervise the promotion and extension activities, ISC's through supportive officers.
13. To report to the Chairman and Board of Directors about the functioning of the Division.
14. Any other job assigned by the Chairman and Board of Directors.

✓ **DIRECTOR : (Project Implementation and Management)**

1. Director (Projects) is the overall incharge of all the Public Sector Projects and programmes including on going Industrial Estate Programme and accountable to the Chairman for over all performance of the Project Division. He will be responsible for implementation and management of all the projects and also other related activities.
2. To supervise and be responsible for drawing plans, designs, estimates of civil works, preparation of tender schedules etc. under different projects.
3. To execute plan, inspect development projects and be responsible for identify of problems areas of the projects.
4. To formulate policies and guidelines for operation and implementation of projects.
5. To ensure proper implementation and opeation of various projects.
6. To keep the Chairman/Board of Directors informed on the progress of implementation of projects and programmes along with problems, if any.
7. To formulate salt policy and workout minimum price of salt in order to ensure fair price to grower s,
8. To undertake suitable measures to maintain salt production at maximum level in order to attain self sufficiency in salt through domestic production,
9. To fix annual target of activities under various projects.
10. To ensure implementation of development programme with in the ADP allocation, supervise expenditure and arrange fund for projects.
11. To arrange expert services/technical assistance from various international agencies through liaison with appropriate authority.
12. To ensure implementation of cottage industries component of Danida, NWRDP and RD-II development programme in collaboration with Bangladesh Rural Development Board (BRDB).

13. To design, organise and supervise training programme in various cottage and rural industries and rehabilitate the trainees,
14. To arrange raw-materials, machinery and spares for Public Sector Projects.
15. To Promote the use of various indigeneous raw-materials in the cottage and rural industries by undertaking research and studies.
16. To ensure proper administration and control of personnel and officers of the Department under him and also to allocate duties of Heads of Departments/Projects under him.
17. To supervise and report on the performance of the Officers serving in his Division.
18. To draw up Annual Programme for on going Projects.
19. To draw up ADP/Budget for on going Projects and ensure utilization of fund.
20. Any other job assigned by the Chairman and Board of Directors.

DIRECTOR : (Planning, Development and Technology)

1. To remain in over-all charge of Planning Development and Technology Division and act as administrative head of the division.
2. To guide, supervise & direct the formulation & preparation of policy, plans & programmes for development of Small, and Cottage Industries in commensurate with the policies of the Government & National Plan.
3. To remain responsible for preparation of five year plan, perspective plan for the development of small & cottage industries in the country.
4. To remain responsible for preparation of investment schedules for the development of Small and Cottage Industries,
5. To remain responsible for development programme/ work schedule for small and cottage sector.
6. To prepare technical assistance programme for the sector.

7. To remain responsible for dealing with foreign credit proposals/ national/international credit proposals, negotiation of the credit etc.
8. To remain responsible for conducting survey of small and cottage industries, preparation of survey reports & undertaking feasibility studies research and development relating to small & cottage industries, sectoral & sub-sectoral analysis final publication of all reports relating to such survey & studies.
9. To prepare budget, replies on essential questions, papers on economic survey, economic review & other related papers as and when required by the Government.
10. To remain responsible for collection of technological information from different service at home & abroad.
11. To formulate policy measure and implement policies for technology development for SCI sector.
12. Any other job assigned by the Chairman and Board of Directors.

✓ **DIRECTOR :** (Design & Marketing, Quality Control & Holding Companies):

1. To act as head and to remain in overall charge of Design, Marketing and Quality Control Division.
2. To formulate appropriate programme for the programme of marketing of small and cottage products.
3. To guide, supervise and direct the collection and dissemination of information relating to various aspects of marketing.
4. To guide & conduct studies and survey as to determine the market potentiality of different small and cottage products, consumer needs etc.
5. To supervise and control the functioning of design centre and Bangladesh Handicrafts Marketing Corporation.
6. To supervise and monitor the programme of analysing market opportunity and channels of distribution.
7. To monitor the maintenance of profiles of existing small and cottage industries and marketing information literature.

8. To guide the General Manager/Deputy General Manager in organising artisan colonies, craft villages.
9. To represent the organisation and participation in the fair and exhibition both at home and abroad.
10. To monitoring the programme of work and writing of reports, directory, profile etc.
11. To maintain small data bank of marketing information in respect of SCI sector and conduct continuous market study for up-grading the information.
12. To maintain co-ordination and liaison with Export Promotion Bureau of Bangladesh, T.C.B. and other international agencies for promotion of market for SCI products and assist private enterprises in marketing.
13. To control, supervise and monitor the activities of holding companies.
14. Any other job assigned by the Chairman, Board of Directors.

SECRETARY :

1. To direct, supervise and control all section of Secretariat Division and all Departments and all functions of the Secretariat of the Board of Directors.
2. To advise the Board in formulation of general man-power policy and man-power planning and taking necessary steps to implement the same.
3. To implement the decision of the Board of Directors.
4. To adopt and formulate career plan for the employees of the corporation and provide training in and abroad for human resource development.
5. To remain responsible for recruitment, selection, induction and placement including promotion of grades III & IV personnel.
6. To handle grievances of the employees of BSCIC.

7. To maintain A. C. Rs. confidential file etc. of officers and staff of BSCIC.
8. To work as Manager of National, Regional and District level Institutional Net work for Development of Small and Cottage Industries Projects.
9. To sanction the annual increment & E. L. of officers of the Secretariat Division.
10. To work as Member-Sectary of the Selection Committee for recruitment of officers.
11. To remain responsible for all works concerning the Board Meetings preparing working papers, preparation of minutes of the meeting, following up action etc.
12. To take necessary steps in connection with all court cases including signing and Vokatnama,
13. All other allied functions.

REGIONAL DIRECTOR

1. To act as administrative head and remain in overall charge of the Regional Office.
2. To formulate appropriate policy for co-ordinating and implementing the BSCIC policy in the region.
3. To maintain co-ordination of all BSCIC activities within the region,
4. To maintain co-ordination with other external agencies within region.
5. To supervise the activities of the BSCIC project and ISCs within the region, specially the implementation aspects.
6. To inspect, review and control all BSCIC projects within region.
7. To make arrangement for back up support on call to the Industries Service Centres.

8. To guide and supervise pre-Investment counselling and post investment extension services.
9. To maintain a mini data bank of all information in respect of SCs sector in the Region.
10. To supervise and report on the performance of officers and ISC Heads working under him.
11. To remain responsible for overall SCI growth in the Region.
12. Any other duties assigned by the authority.

GENERAL MANAGER (MIS, Data Bank, Monitoring and Evaluation)

1. To remain in overall charge of Management Information System, Data Bank, Monitoring and Evaluation Department and act as administrative head of the Department under direct control and supervision of the Chairman.
2. To plan implement the appropriate information System on the basis of the requirement of different levels of management of BSCIC as well as external agencies like Ministries, Planning Commission, IMED, etc.
3. To guide, advice and supervise the Regional, District and Project officers relating to the formats in which data to be sent, register in which data to be maintained, frequency, type and the nature of analysis of data needed by the Head Quarter.
4. To arrange proper collection, storage, retrieval and analysis of all required data as per the requirement of different levels of management and other external agencies.
5. To prepare manual/MIS report monthly, quarterly, half yearly and annually containing inter regional and inter district comparison of various indicators to facilitate proper monitoring and control by the Head Quarter.
6. To work as the central data bank and final reference point for all sorts of information relating to on-going and under implementing projects.

7. To provide monthly, six-monthly and annual progress report to the different levels of management of BSCIC with sufficient information on performance, impact and certain environmental data, essential for proper monitoring, controlling and management.
8. To review development programme both midterm and annual.
9. To prepare periodical reports on activities of BSCIC.
10. To evaluate the rate of progress of implementation schedule of projects and prepare reports.
11. To ensure submission of various progress reports and reviews to the Department concerned.
12. To collect and disseminate information on Industrial Estates.
13. To appraise of all activities related to planning, monitoring, evaluation and research of the development schemes and that of the implementation of the schemes and projects etc.
14. To maintain, supervise and control of library of BSCIC and maintain liaison with outside publisher, library, and BSCIC's other specialised libraries.
15. To prepare films, slides, etc. in collaboration with other agencies regarding the activities of BSCIC.
16. To ensure display of the films, slides etc, in movie houses all over the country.
17. To demonstrate and display the films, slides etc. in the rural areas through movie units.
18. To prepare and publish annual/half yearly reports on BSCIC's activities, publication of brochure and industrial profile and responsible for all publications in the form of reports, books, information, sheets, etc.
19. To remain responsible for all publications of BSCIC.
20. To guide, supervise and control the public relation activities of the Corporation.

21. To remain responsible for press release and other material information for publicity in the mass media like Radio, T. V. newspaper etc.
22. To ensure the on-going and post implementation evaluation of the development projects of BSCIC which interalia include all summative and formative evaluation of BSCIC Projects.
23. To ensure the performance evaluation of industrial office/projects and officers of BSCIC in the context of the target of activity.
24. Any other duties assigned by the authority.

PROJECT DIRECTOR/GENERAL MANAGER : (Development of Rural Industries (DRI)

1. Under over all guidance of Director he will be responsible for implementation, management & control of the project.
2. To remain responsible for implementation of the directives and instructions of the Government & Board/Chairman.
3. To remain responsible for formulation and drawing of all development programmes of the project.
4. To remain responsible for preliminary negotiation of foreign aid for the project under instruction from the BSCIC Chairman.
5. To maintain liaison with the Government and other concerned agencies.
6. To submit periodical reports on the activities of the Project to BSCIC Chairman/concerned Director/MIS.
7. To issue necessary directive and guidelines to the employees under the project.
8. To prepare annual budget as and when necessary.
9. To remain responsible for financial management of the project.
10. To prepare Annual Development Programme both physical & financial and fix up targets within frame work of Project proforma.

11. To monitor and follow up the activities of the employees.
12. To procure machinery and equipments for implementation of project.
13. Any other work assigned by the Director (Project).

PROJECT DIRECTOR/GM : WEDP

1. Subject to the overall supervision and control of the Directors (Projects) to remain responsible for the activities of the Project. All employees shall perform their duties under the direction guidance and supervision of the project Director/Project Manager.
2. To remain in charge of the activities of the project and shall be responsible for efficient functioning of the project as a whole.
3. To remain responsible for implementation of directives and instructions of the Government and the BSCIC Board/Chairman.
4. To remain responsible for formulation and drawing up of all development programmes of the project.
5. To remain responsible for preliminary negotiation of foreign aid for the project under instruction from the BSCIC Chairman.
6. To maintain liaison with the Government and other concerned agencies.
7. To submit periodical report(s) on the activities of the project to the BSCIC Chairman/concerned Director/MIS.
8. To issue necessary directive and guide lines to the employees under the project.
9. To assist the management in formulating policy for particular product regarding production, procurement, disbursement and thereby increase the production.
10. To undertake tours to the project area for supervision of the implementation of project activities.

CONTROLLER OF ACCOUNTS & FINANCE

1. To act Head of the Department of Accounts, Finance, Budget & Credit Administration under the direct control and supervision of the Director, Finance.
2. To control, maintain, guide, supervise and also be responsible for all functions of the Finance and Accounts Department including credit administration.
3. To approve and sign the feasibility reports, certificates, Govt. letters, financial statements and also looking after timely drawal of funds from Ministry/A.G.B.
4. To prepare policy matters, new methods and re-organise the functions of the Department for smooth functioning of the Accounts and Finance Department.
5. To supervise and control the function of General Accounts, Bill Accounts, Project Accounts, Fund Accounts, Budget and Finance Accounts.
6. To remain responsible of sending files/bills of contractors and other for approval of payments to Director, Finance.
7. To sign cheques/letters for transfer of fund jointly with other officers assigned from time to time by the Board of Directors.
8. To review the draft audit reports to be submitted by the External Auditors, Internal Auditors, Commercial Auditor and other Govt. Auditors and help arrange to meet up the objections by the internal Audit Division.
9. To attend as a member or Chairman of Tender and Purchase Committee.
10. To act as a Chairman or Member of Pay Fixation Committee.
11. To Supervise the maintenance of proper register on project accounts and submission of MIS report.
12. To supervise the release of fund and follow up expenditure with Budgetary Control.
13. To supervise and control of the Credit Administration Department.

GENERAL MANAGER (Promotion and Extention)

1. To act as administrative head of the Promotion and Extension Division.
2. To advise decision makers on policy matters relating to promotion and extension activities.
3. To remain responsible for taking decision on the nature of assistance/ advisory services/pre and post investment counselling to be offered to new Industries, BMRE.
 - a) Technical:
 - b) Financial :
 - c) Any other.
4. To finalise Preparation of Profiles/Investment Schedules for SCI.
5. To finalise preparation of feasibility reports.
6. To finalise permission/recognition cases of new industries/ xisting industries and act as Member-Secretary of the Permission Committee at BSCIC H. Q.
7. To supervise activities of promotion & extension of ISC's/Industrial Estates & Issue necessary instructions.
8. To finalise potential & diagnostic studies.
9. To recommend training programmes/personnel to be selected from the both public and private sectors.
10. To finalise monthly progress reports.
11. To remain responsible for administrative control over the employees under him.
12. To attend official meetings outside or nominate his representative.
13. To exercise financial authority as delegated in BSCIC Accounts Manuals.
14. To sanction petty bills of officers/staff on officials duties.
15. To recommend T.A. advance, forward T.A. bills for adjustment by Accounts Department.

16. To give general recommendation on financial matters such as request for advance, loans from C.P. Fund, E.B. Fund, H.B. Fund etc.
17. To act as Member Secretary of Technical Advisory Committee (TAC) for any financial schemes for private sector industry.
18. To issue certificate, etc. on concessional customs duty as per provision of SIIS, CIIS and other related matters.
19. Any other job assigned to him by the authority from time to time.

GENERAL MANAGER (Technology Development)

1. To remain accountable to the Director (Planning, Development and Technology) for implementation and execution of functions of the Technology Development Department.
2. To remain responsible for the overall management and activities of Technology Development Department.
3. To formulate policy measures for technology development for SCI sector,
4. To assess the technology requirement and innovate findout appropriate technology for SCI sector.
5. To arrange and provide assistance for the development of potential Innovating machinery and equipment.
6. To maintain liaison with the large scale industries on the one hand and small and cottage industries on the other.
7. To organise and supervise the prototype and technology development.
8. To remain responsible for collecting the information on technology development from different sources at home and abroad.
9. To remain responsible for techno-economic feasibility report.
10. To remain responsible for preparing and circulating Current Awareness Service containing relevant abstracts and new entries.
11. To guide and supervise the research work/study for the technological development and sub-contracting arrangement,

12. Any other job assigned by the authority,

GENERAL MANAGER (Design, Marketing and Quality Control)

1. To direct, supervise and control the functions of the Design, Marketing and Quality Control Department to act as the administrative head of the Department.
2. To collect and disseminate information relating to various aspects of marketing like price of raw materials both at home and abroad, price of finished products, demand and supply of the various products etc.
3. To conduct studies and survey so as to determine market potentiality of different small and cottage industries products, consumer needs, consumer response to the various design prototypes produced by BSCIC, etc.
4. To analyse marketing opportunities of locally produced arts, crafts, and other products both at home and abroad.
5. To analyse channels of distribution and marketing costs :
6. Maintaing profiles of existing small and cottage industries and marketing information literature, etc.
7. To supervise the functions of the Quality Control Cell and to take up programmes of quality control activities with the BSCIC authorities and the Ministry and other organisations.
8. To look after the functions of the Holding Companies Deptt. of the Marketing Division.
9. To undertake activities as per direction of the Chairman and the Board of Directors.
10. Miscellaneous official activities as emerge from time to time.

CHIEF ENGINEER (CIVIL ENGINEERING)

1. To remain responsible to the Director, Projects for the efficient and good technical control of the BSCIC Projects.

2. To remain over all charge of the Department to carry out administrative function of the different sections of the Department.
3. To prepare, execute and implement programme, follow up progress, expenditure control, obtain reports, returns and undertake general supervision.
4. To allocate duties and functions to subordinates for discharging the work of the department efficiently as per schedule.
5. To execute civil construction works like building, road, rain, land raising, arrangement of water supply and other physical facilities etc.
6. To invite tender, scrutinize tender, enlist contractors, issue work order, supervise work.
7. To maintain interdivision/department liaison, co-ordination with outside agencies & public bodies, pin point bottlenecks in execution and operation.
8. To submit progress reports of the civil engineering activities to MIS Department.
9. To supervise and evaluate the performance of officers and staff of the Civil Engineering Department.
10. To issue directives and guide-lines to engineering personnel of the Civil Engineering Department, Regions & Projects.
11. To prepare new schemes and revise old schemes in collaboration with Planning Department.
12. Selection of site of Industrial Estate & other Projects.
13. To counsel in the technical matters for the private sector as and when required.
14. Any other job assigned by the authority.

DEPUTY GENERAL MANAGER (MIS, Data Bank, Monitoring and Evaluation)

1. To assist the General Manager in discharging all responsibilities of Management Information System, Data Bank, Monitoring and Evaluation Department including administration of the Department.

2. To assist General Manager regarding guidance, supervision, control the collection, compilation and dissemination of information to and from different organization within BSCIC and outside agencies.
3. To identify information needs for various levels of management and to ensure the flow of information.
4. To ensure proper submission of different reports and working papers at right places in right time.
5. To ensure the management of arrange annual and periodical review meeting for performance evaluation of BSCIC activities.
6. To guide, advise and supervise the Regional, District and Project officers relating to the achievement of the anual and perspective target and data to be sent, register to maintain frequency, type and nature of analysis of data needed by the MIS Department/ Headquarter.
7. To aprise of all activities related to Planning, Monitoring, Evaluation and Research of the organisation as well as development schemes and that of the implementation of the schemes and Projects under the guidance of the General Manager.
8. To ensure the managemant of Data Bank and Documentation Centre.
9. To maintain liaison with outside agencies at home and abroad for collection of material for Data Bank.
10. To cary-out continuous research to develop MIS for strategic policy formulation decision and control under changing/circumstances.
11. To ensure the on-going and post implementation evaluation of the development projects of BSCIC.
12. To perform any responsibilities regarding the public relation activities of the organisation.
13. To supervise and prepare any press release, a materials for mass media.

14. To ensure the better publicity arrangement of BSCIC through conference, seminar, Radio, Television, Newspaper, films, slides, movie etc.
15. To do any other duties assigned by the authority.

DEPUTY GENERAL MANAGER (Personnel)

1. To prepare and formulate general man power policy and planning.
2. To assist the secretary and perform responsibility in all matters regarding recruitment, appointment, transfer & promotion of all officers and staff.
3. To work as Member-Secretary of the Selection Committee for appointments & promotion of class III & IV employees.
4. To dispose of all cases of leave & increment except E. B. crossing of all staff C/L. of officers directly working under him.
5. To remain responsible regarding increments in respect of E. B. crossing and confirmation of probationary period.
6. To dispose of all disciplinary cases, allegations, representations, grievances and legal matters of all staff and officers of BSCIC.
7. To be responsible for retirement, resignation and deputation of all officers and staff.
8. To resolve all matters relating to Employees Union and Officers Association.
9. To write A. C. Rs. of all officers and staff directly working under him.
10. To mark DAK. circulation of relevant Government Orders/directives.
11. To ensure the maintenance of employees Benevolent Fund, Group Insurance, Gratuity and Wel-fare Fund.
12. To sanction of C. P. Fund loan up to Tk 1,000/-
13. To work as Deputy Manager of National, Regional and District level Institutional Projects
14. All other works assigned from time to time.

DEPUTY GENERAL MANAGER (Common Service)

1. To assess the requirement and ensure the delivery of stationaries, liveries, telephones, taxes, insurance and claims etc.
2. To ensure the security and maintenance of assets, properties documents, records, office buildings house rent & record of real estate.
3. To remain responsible for transport management.
4. To supervise the maintenance of furniture & fixture.
5. To procure & supply of medicines.
6. To ensure the maintenance & supply of water, electricity sewerage, type writer, lift, calculators, gestetner machine & all other equipments.
7. To guide & supervise the disposal & destroy of old files & records.
8. Any other works required to provide the logistic support from time to time.

CHIEF AUDIT OFFICER

1. To remain responsible for the management and administration of the Audit Deptt. and finding out ways and means for progressive internal audit methods.
2. To prepare the Annual Audit Calender and to submit the same to the Chairman, BSCIC, for approval.
3. To write ACRs of sub-ordinates of the Department.
4. To prepare the programmes for any special audit, inquiry, evaluation or investigation as may be required.
5. To report serious irregularities, and/or casses of embezzlements detected by the Internal Audit Team to the Chairman.
6. To select important paragraphs from the Internal Audit Reports for inclusion in the Register of serious of financial irregularities and

reviewing the Register once a month before submitting it to the Chairman to see that due action has been taken on each case.

7. To dispose of the Audit Reports and reference from the Regional and other offices
8. To report to the Chairman regarding the activities of Audit Department and also to advise the management regarding audit objections for further necessary action and to ensure maintenance of financial regularity of the Corporation.
9. To arrange periodical joint meetings of Departmental Heads for speedy disposal of the outstanding internal audit objections.
10. To control and review of Internal Audit Reports, External Audit Reports, Govt./Commercial Audit Reports, Inventory Audit Reports, Monthly and Periodic accounts, Special Audit Reports and Investigation Reports.
11. To make arrangement for appointment of external auditors.
12. To maintain liaison among the External Auditors, Govt/Commercial Auditors and the Corporation and the Regional Offices, Estates, Projects and BISC's for quick disposal of audit objections.
13. To review monthly progress of audit for submission to the Chairman, BSCIC.
14. To recommend cases of increments, crossing of E.B. and promotions in respect of the officers and the staff of his Department.
15. To attend meeting with the Director General of Commercial Audit and/or with other agencies for discussion on Audit Reports for quick disposal.
16. To attend Public Accounts Committee Meeting for final discussion on draft paras included in the Commercial Accounts by the Director General of Commercial Audit.
17. Any other job assigned by the authority.

4. DEPUTY GENERAL MANAGER (Planning and Programming)-I

1. To assist the General Manager (Planning and Development) to carry out all activities of the Department.
2. To remain responsible for Planning, Programming, Designing and Preparation of ;—
 - a) Five Year Plan,
 - b) Annual Development Plan (ADP), Physical & Financial.
 - c) Mid term plan, reviews and reports.
 - d) Public Sector Schemes and Programmes.
 - e) Development Programmes/works schedule for SCI.
3. To remain responsible for operation, follow up, and monitoring of different credit (Special Credit, NORAD, IDA, USAID, DANIDA, UNCDF, Credit, etc).
4. To process and prepare all other foreign credit proposal (National and International etc).
5. To prepare report on feasibility study, project appraisals etc.
6. To prepare budget speeches, replies on questions by the Government as and when required.
7. To supervise and ensure implementation of the programme.
8. To perform other assignments as and when required.
9. To prepare mid term plan/review and reports thereon.
10. To prepare schemes for Industrial Estates.
11. To prepare and process all foreign credit proposal like IDA, USAID, NORAD, UNIDO, UNDP/ILO, UNCDF, etc.
12. To prepare relevant papers for the investment schedule published by the Government on small and cottage industries sector.

13. To look after the operation, follow up and monitoring of the different credit programmes such as, Special Credit, NORAD, USAID, UNCDF Credit, etc
14. To supervise and ensure the implementation of programmes.
15. To study and evaluate the Industrial Estate.
16. To conduct feasibility studies and prepare projects etc on them.
17. To prepare the feasibility study of Industrial Estates and prepare projects on that basis.
18. To prepare the proposal for conducting research and studies through outside consultants/agencies in various fields, related to SCI, evaluate proposals, appointment of consultants, execution of contract, follow up and supervision and evaluate completed research projects, final study reports and preparation of action programme.
19. To conduct national survey, periodical short survey on small and cottage industries and collect statistics relating to industries sector/sub-sector analysis etc.
20. To process all cases of expert services/technical assistance from various international agencies through liaison with Ministries of Industries, ERD and Planning Commission.
21. To maintain liaison with public and private agencies.
22. To maintain liaison and co-ordination with different departments of the corporation.
23. To assist other departments in preparation of fact sheet, investment, brief etc. as and when required.
24. To undertake any other activities related to the SCI sector.
25. To prepare and publish of survey reports, sectoral and subsectoral analysis reports, etc.
26. To ensure proper administration & management of the affairs of the division within the scope of the delegated authority.

DEPUTY GENERAL MANAGER (Research, Development and Co-ordination)

1. To assist the General Manager (Planning and Development) in smooth functioning of the Department.
2. To conduct feasibility studies for SCI sector and prepare project reports on them.
3. To conduct national survey and periodical short survey on small and cottage industries.
4. To collect statistics relating to industries sector/sub-sector.
5. To prepare feasibility studies of Industrial Estates and evaluate the Industrial Estate schemes.
6. To prepare studies and evaluate the different credit programmes for SCI sector.
7. To supervise and evaluate the completed research project, finalise study reports and prepare action plan.
8. To prepare and publish survey reports, sectoral and sub-sectoral survey.
9. To maintain up-to-date survey and statistical records.
10. To prepare annual report on BSCIC activities.
11. To supervise and ensure implementation of the programmes.
12. To perform other assignments as and when required
13. To prepare proposals in various fields related to SCI, evaluate proposals, appointment of consultant, execution of contract, follow-up supervision, etc.
14. To remain responsible for organising and maintaining departmental library.
15. To maintain liaison and co-ordination with different department agencies (both public and private).
16. To process expert/technical assistance from international agencies.

DEPUTY GENERAL MANAGER (Technology Development)

1. To remain responsible for management and control over the officers and staff of the Technology Department.
2. To initiate policy measures for the development of technology for SCI sector.
3. To co-ordinate with various organisations and departments for the development of appropriate technology for SCI sector.
4. To guide and undertake research work for the technological development of SCI sector.
5. To collect information regarding the technological development from different sources at home and abroad and disseminate to the SCI sector;
6. To collect periodicals, journals regarding technological development from home and abroad.
7. To prepare and circulate Current Awareness Service containing relevant abstracts and new entries.
8. To arrange technical assistance for potential innovator machinery and equipment development.
9. To prepare techno-economic feasibility report in connection with Planning and Development Department.

DEPUTY GENERAL MANAGER (Project Information & Management).

1. To supervise and to co-ordinate the implementation and management of all public sector projects of the Corporation.
2. To draw up schemes for specific public sector development projects as and when required.
3. To prepare Annual Development Programme of the above mentioned Projects in consultation with the authority and other concerned Departments.
4. To ensure timely implementation of the above Development Projects.
5. To maintain liaison with different Government Agencies and

Project Heads and attend meeting as and when required in connection with implementation of the above projects.

6. To submit periodical evaluation reports on individual project in addition to the IMED reports for consideration of the BSCIC/ Government.
7. To co-ordinate with different Govt. Departments, Regional Development Boards, Food Deptt. BRDB, other concerned agencies and foreign consultants relating to implementation of these projects.
8. To supervise and ensure punctual attendance of all officers/staff posted in the Department under him and initiate action against those committing any breach of discipline/act of negligence and misconduct etc. in his Department,
9. He will also perform and exercise such other functions and authority as are vested on him as a Head of the Department in the relevant rules and regulation of the Corporation.
10. He will write ACRs of officers working under him.
11. He will undertake frequent visits to the Projects in order to ascertain the Progress and problems areas and suggest remedial measures.
12. He will perform any other duties as and above assigned.

DEPUTY GENERAL MANAGER (Special Projects)

1. To supervise the implementation and Management of all Special Projects like pilot projects, NWRDP, RD-2 etc.
2. To draw schemes for Specific Special Public sector development Projects as and when required.
3. To prepare Annual Development programme of the above mentioned Projects in consultation with the General Manager/the Director and other concerned Departments.
4. To ensure timely implementation of the above development Projects.

5. To maintain liaison with different Government Agencies and Project Heads and attend meeting as and when required in connection with implementation of the above Projects.
6. To submit periodical evaluation reports on individual Projects in addition to the IMED reports for the consideration of the BSCIC/ Government.
7. To co-ordinate with different Govt. Departments, Regional Development Boards, BRDB. other concerned agencies and foreign consultants relating to implementation of the Projects.
8. To supervise and ensure punctual attendance of all officer/staff posted under him and initiate action against those committing any breach of discipline/act of negligence and misconduct etc.
9. To perform any other duties as and when assigned to him.

DEPUTY GENERAL MANAGER (Marketing and Research)

1. To undertake marketing surveys/industrial studies on various small and cottage industries sub-sector/products.
2. To maintain industrial profile, literature etc. on various small and cottage industries.
3. To undertake marketing research and analyse marketing opportunities of locally produced arts, crafts and other products, channels of distribution and marketing costs thereof.
4. To conduct market study on different cottage industries on locality basis.
5. Collection and dissemination of information relating to various aspects of marketing of small and cottage industries products.
6. To keep close liaison with District Industrial Centres, Regional levels and MIS Department.
7. To organise participation in fairs and exhibitions.
8. To guide the officers in the Department in undertaking survey/industrial studies, marketing research and analysis, in collecting and disseminating market information.

9. As Head of the Department to supervise the activities of the officers and staff of the Department and to deal with administrative work of the Department.
10. To undertake activities as per direction of the Chairman and the Director (Marketing) and the General Manager.
11. To assist the Director in official work of the Division.
12. Miscellaneous official activities as emerge from time to time.

DEPUTY GENERAL MANAGER (Holding Companies)

1. To act as BSCIC counterpart of Bangladesh Handicraft Marketing Corporation (BHMC) and other Holding Companies asserted by BSCIC.
2. To act as BSCIC counterpart of Raw Materials Bank and ensure the supply to the Holding Companies.
3. To act as BSCIC counterpart of Investment Companies LTD.
4. To act as BSCIC counterpart of Warehouse Companies LTD.
5. To maintain liaison between the Financial Institution and the Holding Companies.
6. To supervise and guide the activities of officers and staff working under him.
7. Miscellaneous activities as and when assigned by the authority.

DEPUTY GENERAL MANAGER (Product Processing and quality control)

1. To prepare information sheets regarding Quality Control of different products of small and cottage industries,
2. To maintain liason with Standard Institution and such other organizations for finding out the standard of different products.
3. To evolve standards of different product which are not available with any institutions.
4. To organize product development of small and cottage industry products.

5. To supply improved design of small and cottage industry product as per customer's needs.
6. To develop prototype, design and supply them to the prospective entrepreneurs.
7. To provide counselling services regarding product development, quality control and prototype.
8. To create awareness about quality control among the producers.
9. To guide officers in the Department in undertaking of different works relating to quality control and product development.
10. As Head of the Department to supervise the activities of the officers and staff of Department and to deal with the administrative works of the Department.
11. To undertake activities as per direction of the Chairman, the Director (marketing and the general manager).
12. Miscellaneous activities as and when assigned by the authority.

DEPUTY GENERAL MANAGER (Promotion).

1. To direct supervise and control of activities relating to promotional works.
2. To process and suggest policy making proposals.
3. To prepare Investment Schedule for small & cottage industries and put up to authority concerned for approval and related action thereof.
4. To ensure implementation of programme for development of new capacity and improvement of existing capacity as per provision of Investment Schedule.
5. To process and suggest annual target for capacity development.
6. To maintain liaison with Industrial Service Centres (ISC)
7. To conduct for preparation of investment profiles investment briefs, fact-sheets and supply the same as and when required.
8. To conduct for preparation of area potential study, sub-sector study, etc.

9. To conduct pre-investment counselling to different small and cottage industries.
10. To conduct the feasibility study of different small and cottage industries.
11. To conduct for preparation of project appraisal report of different small and cottage industries.
12. To put up sanction proposals to the Working Committee/Investment Board.
13. To remain responsible for all establishment matters within his functions.
14. To organise training, meetings and seminars relating to small and cottage industries development.
15. To monitor Investment Schedule utilisation and submit report as per directives.
16. Process & recommend permission/recognition cases and put up to the Committee.
17. Issue sanction letters on permission & recognition cases to all concerned.
18. Appraise applications for loan/Foreign Exchange allocation to private sector industries and put up to relevant committee.
19. Prepare certificates on concessional customs duty and other related matters.
20. To attend the meeting of permission/Recognition Committee, Technical Advisory Committee, etc.
21. To meet queries of Tariff Commission, NBR and other agencies.
22. To arrange joint inspection with other agencies.
23. To arrange the comment on different small and cottage industries appraisal and project report prepared by Banks, BSB, BSRS, D.G.I. Textile Dept etc.
24. Any other work that may be assigned to him from time to time.

DEPUTY GENERAL MANAGER (Sub-contracting)

1. To remain responsible for management and control over the officers & staff of the Sub-Contracting Exchange Office.

2. To initiate probable policy measures for the development of Sub-Contracting Exchange Programme.
3. To co-ordinate various departments and organisations for the promotion of Sub-Contracting.
4. To make arrangement for training and expert services to the entrepreneurs.
5. To identify the Sub-Contracting products and units.
6. To make arrangements of sub-contracting between the producers and users of the Sub-Contracting products.
7. To keep constant vigilance to ensure and monitor smooth functioning of the sub-contracting linkage established so far.
8. To be responsible for promotion & development of Sub-Contracting Exchange Programme and creation of ancillary industries.
9. Any other activities that may be assigned to him from time to time.

DEPUTY GENERAL MANAGER (R.O. ISC. I/E, and Monitoring)

1. To remain responsible for overall control & supervision of ISC, I/E. & Co-ordination Department.
2. To deal with the policy regarding LAC composition allotment procedure, eligibility of allotment of land etc. for approval of the Ministry of Industries.
3. To supervise, co-ordinate and monitor the activities of I/Es & ISCs for proper implementation of the promotional works.
4. To undertake all measures in requisition & acquisition of land for I/E and ISC.
5. To formulate policy regarding execution of Lease Deed Agreement for allotted plots.
6. To supervise & control the collection of land premium, service charge, L.D tax etc. of the allottees of I/Es and other relative activities.
7. To conduct and supervise legal action/court cases arising out of cancellation of plots.

8. To look after administration of I/E & ISCs.
9. To co-ordinate with different Department like BSB, BSRS, Banks, etc. on land allotment to the projects sanctioned by them.
10. To furnish different information required by Banks, BSB, BSRS, etc. for sanction of different projects based on the location of I/Es.
11. To arrange payment of rates, taxes as per demand of the concerned authority after examination.
12. To fix up target for allotment of plot and collection of land premium for IEs.
13. To ensure infrastructural facilities to the allottees of IES,
14. To suggest for removal of tax anomalies which deter the development of small & cottage industries.
15. To arrange training programme for officers of IEs/ISC's.
16. Any other job assigned by the authority.

DEPUTY GENERAL MANAGER (Extension).

1. To remain responsible for supervision of activities relating to extension services.
2. To ensure the implementation of approved programme for extension services.
3. To prepare policy making proposals.
4. To finalise and implement counselling programmes.
5. To maintain liaison with ISCs.
6. To collect, compile & issue monthly progress reports.
7. To act as Liaison Officer of Technonet Asia.
8. To prepare different project proposals for financing by Technonet Asia, obtain their approval and implement the same.
9. To conduct different training programmes on extension/project appraisal etc.
10. To provide inplant advisory services training suggest measures for improvement of operation of industries.

11. To prepare annual imported raw material budget liaisioning with Industries Service Centres about input supply to small industries.
12. To prepare import criteria for small and cottage industries and send it to relevant authorities for necessary action,
13. To help the entrepreneurs of small and cottage industries for licensing and procurement of raw materials (both local and imported).
14. To attend the meeting of Licensing Board raw materials and spares criteria formulation committee, etc,
15. To collect information materials from different sources including UNDP; Technonet Asia and other national and international agencies.
16. To collect periodicals/journals locally published from BCSIR, BUET, BARI, BIDS, EPB, DGI, BITAC, etc.
17. To prepare and circulate current awareness service containing relevant abstracts and new entries.
18. To meet all enquiries from the clients and prepare information package either from available source or refer to relevant sources.
19. To keep contact with the various research organisations and innovators and will be looking after technology transfer.
20. To provide assistance in preparing schemes under various credits.
21. To reply business enquiries.
22. To undertake diagnostic studies of all sick and about to sick for SCI and keep record.
23. Any other work that may be assigned to him from time to time.

DEPUTY GENERAL MANAGER (Development of Cottage & Rural Industries in Chittagong Hill Tracts, Bandarban & Khagrachhari).

1. To remain in charge for monitoring the implementation of the project work for the Development of Cottage & Rural Industries in Chittagong Hill Tracts and Bandarban.
2. To submit Project reports to MIS. and other concerned departments.

3. To prepare plan, estimate, design, schedule, etc. and also timely execution of civil constuction works of the concerned project in consultation with the Civil Engineering Department.
4. To undertake preparation, implementation and revision/modification of development work, ADP, Budget etc.
5. To guide and supervise the activities of the over all project implementation.
6. To ensure timely implementation of the Annual Development Programmes.
7. To design, organise and supervise training programme in various cottage and rural industries within the project area.
8. To promote the use of various indigenous raw materials within the project area by undertaking research and studies.
9. To maintain close liaison and co-ordination with the Project Officer, Chittagong Hill Tracts Dev. Board, other Govt. Agencies, Asian Dev. Bank and concerned departments.
10. To work as contact officer for Asian Dev. Bank and ensure timely submission of the bills for reimbursement to the ADB.
11. To arrange foreign experts/aid for promotion and development cottage and rural industry of the jurisdiction.
12. To assess the need for develepment of entrepreneurship, select sector of investment where women entrepreneurship male and female within the project area and render pre and post investment counselling.

DEPUTY GENERAL MANAGER/COUNTERPART (DRI)

1. To remain responsible for planning, organising and implementing the programme in their own areas of activities.
2. To assume responsibilities of Foreign Advisers after their departure and also work with expatriate experts attached/to be attached with project from time to time.

3. To prepare annual action plan of the project and fixation of target with budget allocation in time frame etc.
4. To initiate logistic arrangements for the officers and staff.
5. To initiate action for conducting studies, surveys and preparing industrial profiles.
6. To co-ordinate activities of the Extension Officers and Asstt. Extension Officers.
7. To co-ordinate with other departments of the BSCIC.
8. To co-ordinate with Govt. and other agencies for orchestration of allied activities.
9. To undertake field inspection to supervise activities of field staff.
10. To identify and select master craftsman/craftsman/trainers and initiate recruitments.
11. To organise training programmes for skill development of artisans unemployed, landless & near landless and other people.
12. To arrange and supply raw-materials.
13. To arrange and supply new designs and prototypes.
14. To assist in promotion of group activities/formation of association.
15. To arrange delivery of credit and maintain liaison with credit given agencies.
16. To assist in sales promotion and marketing of products.
17. To participate in fairs and melas.
18. To ensure improvement in quality of products.
19. To initiate research in design and product development.
20. To develop appropriate technology.
21. To develop sub-contracting/linkage.

22. To prepare reports and returns,
23. To monitor and evaluate the project activities.
24. To assist Project Director in his works and perform other function of the project as may be assigned from time to time.

CHIEF OF DESIGN CENTRE/DGM (Design Centre)

1. As project chief he is responsible for drawing, disbursing and controlling office of the project,
2. To supervise the work of 8 sections of the project such as, (a) Doll Making (b) Metal (c) Packaging (d) Textile Printing (e) Canand Bamboo (f) Leather & Jute (g) Pottery and (h) General Design.
3. To develop new designs with a view to raising quantity and quality and standard of products of the existing a prospective handicrafts of small and cottage industries and individual and to uplift the skill of artisans engaged in the cottage industrise of the country.
4. To develop new products and processes through utilisation of the Indigenous materials and skills.
5. To provide advisory services, technical assistance and overall guidance to the existing and prospective small and handicrafts industries.
6. To help artisans, maintain contract with marketting channels.
7. To arrange exhibition of designs, products and processes with a view to producing quality and standard handicrafts.
8. To offer training in selected fields to develop existing skills and create new skills
9. To ensure proper administration of the Project.
10. To interview with artisans, Private enterprenurs and to provide them with Pre-investment and Post-investment counseling.
11. All policy matters for the development of the project.

DEPUTY GENERAL MANAGER (Development of Salt Industry).

1. To act as Head of the project and will be responsible for overall activities of the Project.
2. To implement the activities of the project and suggest the management regarding the ways and means to solve problems, if any.
3. To prepare project design and help the management in formulating policy and plan of the project.
4. To assist the management in formulating policy regarding salt production, procurement and disbursement of salt loans to the growers of salt and there-by increase production of salt.
5. To help the management to take policy measures to make self sufficiency in salt production.
6. To make close liaison with local administration and other agencies involved for proper functioning of the project.
7. To undertake tours to different places/centres under the jurisdiction of salt project for better co-ordination and proper functioning of the project.
8. To organise private salt producers into producers, co-operatives.

DEPUTY GENERAL MANAGER, (Industries Service Centre).

1. To act as the Chief of the district & shall be responsible for overall supervision of the activities of the BSCIC in the district & act as the head of administration of ISC.
2. To co-ordinate all the activities of the BSCIC that are being implemented through different projects in the district.
3. To guide, supervise and control the officers of ISC in providing promotional services to the entrepreneurs of different small & cottage industries.
4. To organise the field staff to provide extension services to small & cottage enterprises which are already in different stages of existence.

5. To organise mobile team to identify the areas needing assistance and provide promotion & extension services.
6. To prepare activities schedule/annual action programme/work schedule etc. for the field officers.
7. To co-ordinate with other organisation and District Administration as regards in promotion & extension activities.
8. To keep contact with other organisations and various innovators.
9. To monitor progress of field activities.
10. To remain responsible for monthly/quarter/annual progress report.
11. To remain responsible for fixing up of annual physical and financial programme for the district.
12. To supervise & control the activities of Industrial Estate.
13. To recommend allotment of the industrial plots and supervise their effective utilisation.
14. To remain responsible for financial management of ISC.
15. To recommend credit proposal to the financial institutions.
16. To guide & supervise the activities of the staff for better use of the credit.
17. Any other job assigned by the authority.

DEPUTY SECRETARY (Board)

1. To prepare and collect working paper/agenda for placing before the Board of Directors meeting.
2. To issue notice in connection with holding of Board meeting in consultation with the Secretary, BSCIC and circulate working paper/agenda for the Chairman and members of the Board of the Directors.
3. To prepare minutes of the meeting of the Board of Directors for approval of the Chairman of the Board and distribute the decision for taking appropriate action.

4. To act as Secretary to the Board of Directors.
5. To maintain all the records/papers/documents concerning Board meetings and decisions thereof.
6. To remain present in the Board meeting to assist the Member Secretary and the Board of Directors and make recording of the proceeding of Board meeting

MANAGER (PERSONNEL)

1. To perform all duties relating to recruitment/posting/appointment/transfer set-up, gradation list of all officer and staff.
2. To dispose of all leave cases, increment, service book, personal file regarding all officer and staff.
3. To prepare brief and comments on all disciplinary cases, allegations, representations, grievances and legal matters relating to officers and staff.
4. To initiate any ammendments and follow up the implementation of rules, regulations etc. regarding the BSCIC.
5. Any other works assigned from time to time.

MANAGER (Training).

1. To act as head of the department and responsible for human resources development of the BSCIC.
2. To prepare the career development plan for the officers and staff of the Corporation.
3. To asses the training need of the officers and staff.
4. To asses the training need of the private sector for the development of small and cottage industries in the country.
5. To prepare master plan for training and devolopment as per the assessment made for the BSCIC and private sector.
6. To design courses and take measures for their implemention.

7. To maintain liaison with the Government offices, institute of the country.
8. To maintain liaison with foreign institute of the similar nature.
9. To arrange resource personnel for imparting training.
10. To orchestrate the training programme under different projects of the Corporation.
11. To maintain training materials.
12. To evaluate the training programme and follow-up-action.
13. Any other job assigned.

MANAGER (Common Service)

1. To assist Deputy General Manager (Common Service) in all matters relating to stationaries, liveries, telephones, taxes, insurance and claims etc.
2. To maintain security of assets, properties documents, office building and record of real estates.
3. To maintain of transport and staff bus.
4. To supervise and maintain all furnitures & fixtures.
5. To process procurement and distribution of medicines.
6. To maintain & supervise the supply of water, electrycity, sewerage, type-writer machine, lift, calculators gestetner machine and all other eupipments and all care-taking job.
7. To dispose & destory of old files and records, etc.
8. Any other works as and when assigned from time to time.

MANAGER (MIS, Data, Bank, Monitoring and Evaluation)

1. To assist the General Manager (MIS) and Deputy General Manager in discharging all responsibilities of the department including admin strative functions.

2. To guide and supervise the officers involved in MIS activities to use the various formats and instrument for collection storage and dissemination of data and information.
3. To undertake the on-going and post implementation evaluation of the development projects of BSCIC.
4. To prepare the minutes of meeting, conference and other purpose of and when required with the help the assigned officers.
5. To collect, analyse and disseminate the data and information on Industrial Estates under the guidance of the general Manager.
6. To assist the General Manager regarding maintainance of the library BSCIC.
7. To maintain liaison with the out side publisher, library and BSCIC's other specialised libraries.
8. To assist the General Manager in preparation of filmes slides etc. In collaboration with other agencies regarding the activities of BSCIC.
9. To undertake the performance evaluation of industrial officer/projects and officers of BSCIC in the context of the target of activity.
10. Any other job that may be assigned from time to time.

DEPUTY CONTROLLER OF ACCOUNTS : (Budget and Finance)

1. To act as the head of Budget Department of the Accounts, Finance and Budget Division of the Corporation.
2. To check-up all the centre wise prepared budget by the officers and staff under him and place the same to the authority for approval.
3. To arrange necessary steps for control over expenditure as per approved budget of each centre.
4. To control the necessary re-appropriation of approved budget of each centre, if necessary and submit the same for approval of the Director, Finance.
5. To undertake necessary steps for the preparation of Annual Budget (Establishment Budget only) and submit the same in time

to the Board of Directors for approval and then to the Govt. All the above works exclude development budget, development expenditure, of the Corporation, which is to prepare by the Planning Division of the Corporation.

6. To make necessary arrangement for getting release of A. D. P. Fund for the Govt.
7. To attend all Govt. meeting regarding financial matters A. D. P. Funds.
8. To keep a very keen supervision for timely submission of requisition for release of A D. P. Funds.
9. To obtain funds from Govt. verification with A. G. B. and make correspondance with Govt.
10. Any other job assigned from time to time.

DEPUTY CONTROLLER OF ACCOUNTS : (Region, ISC and Projects).

1. To supervise the maintenance of proper register on Project Accounts and submit the MIS reports.
2. To ensure the transfer of fund to all Regions, Projects, ISC's & I/E's.
3. He will be the overall in charge of the Project Division of the Corporation.
4. He will make necessary arrangement for transfer of ADP Fund to Regions, Projects, ISC's & I/E's.
5. He will attend all Govt. meetings regarding financial matters.
6. He will keep a very keep supervision for timely submission of accounts by the Regions, Projects, ISC's & I/E's.
7. He will supervise & guide for preparing Projects accounts.
8. He will supervise for reconciliation of Projects, ISC's & I/E's Accounts.

DEPUTY CONTROLLER OF ACCOUNTS : (Employees Benefit Fund)

1. To supervise and control the maintenance of Contributory Provident Fund Accounts.

2. To remain responsible for payment of all C.P. Fund. House Building Loan, Motor Cycle Advance, E.B. Fund Loan and others.
3. To supervise, guide and control Board of Trustee of C.P. Fund.
4. To remain responsible for correct accounting of C.P. Fund Accounts including interest thereon to be credited to individual subscribers & issuance of confirmation slip.
5. Any other job assigned from time to time.

MANGER : (Credit Administration)

1. To assist Deputy General Manager and General Manager in proper implementation of credit scheme.
2. To maintain liaison with the different department and Commercial Banks to ensure issue of Pass Books and disbursement of loan to the weavers & entrepreneurs.
3. To guide, control and supervise the work of officers and field staff of credit scheme.
4. To collect returns and statements from the field officers, compile and submit the same to the concerned authority/departments.
5. To visit areas under credit schemes to ensure proper utilization of loan.
6. To receive files & papers regarding legal matters from all departments of the BSCIC & initiate finalisation of the issue for decision of the management.
7. To deal with the legal matters on credit programme in favour of the organisation.
8. Any other works to be assigned.

DEPUTY CONTROLLER OF ACCOUNTS (Bill & General)

1. To remain responsible for the preparation of Final Accounts and Balance Sheets of the Corporation.

2. To approve all adjustments/transfer vouchers for the purpose of final accounts.
3. To review the draft audit reports submitted by the External Auditors on the BSCIC Accounts (General) and arrange to meet up the objections.
4. To prepare and place all sorts of financial statements/financial data as to general accounts to management/govt. as and when required.
5. To approve all cash, bank and journal vouchers excepting those connected with the bill section.
6. To attend queries and letters from Govt. and other agencies in matters of financial accounts of the Corporation.
7. To Place the accounts with necessary working papers before the meeting of the Board of Directors of the BSCIC and implement the decision of the Board in respect of accounts.
8. To supervise the works of officers and staff working in this section in respect of proper maintenance of books of accounts i.e. Bank Book, Cash Book, General Ledger, Subsidiary Ledger, Journal etc.
9. To work as Member-Secretary E.B.F. Loan Committee for sanctioning loan from E.B. Fund and maintenance of Accounts thereof.
10. To write of Annual Confidential Repor of the officers and staff of General Accounts Section.
11. To check and pass all bills.
12. To check and pass all final bill of contractors of Region, Project and Estates as per delegation of authority.
13. To check and pass the pay bills of officers and staff, House Rent Celing Bills.
14. To check and pass all T.A. Bills.
15. To ensure the transfer of Fund to all Regions, Projects and Estates,
16. To attend as a member of Tender and purchase Committee.
17. To maintain Budgetory Control.
18. To act as a memer of pay fixation Committee.

MANAGER (Planning and Programming). Part I

1. His responsibility will be to prepare :
 - a. Five Year Plan.
 - b. Annual Development Plan (Physical and Financial).
 - c. Mid-term plans reviews and reports.
 - d. Public Sector Schemes/Programmes.
 - e. Development Programmes/Work Schedule for SCI.
 - f. Conduct feasibility study.
2. To supervise and ensure the implementation of the programmes.
3. To hold the responsibility of general administration of the Planning, Development and Technology Division.
4. In addition, perform other assignments as and when required.

MANAGER-(Planning and Programming). Part II

1. To prepare, process and operation of different credit programme
III Special Credit, NORAD Credit, IDA Credit, DANIDA Credit, US.
AID Credit and other credits.
2. To supervise and ensure the implementation of credit programme.
3. To remain responsible for all NGO's working in the SCI sector.
4. To prepare budget speeches, replies on questions by the Government as and when required.
5. In addition, perform other assignments as and when required.

MANAGER (Research, Development and Co-ordination).

1. To assist the General Manager/Deputy General Manager-II for smooth functioning of the department.
2. To conduct feasibility study for SCI sector and prepare project reports on them.
3. To conduct national survey and periodical short survey on small and cottage industries.

4. To collect statistics relating to industries sector/sub-sector.
5. Evaluate completed and original schemes.
6. To prepare studies and evaluate the different credit programmes for SCI sector.
7. To supervise the evaluation of completed research project, final study reports and prepare action programmes.
8. To prepare proposals in various fields related to SCI. Evaluate Proposals, appointment of consultant, execution of contract, follow up, supervision, etc.
9. To maintain liaison and co-ordination with different department, agencies, etc.
10. To prepare and publish survey reports, sectoral and sub-sectoral survey reports.
11. To maintain up-to-date survey and statistical records.
12. To prepare annual report on BSCIC activities.
13. To supervise and ensure implementation of the programmes.
13. To supervise and ensure implementation of the programmes.
14. In addition, perform other assignments as and when required.

MANAGER (Technology Development)

1. To assess the technology requirement for SCI sector.
2. To prepare the technology requirement Five Year Plan of BSCIC.
3. To prepare policy paper on appropriate technology for SCI sector.
4. To guide and undertake research work/study for the technology development of SCI sector.
5. To arrange technical assistance for potential innovating machinery and equipment development.
6. To keep contract with the various research organisations and innovators.

7. To arrange and organise training.
8. To collect information on technology development from different sources both at home and abroad.
9. To prepare and circulate current awareness services containing relevant abstracts and new entries.
10. To prepare techno-economic feasibility report.
11. To perform other responsibilities assigned by General Manager—II/ Deputy General Manager—IV as and when required.

MANAGER (Bee-keeping).

1. To prepare plan programme for the project and arrange approval.
2. To remain responsible for implementation of the bee-keeping programme.
3. To guide supervise & control of all officers/staff of the project.
4. To give technical guidance to the related officers/staff.
5. To arrange training courses (special) for development of management, skill and human resources in the project.
6. To impart training in the special courses above.
7. To prepare training and extension materials and send these to the training centres, ISC and colony multiplication centres for their uses.
8. To prepare correct types of models of standard Bee-keeping implements and send these to ISCs and other project areas for introduction.
9. To arrange placement of fund of the project to the authority responsible for implementation.
10. To assist the follow up activities of the training programmes.
11. To keep maintain co-ordination with other departments.
12. To arrange publicity of the project activities.

13. To report progress of the project.
14. To perform any other work related to the project as may be assigned to him by the authority.

MANAGER (Dev. of Salt Industry)

1. To assist the Deputy General Manager for preparation of work schedule, production schedule, price index etc.
2. To supervise the activities of the salt industry as a whole.
3. To supervise the activities of officers and staff of the salt projects.
4. To assist the Deputy General Manager to promote development of salt industry in Bangladesh.
5. To disseminate technical know-how to the cottage industrial entrepreneurs in production of salt.
6. To explore possibility of production of salt in Hatiya, Sandip and other places of Bangladesh.
7. To render extension services for the development of salt industry in Bangladesh.
8. To undertake tours to different salt centres for smooth functioning of the officers and staff under the salt project.
9. To perform any other duties assigned from time to time.

MANAGER (Development of Cottage Industry at Chittagong Hill Tracts, Khagrachari & Bandarban Districts).

1. To Perform administrative function of the Cottage & Rural Industries Development Project in Chittagong Hill Tracts, Bandarban & Khagrachhari.
2. To remain responsible for implementation of the development programmes of the Cottage and Rural Industries Development project in Chittagong Hill Tracts, Bandarban and Khagrachhari.
3. To supervise proper management and implementation of the on going programmes as per action plan.

4. To arrange timely supply of necessary inputs required for the on going programmes.
5. To supervise proper marketing of the products of the projects area.
6. To ensure preparation & submission of periodical reports & returns.
7. To co-ordinate the District level offices and attend meeting as and when required.
8. To provide extension services to the local investors, trainees etc.
9. To find out new areas of development in the field of cottage & rural industries.
10. To carry out any other function as and when required.

MANAGER (Women Entrepreneurship Development Programme)

1. To act as planner of Development of Women Entrepreneurship Development Programme.
2. To help Entrepreneurship & Extension Cell of the project.
3. To provide pre-investment counselling and in-plant advisory services.
4. To prepare activities schedule/annual action programme/work schedule etc for the field staff.
5. To supervise the work of the subordinate officers.
6. To help the women entrepreneurs for obtaining licencing and procurement of raw materials.
7. To keep contact with other organisations and various innovators.
8. To monitor progress of field activities.
9. To prepare Monthly/Annual progress Report.
10. To supervise the work of Design Co-ordinator.
11. To arrange & organise training programme.
12. Co-ordinate with other organisations undertaking similar activities.
13. Any other job assigned by the authority.

MANAGER (Development of Rural Industries)

1. To prepare annual physical work programme for development of cottage and rural industries, in the project areas.
2. To fix up annual target for extension, training and other promotion and development activities by the Extension Officers and Assistant Extension Officers at the field level.
3. To orchestrate the DRI activities in southern project district with those in other areas.
4. To initiate training proposals for craftsmen, artisans and trainers.
5. To organise training courses of craftsmen, artisans and trainers of cottage industries.
6. To undertake follow-up visit to the project areas extensively and intensively to supervise the activities of the field officers and guide them on the spot.
7. To initiate action for conducting studies, surveys and preparing industrial profiles.
8. To monitor the promotion and development activities.
9. Any other duties as and when assigned.

DEPUTY CHIEF ENGINEER (Civil Engineering)

1. To remain responsible to the Chief Engineer for the efficient and good technical control of the BSCIC Projects.
2. To recommend the estimates for approval of the Chief Engineer.
3. To prepare & Check all plan, estimate, design & schedule of civil works for BSCIC Projects and execute civil construction works.
4. To prepare material statements, procure construction materials and supervise work for ensuring quality, efficiency and time schedule.
5. To help Chief Engineer to enlist contractors, invite and scrutinise tenders, prepare contract documents & issue work orders.
6. To undertake preparation, implementation and revision/modification

of development works, ADP, budget etc. and also to repair and maintain all civil works of BSCIC.

7. To help Chief Engineer in maintaining co-ordination with other departments at Head Quarters, ISC's. Industrial Estates, Special projects, Pilot Projects, etc.
8. To assist Chief Engineer in engineering and administrative matters of the Civil Engineering Department.
9. To make physical checking of bills of contractors up to 10%
10. To obtain approval of bills, from higher authority.
11. To inspect any work under execution on special assignment if any.
12. To remain responsible for obtaining approval from Chief Engineer for deviation in works or changes in design or modification etc.
13. To recommend the selection of site.
14. To remain responsible for timely submission of monthly, quarterly and annual progress report to MIS Department.
15. To modify plans on the approval of the Chief Engineer.
16. To do any other job assigned by the Chief Engineer.

MANAGER (Special Project)

1. To deal with the type of pilot projects, NWRDP, RD- 2 etc. to be taken up on the basis of decisions taken by the Management.
2. To get the feasibility reports prepared by the concerned department and put up for approval of the management.
3. To get the scheme prepared by the Planning Department in project proforma for approval by the Government.
4. To get the Industrial Profiles prepared by the concerned Department on Project.
5. To communicate with the concerned District Managers, Regional Heads for selection of Associates and put up nomination to Director (projects) through the D. G. M. after examining whether the procedures have been followed in such selection.

6. To refer to the Civil Engineering Department for construction of factory shed as per provision of the scheme and ensure timely supply and installation of machinery.
7. To ensure final operation of the units timely execution of Hire Purchase Agreement and other legal formalities before handing over the Project concerned.
8. To prepare progress report monthly/quarterly/half yearly and annual of the projects under implementation for submission to the concerned authority.

MANAGER (Project Implementation & Management)

1. To assist in the preparation of schemes for different Projects and supervision of the on going projects.
2. To arrange technical, managerial and marketing assistance to the projects.
3. To assist in the formulation of salt policy, increase of salt production and quality improvement.
4. To assist in the preparation of estimate, design and schedule of civil works for the BSCIC Public sector Projects.
5. To supervise the execution of civil works including development of new Industrial Estates.
6. To assist in designing, organising & supervising training programmes in various cottage and rural industries.
7. To assist and maintain liaison with the foreign experts engaged the promotion and development of cottage and rural industries.
8. To undertake the feasibility studies for development of Projects.
9. To prepare schemes for exploring market of cottage and handicrafts products.
10. Any other job assigned.

DEPUTY CHIEF AUDIT OFFICER

1. To assist Chief Audit Officer in routine matters regarding overall office administration, supervision and control of the Department,

2. To edit of the Audit Reports, submitted by the Audit Officers.
3. To examine the External Audit Reports and receive of replies thereof from the Regional Offices/Estates/Project/SIC's and furnishing of the same to the Chief Audit Officer after due action for placement to the Board.
4. To receive of replies from Govt./Commercial Audit Reports, the Regional Offices/Estates/Projects/SISC's and editing the same for furnishing of replies to the Director General to Commercial Audit.
5. To prepare of programme for Internal Audit of the offices.
6. To recommend tour diaries of the Assistant Chief Audit Officers and staff and checking their T. A. Bills, Medical Bills etc. for approval of the Chief Audit Officer.
7. To scrutinize monthly/periodical accounts and preparation of comments thereof.
8. To undertake tours to conduct special audit investigation works.
9. To look after the routine functions of the Chief Audit officer during his absence.
10. To prepare list of External Auditors for arranging Annual Audit.
11. To assist the Chief Audit Officer by drafting replies and preparing other papers in connection with Govt./Commercial Audit, Public Accounts Committee meetings and joint discussion meetings.
12. To supervise the activities of the Internal Audit Team and advise them for proper and meaningful audit.
13. To checking the accuracy of pay fixation sheets of the officers/staff of BSCIC and also giving comments in this respect in the concerned files being received from different Deptts /Offices.
14. To check the pre audit works.
15. To check the replies of audit queries of Govt./Commercial audit reports before submission to Commercial Audit Deptt.

16. To supervise the follow-up works of Internal Audit Reports.
17. To arrange for conducting annual physical verification of inventory of BSCIC.
18. To answer all queries raised by various offices/Deptts. relating to the implementation of Internal Audit Reports.
19. To discharge any other duty assigned by the authority.

MANAGER, (Product Processing & Quality Control).

1. To prepare information sheets regarding quality control of different products of small and cottage industries under the Food and Allied Sector.
2. To maintain liason with Standard Institution and such other organisations for-finding out the standards of different products under the same sector.
3. To evolve standards of different products which are not available with any institution.
4. To supply improved design as per customer's needs.
5. To provide counselling services regarding product development and quality control under the food and allied sector.
6. To create awariness about quality control among the producers under the same sector,
7. To conduct extension works to the existing industries relating to quality control of their products.
8. Misc. activities as and when assigned by the authority.

MANAGER (Marketing and Research).

1. To undertake marketing surveys/industrial studies on various small and cottage industries sub-sector/products.
2. To undertake marketing research and analyse marketing opportunities of locally produced arts, crafts and other products, channels of distribution and marketing costs thereof.

3. To conduct market study on different cottage industries on locality basis.
4. Collection and dissemination of information relating to various aspects of marketing of small and cottage industries products.
5. To organise participation in fairs and exhibitions.
6. To guide the officers in the Department in undertaking surveys/ industrial studies, marketing research and analysis in collecting and disseminating market information.
7. To assist the D.G.M. in the official work of the Division.
8. Miscellaneous official activities as emerge from time to time.

DEPUTY CHIEF DESIGNER/MANAGER (Design Centre)

1. As a secondman of the Project, the Deputy Chief Designer assists the Chief of the Design Centre in all respects and responsible for overall development activities of the project.

Moreover Deputy Chief Designer Is attached with the followings :

1. To help the designers and craftsman for development of new and creative designs with a view to raising quantity and standard of the products,
2. To organise and control internal and external training programme,
3. To organise fairs and exhibitions.
4. Responsible for publication of booklets, catalogues etc.
5. Publicity and motivation work.
6. To contract Government authority, Autonomouse bodies and other Agencies for obtaining the work order for internal decorations, construction and decoration of stalls, pavilion show-rooms etc. on commercial basis
7. Market research.
8. To run the sales and display centre of Design Centre.

MANAGER (Promotion).

1. To receive applications for permission/recognition of small industries,
2. To scrutinise applications submitted for permission/recognition of small industries.
3. To refer the applications to subject matter specialist for appraisal report and appraise the marketing, technical and financial aspects of the project proposals required.
4. To place the appraisal reports to the permission meeting for disposal.
5. To prepare permission letter after the project is sanctioned by the committee and issue permission letter.
6. To take action of the cases as per observation of the committee in respect of cases placed before the committee.
7. To process cases of foreign exchange under any credit arrangement.
8. To monitor of investments under the provisions of Investment Schedules (Small and Cottage), prepare and distributes quarterly reports timely.
9. To follow up preparation of Investment Schedule for small and cottage industries.
10. To render pre-investment and post-investment counselling to entrepreneurs.
11. To maintain normal correspondences with industries service centres and other agencies.
12. To attend different inter-co-ordination meeting within the BSCIC and outside BSCIC.
13. Any other work that may be assigned by the authority from time to time.

MANAGER (Studies and Profile)

1. To prepare investment profiles, briefs etc. on different small and cottage industries.
2. To prepare area potential study, sub-sector study, feasibility study, diagnostic study on small and cottage industries.
3. To provide pre-investment counselling to the prospective entrepreneurs.
4. To provide post-investment counselling to the existing industries.
5. To prepare project appraisal report.
6. To prepare small and cottage industries investment schedule.
7. To give technical comments on reports, project reports of different small and cottage industries.
8. To disseminate technical information.
9. To attend different interco-ordination meeting within the BSCIC and outside BSCIC.
10. To attend reply to business enquiry.
11. To assist D. G. M. Promotion.
12. Other assignments as and when assigned by the authority.

MANAGER (Licensing and Raw Materials)

1. To assess requirement of raw materials for different small and cottage industries.
2. To help the entrepreneurs of SCI for licensing and procurement of raw materials.
3. To assist in opening L. C.
4. To attend Licensing Board Meeting.
5. To meet quires of CCIE.
6. To prepare the annual budget for raw materials and spares of small and cottage industries.

7. To assist for formulation of imported raw materials and spare-parts criteria for small and cottage industries.
8. To provide post investment counselling to the existing industries in connection with licencing and raw materials.
9. To look after the tariff protection of small and cottage industries.
10. Any other jobs assigned by the authority.

MANAGER (Sub-Contracting)

1. To supervise the work of the officers and staff under his control.
2. To assist for co-ordination of various departments and organizations for the promotion of sub-contracting.
3. To design effective sub-contracting system for both existing and new industries.
4. To arrange necessary training and expert service to the entrepreneurs about subcontracting.
5. To provide counselling and advisory services for the sub-contracting industries.
6. To conduct feasibility study, prepare project appraisal report on sub-contracting and ancillary industries.
7. To prepare investment briefs, profiles fact sheets, etc. on Sub-contracting and ancillary industries.
8. To identify the sub-contracting products and units.
9. To make arrangements of sub-contracting between the producers and users of the sub-contracting products.
10. To assist for preparation of Investment Schedule for small and cottage industries on sub-contracting.
11. To remain responsible to the DGM (Sub-Contracting) for any other job.
12. Any other job assigned by the authority.

DEPUTY CHIEF ENGINEER (Agro-Industries)

1. All policy proposals relating to agro-based & agro-supporting industries with particular ref. to Food Industries.
2. All pre & post investment counselling on agro/Food Industries.
3. Preparation of technical reports on the agro-based industries.
4. Proposals on new investment & BMRE in respect of agro/food industries.
5. Counselling on technical problems on the sub-sector.
6. Assist in preparation of feasibility report/profiles/investment briefs/Investment Schedules.
7. Joint inspection with DGI and other agencies.
8. Inspection of existing industries for post-investment counselling.
9. Selection of machinery and equipments of different agro-based industries.
10. Preparation of list of raw materials and spares for agro-based industries.
11. Comment on reports prepared by Banks, BSB, BSRS, DGI, etc.
12. Reply enquires based on agro-industry.
13. Any other work that calls for his action.

DEPUTY CHIEF ENGINEER (chemical and pharmaceuticals)

1. All policy proposals relating to chemical industries.
2. All Pre & post investment counselling on chemical industries.
3. Preparation of technical reports.
4. Proposals on new investment & BMRE in respect of chemical industries.
5. Bio-gas programme.
6. Counselling of technical problems.
7. Assist in preparation of feasibility report/profiles/briefs/Investment Schedules.

8. Joint inspection with DGI, orher agencies.
9. Inspection of chemical industries for post investment counselling.
10. Selection of suitable machinery and equipments of different industries under this sector.
11. Find out the required raw materials and spares for different industries under this sector.
12. Comment on reports prepared by Banks, BSB, BSRS, DGI, etc. under this sector.
13. Reply queries about the chemical and pharmaceutical sector.
14. Any other work that calls for his action,

MANAGER-(Leather and Rubber)

1. To reprovide in plant advisory service to leather and rubber industries.
2. To assist the entrepreneurs in preparing different project proposals relating to leather and rubber industries.
3. To collect information materials relating to leather and rubber industries from different sources.
4. To meet all quaries relating to leather and rubber industties.
5. To keep close liasion with BSCIC, DGI and other organisations.
6. To assist for preparation of investment profiles, briefs, Investment Schedule etc. and when required.
7. To prepare techno-economic feasibilty report and project appraisal report on leather and rubber industries.
8. Selection of suitable machinery and equipment of different industries under this sector.
9. To find out the actual requirement of raw materials and spares for different industries under this sector.
10. Joint inspectton with DGI and other Deptt.

11. Reply queries in connection with leather & rubber industries .
12. To make comment on reports prepared by Banks, BSB, BSRS, DGI, etc, under this sector,
13. Any other jobs assigned to him by the authority,

MANAGER (Financial Specialist).

1. To remain responsible for financial analysis of all investment proposals.
2. To provide counselling on the profitability of the investment proposals.
3. To prepare investment brief, investment profiles, fact sheets/investment schedules in connection with financial aspect/profitability
4. To prepare financial analysis of feasibility report for development of new capacity & improvement in the existing capacity.
5. To conduct inspection of industries for counselling on financial aspects.
6. To act as trainers on financial aspect in different training courses.
7. To provide joint financial appraisal with Banks.
8. Any other job assigned by the authority.

MANAGER. (Textile and Garments).

1. To process all policy proposals relating to Textile Industries.
2. To provide pre-investment counselling to the entrepreneurs of Textile industries for selection of type of industry and proforma machinery.]
3. To prepare the investment briefs, guides, profiles and fact sheets on potential textile industries.
4. To provide assistance to the entrepreneurs in filling up application forms as well as preparation of projects proposals.
5. To prepare the technical reports under this sector.

6. Proposals on new investment & BMRE in respect of Textile Industries.
7. To provide in plant visit and post investment counselling to the existing textile industries.
8. To undertake diagnostic study of textile industries.
9. To follow up the recommendation for proper implementation and provide assistance to them in that matter as and when required.
10. To conduct joint inspection with DGI Textile Deptt. and other agencies.
11. To make comment on reports prepared by Banks, BSB, D. G. I, Textile Deptt. etc.
12. To reply the queries about the textile sector.
13. To assist for preparation of investment schedule for small and cottage industries.
14. Any other job assigned by the authority.

DEPUTY CHIEF ENGINEER (Metal)

1. To process all policy proposals relating to metal industries.
2. To provide pre-investment counselling to the prospective entrepreneurs of metal industries.
3. To prepare the investment briefs, guides, profiles and fact sheet on potential metal industries.
4. To provide assistance to the entrepreneurs in filling up application forms as well as preparation of project proposal.
5. To prepare the technical reports under this sector, proposals for new investment & BMRE in respect of metal industries.
6. To follow up the recommendations for proper implementation and provide assistance as and when required.
7. To conduct joint inspection with other agencies.
8. To make comments on reports prepared by Banks, BSB, BSRS, DGI etc. under this sector.
9. To reply the queries about the metal industries.

10. Any other jobs assigned by the authority.

MANAGER (Regional)

1. To assist the Regional Director in discharging all responsibilities of the Regional Office including administrative functions.
2. To guide and supervise the subordinate for preparation of MIS reports and other short and periodical reports.
3. To ensure the back-up support according to need of the ISCs.
4. To visit the project areas/ISCs for monitoring the progress of yearly target of activities and keep informed the Regional Director for taking corrective measures if & when required.
5. To ensure the preparation of minutes of meetings, conference at regional level & other purpose if & when required and submit the same to the Regional Director.
6. To maintain liaison between different ISCs and project offices within the Region.
7. Any other job assigned from time to time.

MANAGER (Industries Service Centre)

1. To act as the Chief of the District & shall be responsible for overall supervision of the activities of the BSCIC in the district & act as the head of administration of ISC.
2. To coordinate all the activities of the BSCIC that on being implemented through different project in the district.
3. To guide, supervise and control the officers of ISC in providing promotional services to the entrepreneurs of different small & cottage industries.
4. To organise the field staff to provide extension services to small & cottage enterprises which are already in different stages of existence.
5. To organise mobile team to identify the areas needing assistance and provide promotion & extension services.
6. To prepare activities schedule/annual action programme/work schedule etc. for the field officers.
7. To co-ordinate with other organisation and District Administration as regards promotion & extension activities.

8. To keep contract with other organisations and various innovators.
9. To monitor progress of field activities.
10. To remain responsible for monthly/quarterly/Annual Progress Report.
11. To remain responsible for fixing up of annual physical and financial programme for the district.
12. To supervise & control the activities of Industrial Estate.
13. To recommend allotment of the industrial plots and supervise their effective utilisation.
14. To remain responsible for financial management of ISC.
15. To recommend credit proposal to the financial institutions.
16. To guide & supervise the activities of the staff for better end use of the credit.
17. Any other job assigned by the authority.

DEPUTY MANAGER (Personnel)

1. To process all matters relating to the appointment, promotion, transfer, posting, retirement and resignation etc. of all staff and officers.
2. To deal with all matters relating to grievances of all staff and officers.
3. To write the A. C. R. of staff and officers directly working under him.
4. To deal with the fixation of pay and financial benefits of all staff and officers.
5. To deal with the leave cases of staff and officers.
6. To maintain gradation list of all staff/officers.
7. To attend the matter relating to the Employees Union.
8. Any other works assigned from time to time.

DEPUTY MANAGER (Training).

1. To process and suggest all training/seminar/study tour both local and foreign of BSCIC officials.

2. To process and suggest the cases of all private sector training (local & foreign)
3. To maintain liaison with Govt. and Private organizations regarding training.
4. To prepare Career Plan for all officers as per direction of the authority.
5. To assess the training need of the officers and staff of BSCIC and also private sector.
6. To prepare Master Plan for the training of BSCIC officials as well as private sector as per instruction of the authority
7. To process the cases of No Objection Certificate of BSCIC officials for appointment abroad.
8. To process the cases for Secretariat Gate-pass for BSCIC officials.
9. To process the cases of all kinds of passport for BSCIC officials.
10. To collect and maintain the bio-data of all officials of BSCIC for training purpose.
11. To submit monthly report on training purpose (local & foreign).
12. To orchestrate and monitor all other training programme of BSCIC under different departments and projects.
13. Any other works as and when assigned to.

DEPUTY MANAGER (Common Service)

1. To assist Deputy General Manager and Manager (Common Service) in discharging the duties of common service department.
2. To remain responsible for initiation of all matters relating to stationery, liveries, telephone, taxes, insurance & claims etc.
3. To remain responsible for security and maintenance of assets, documents, records, office building and record of Real Estate.
4. To assist Assistant General Manager for maintenance of transport of staff.
5. To supervise & maintain all furniture of fixture.

6. To initiate the procurement and distribution of medicine.
7. To ensure the services of water, electricity, sewerage etc.
8. To supervise and maintain the equipments like type writer machine, lift, calculator etc.
9. To maintain of files and records.
10. Any other job assigned from time to time.

DEPUTY MANAGER (MIS, Data Bank. Monitoring and Evaluation) —I

1. To collect data and information from various sources both from within the organization and outside agencies.
2. To process the data and information for the preparation of reports.
3. To prepare various types of short and periodical reports such as—
 - i) Resume of activities report (monthly).
 - ii) All IMED reports.
 - iii) Monthly report on the state of economy (Monthly)
 - iv) NEC report.
 - v) Monthly disbursement report.
 - vi) ADP utilization.
 - vii) Write up on ADP utilization
 - viii) Monthly performance report of the project.
 - ix) Quarterly progress reports of all project.
 - x) Reports on problems and bottleneck of various projects.
 - xi) Annual report of BSCIC projects.
4. To dissemination information and reports within the BSCIC and outside agencies.
5. To reconcile data and information with other departments if needed.
6. Any other job assigned from time to time.

DEPUTY MANAGER (MIS, Data Bank, Monitoring and Evaluation)—II

1. To prepare reports according to the needs of various levels of the management of the corporation and outside agencies such as—
 - i) Monthly progress report of all project activities/chairman's report.
 - ii) Monthly progress report on existing 20 Industrial Estates.
 - iii) Monthly export performance report of BHMC.
 - iv) Monthly progress report on different credit programme.
 - v) Working papers for weekly/fortnightly review meeting.
 - vi) Report on implementation of Cabinet Division.
 - vii) Report on national policies and issues.
 - viii) Monthly MIS Report.
 - ix) Activities report on organisation.
2. To remain responsible for documentation and preservation of all important and valuable documents and information.
3. To review the Industrial Policy and other policies like salt policy etc.
4. any other duties assigned by the authority.

DEPUTY MANAGER (Planning and Programming)—I

1. To Assist General Manager-I/Deputy General Manager-I/Manager-I in planning, programming, designing and preparation of :
 - a) Five Year Plan
 - b) Annual Development Programme (ADP) —both physical and financial
 - c) Public sector project planning and appraisal
 - d) Mid term plan, reviews and reports
 - e) Development Programmes/work schedule for SCI
2. To supervise and ensure implementation of the project/programme.

3. To assist other department in preparing investment schedule, investment brief, fact sheet, etc.
4. To prepare schemes for Industrial Estates.
5. To hold the responsibility of general administration of planning and programming department.
6. To perform other assignment as and when required.

DEPUTY MANAGER (Planning and programming) —II

1. To assist GM-I/ DGM -I/ Manager-II in the operation follow up and monitoring of different credit programme such as :
 - a) Special credit programme.
 - b) IDA Credit programme.
 - c) NORAD (Small and Cottage) Credit Programme.
 - d) US AID Credit Programme.
 - e) UNCDF Credit Programme.
 - f) NIRD/P/DANIDA Credit Programme.
 - g) Saudi Government Credit Programme.
 - h) Other Credit Programmes when available.
2. To process and prepare all local and foreign credit proposal received from the Government and different national agencies.
3. To supervise and ensure implementation of the credit programme.
4. To undertake any other activities related to the SCI sector credit programme.
5. To remain responsible for all NG's working in the SCI sector.
6. To prepare economic review, economic survey and other related papers.
7. To perform other assignment as and when required.

DEPUTY MANAGER (Research and Development)

1. To conduct feasibility studies for SCI sector and prepare project reports on them.
2. To conduct national survey and periodical short survey on small and cottage industries.
3. To collect statistics relating to industries sector/sub-sector analysis etc,
4. To prepare feasibility studies of Industrial Estates and evaluate the Industrial Estate schemes.
5. To prepare studies and evaluate the different credit programmes for SCI sector.
6. To supervise and evaluate completed reasearch project, final study reports and prepare action programmes,
7. To prepare and publish survey, reports sectoral and sub-sectoral survey reports etc.
8. To maintain up date survey and statistical reports and look after the departmental library.
9. To supervise and ensure implementation of the programme.
10. To perform other assignments as and when required.

DEPUTY MANAGER (Co-ordination)

1. To assist the General Manager-I/Deputy General Manager-II/Manager-II in preparation of technical assistance programme for SCI sector.
2. To process all cases of expert services/technical assistance from various international agencies through liaison with Ministry of Planning and Ministry of Industries.
3. To prepare proposal in various fields related to SCI, evaluate proposals, appointment of consultants, execution of contract, follow up and supervision
4. To prepare budeget speeches, replies on essential questions as and when required by the Government,

5. To maintain liaison and co-ordination with different departments agencies (public and private) and Ministries.
6. To look after internal administration of the Research, Development and Co-ordination department.
7. To perform other assignment as and when required.

DEPUTY MANAGER (Technology Development)—I

1. To prepare technology requirement for Five Year Plan.
2. To prepare list of machinery and equipment for SCI development.
3. To undertake research for technology development for SCI sector.
4. To keep contract with various research organisations relating to SCI development both at home and abroad.
5. To arrange and organise training.
6. To prepare techno-economic feasibility report.
7. To perform other responsibilities as and when required.

DEPUTY MANAGER (Technology Development)—II

1. To prepare technology requirement for development projects of BSCIC.
2. To prepare list of machinery and equipment for development projects.
3. To undertake research for technology development for SCI sector.
4. To keep contract with various research organizations relating to SCI development both at home and abroad.
5. To prepare and circulate current awareness services.
6. To collect information on technology development from different sources both at home and abroad.
7. To perform other responsibilities as and when required.

ASSTT. CONTROLLER OF ACCOUNTS (General Accounts)

1. Receiving monthly trial balance of development and commercial in H. Qrs. and from Regions,

2. Scrutiny of such trial balance and put up the same with remarks if any.
3. Preparation of consolidated trial balance, particularly at the end of the financial year.
4. Preparation of Trading, Profit & Loss Account and Balance Sheet together with supporting schedules.
5. Passing of all adjustment/transfer vouchers for the purpose of final accounts.
6. Attending to auditors and furnishing them with necessary papers, documents when required.
7. Reconciliation of running accounts between Head Office and Regional Offices, Commercial, Development and Recovery section in H.Qrs.
8. Maintenance of claims and stores accounts.
9. Arrangement of annual physical verification of BSCIC assets and scrutiny of such physical verification sheet/inventory of fixed assets and other stores.
10. Pursuance to recover debts and realisation of claims from sundry debtors and others.
11. Maintenance of IDA credit account.
12. Any other job as and when required in respect of final accounts.

ASSTT. CONTROLLER OF ACCOUNTS (Bill)

1. Checking and passing of all Bills Monthly salary Bill, travelling Bills, Contractor and suppliers Bills, Miscellaneous Bill.
2. To give opinion on pay fixation.
3. Member of the Tender, Committee.
4. Operation of all Bank Accounts of the BSCIC.
5. Supervision of the work of all the Staff and Officers of the Bill Section, Bank Deptt. and Fund Section.
6. Yearly Confidential Reports of the officers and staff of the Section as at. Sl. e.

7. Bill Section office administration.
8. Supervision on the maintenance of accounts of C.P. Fund.

ASSTT. CONTROLLER OF ACCOUNTS (Regions & Project).

1. He will supply all ADP Financial information to Govt. Divisions as and when required on getting necessary data/figures from Accounts Division.
2. Checking the trial Balance expenditure statement of Regions & Projects for control purpose.
3. Maintenance of Project registers showing Projectwise expenditure.
4. Reconcile Project balances with Head quarters Regional & project Offices.
5. Preparation and submission of P. I. B. reports.

ASSTT. CONTROLLER OF ACCOUNTS (ISC's & I/E's)

1. He will supply and ADP Financial information to Govt. Divisions as and when required on getting necessary data/figures from Accounts Division.
2. Checking the trial Balance expenditure statement of ISC's & I/E's for control purpose.
3. Maintenance of projects registers showing Project wise expenditure.
4. Reconcile Project balances with HQ. ISC's & I/E's.
5. Preparations and submissions of P.I.B. reports.

ASSISTANT CONTROLLER OF ACCOUNTS : (Budget & Finance).

1. To check-up personally all the centre wise budget (Establishment Budgetorily) that will be prepared by the Budget Officer and other staff of the section.
2. To allocate head-wise annual plan for establishment expenditure of of Corporation's all over the country under BSCIC.
3. To arragne to receive income and expenditure statement from all the offices/centres under the Corporation which will be submitted to him by the Budget Officer for necessary action as per Annual Establishment Budget allocation.

4. To scrutinise, examine, all the centre-wise budget proposal and then prepare the centre-wise establishment budget of Corporation and submit it to the senior officers for necessary final scrutiny and approval.
5. To prepare fund (ADP) requisition proposal as per annual physical programme prepared by the Planning Division of the Corporation.
6. To keep close followup with the Industries Division, Finance Division, and Planning Commission for timely release of A.D.P. Funds.
7. To reply to all the queries as and when made by any of the divisions, connected with A.D.P. Funds release of the Govt.
8. To supply all A.D.P. financial information to Govt. Division as and which required on getting necessary data/figures from Accounts Division.
9. To prepare bills of A.D.P. fund as and when sanctioned by the Govt. & place it to A.G.B. Office on getting due signature of the authority.
10. To reply to the re-appropriation queries as and when made by the A.G.B. Office regarding A.D.P. Funds.
11. To supply all A.D.P. Fund financial information as and when required by the management of the Corporation.
12. To check trial balance expenditure statement of project and ISC for control purpose.

DEPUTY MANAGER (Holding Companies)

1. To assist Deputy General Manager in discharging the responsibilities of the holding companies section.
2. To maintain liaison with the holding companies assisted by BSCIC.
3. To collect analyse and disseminate all data and information of the holding companies if and when required by the higher management.
4. To visit the holding companies and keep informed the Deputy General Manager regarding the performance of the holding companies.
5. Any other job assigned by the authority.

SPECIALIST (Region)

1. To assist the Regional Director in discharging the responsibility, job providing break up support in the specialist field to the ISCs and project offices within the region.
2. To inspect/visit the industries within the region for capacity utilization and improvement thereof.
3. To carryout technical analysis of investment proposal.
4. To guide the subordinates within the region for preparation of feasibility report, investment brief, profiles etc.
5. To assist the ISC's and project offices in carrying out joint appraisal of different projects with financial institutions.
6. To undertake growth potentiality study for small and cottage industry sector within the region.
7. Any other job assigned by the authority.

DEPUTY MANAGER (Industries Service Centre—A Type)

1. To assist Deputy General Manager in receiving application for permission and recognition cases upto 5 lacs.
2. To prepare feasibility study/Project report and project profiles.
3. To assist entrepreneurs in filling up the forms for Bank Loan.
4. To inspect industrial units for licensing purpose.
5. To render pre-investment and post investment counselling.
6. To follow up installation of Bio-Gas Units/Solar Cooker.
7. To scout for entrepreneurs.
8. To guide the sub-ordinate in fixation of annual programme for the district and complete those.
9. To orchestrate the activities of the ISC.
10. To prepare weekly, monthly, quarterly, annual and all other reports for submission to the MIS/concerned authority.

11. To maintain co-ordination with the officers and staff under administrative control of ISC.
12. To assist AGM/DGM in discharging the administrative responsibilities of ISC.
13. To assist AGM/DGM in maintaining liaison with different departments/organisations/Banks etc. within the district.
14. Any other duty assigned by the AGM/DGM.

DEPUTY MANAGER (Industries Service Centre C-Type)

1. To act as the chief of the district & shall be responsible for overall supervision of the activities of the BSCIC in the district & act as the head of administration of the ISC.
2. To co-ordinate all the activities of the BSCIC that are being implemented through different projects in the district.
3. To guide, supervise and control the officers of ISC in providing promotional services to the entrepreneurs of different small and cottage industries.
4. To organise the field staff to provide extension services to small and cottage enterprise which are already in different stage of existence.
5. To organise mobile team to identify the areas needing assistance and provide promotion & extension services.
6. To prepare activities schedule/annual action programmes/work schedule etc. for the field officers.
7. To co-ordinate with other organisation and District Administration as regards promotion & extension activities.
8. To keep contact with other organisations and various innovators.
9. To monitor progress of field activities.
10. To remain responsible for monthly/quarter/annual progress report.
11. To remain responsible for fixing up of annual physical and financial programme for the district.

12. To supervise & control the activities of Industrial Estate.
13. To recommend allotment of the industrial plots and supervise their effective utilisation.
14. To remain responsible for financial management of ISC.
15. To recommend credit proposal to financial institutions.
16. To guide & supervise the activities of the staff for better end use of the credit.
17. Any other job assigned by the authority.

DEPUTY MANAGER (Textile and Garments).

1. To provide pre-investment counselling to the prospective entrepreneurs.
2. To assist for preparation of investment briefs, guides, profiles and fact sheet on potential textile industries.
3. To assist the entrepreneurs in filling up the application forms as well as preparation of project report.
4. To prepare the technical reports of different industries under this sector.
5. To conduct inplant visit and provide post-investment counselling and diagnostic study to the existing textile.
6. To make joint inspection with DGI and textile deptt.
7. To assist for making comment on reports prepared by Banks, BSB, BSRS, DGI, Textile Deptt. etc. under this sector.
8. To assist for preparation of Investment Schedule of small and cottage industries.
9. Any other job assigned by the authority.

DEPUTY MANAGER (Financial Specialist).

1. To prepare financial analysis of different industrial investment proposal.
2. To provide counselling on the profitability of different investment proposal.

3. To assist for preparation of investment briefs, investment profiles, fact sheets in connection with financial aspect.
4. To prepare financial analysis of feasibility report.
5. To make inspection of different industries for counselling on financial aspect.
6. To assist the Manager, financial specialist.
7. To carry out joint appraisal of different project with Banks.
8. Any other job assigned by the authority.

DEPUTY MANAGER (Leather and Rubber Industries)

1. To provide pre-investment counselling to the prospective entrepreneurs under leather and rubber industries.
2. To provide post investment counselling to the existing industries under this sector.
3. To prepare the technical report of leather and rubber industries.
4. To assist in preparation of investment profiles, investment briefs, investment schedule.
5. To conduct joint inspection with DGI, other agencies.
6. To assist for selection of suitable machinery equipments, raw materials, etc. under this sector.
7. To assist for making comments on reports prepared by Banks, BSB, BSRS, DGI, etc.
8. To assist Manager, leather and rubber industries.
9. Any other job assigned by the authority.

DEPUTY MANAGER (Chemicals and Pharmaceuticals)

1. To provide pre-investment counselling to the prospective entrepreneurs under this sector.
2. To provide post investment counselling to the existing industries under this sector.

3. To prepare the technical report of chemical & pharmaceutical industries.
4. To assist in preparation of profiles, investment briefs, investment schedule etc.
5. To conduct joint inspection of different industries under this sector with DGI, other agencies.
6. To assist for selection of suitable machinery & equipments, raw materials, etc.
7. To make comment on reports prepared by Banks, BSB, BSRS, DGI, etc.
8. To assist the Dy. Chief Engineer (Chem. and Phar.)
9. Any other job assigned by the authority

DEPUTY MANAGER (Agro-Industries)

1. To provide pre-investment counselling for prospective entrepreneurs of agro based industries.
2. To provide post-investment counselling for existing industries of agro-based industries.
3. To prepare of technical report of agro-based industries.
4. To assist in preparation of feasibility report of profiles, investment briefs, investment schedule, etc.
5. To conduct joint inspection of different agro based industries with DGI, other agencies.
6. To assist for selection of suitable machinery and equipments of agro-based industries.
7. To make comments on reports prepared by Banks, BSB, BSRS, DGI, etc.
8. To assist the Deputy Chief Engineer (Agro-Industries).
9. Any other job assigned by the authority.

DEPUTY MANAGER (R. O. ISC, I/E. and Monitoring)

1. To deal policy matter regarding composition of LAC. holding LAC meeting, Terms and condition of allotment, eligibility of allotment of plot requiring & report submission to the Govt. as and when required.
2. To deal matter relating to Lease Deed Agreement for allotment and issuance of instruction regarding execution of the same.
3. To check the plan & estimate of factory received from the different I/Es and forward the same to the C. E. Dept. for checking & approval.
4. To examine the proposal received from different I/E regarding transfer of ownership of allotted plots for consideration by the authority.
5. To correspond with different organisation like BSB, BSRS & ICB etc. on land allotment.
6. To collect of land premium, service charge L. A. Taxes from allottees of the I/Es.
7. To submit consolidated monthly progress reported in consolidated form on receipt of report from the E.O. to the appropriate authority.
8. To furnish different statistics of I/E to different Deptt. as and when required by them.
9. To persue the ISC Chief. E/O to furnish the reply of the audit quiry & receipt the reply of the audit and complete the same and sending to the appropriate Deptt. for necessary action.
10. To correspond for water, gas & power supply arrangement in the I/E, and maintain the same and fixation of water charge.
11. To make liaison with C.E deptt. for repair & maintenance of civil works in I/E and early completion of public sector work in the new I/Es.
12. To examine proposal of setting of Bank branch, Post Office/canteen in the Estate for the interest of the entrepreneurs.

13. To issue No-Objection Certificate for project sanctioned by BSRS, BSB & other financing institutions.
14. To examine the proposal of change of sector/name & style etc. as prayed by the parties for consideration of the authority.

DEPUTY MANAGER

1. To supervise the work of officers & staff under his control.
2. To remain responsible for collection of technical data of the existing industries and to process it in a systematic way for making sub-contracting units.
3. To make effective link through visits the industries and extend help in technical matters.
4. To supervise and ensure quality of the product of the sub-contracting in execution.
5. To assess the market requirement for the promotion of sub-contracting in various industries and report to the authorities.
6. To provide counselling and advisory services for the sub-contracting industries.
7. To assist for identifying the sub-contracting products and units.
8. To assist for making arrangement of sub-contracting between the producers and users of the sub-contracting units.
9. To prepare investment briefs, fact sheets, profiles, etc, on sub-contracting and ancillary industries.
10. To assist for preparation of Investment Schedules of Small and Cottage Industries on Sub-contracting.
11. Any other jobs assigned by the authority.

DEPUTY MANAGER (Promotion)

1. To provide Pre-investment counselling to the entrepreneurs for selection of type of industry & proper machinery.

2. To assist the entrepreneurs in filling up application form as well as preparation of project proposal etc.
3. To prepare feasibility/appraisal report for permission and recognition cases.
4. To prepare feasibility report for sanction of loan.
5. To prepare and supply of investment brief, guides, profiles and fact sheets etc. to the potential entrepreneurs.
6. To review the reports of other loan giving agencies.
7. To maintain liason with ISC officers.
8. To assist for monitoring of Investment Schedule (small and cottage) preparation and distribution of quarterly report.
9. To assist for normal correspondence with ISC and other agencies.
10. Any other jobs assigned by the authority.

DEPUTY MANAGER (Studies and profile)

1. To assist for preparation of investment profiles, briefs, etc. for different small and cottage industries.
2. To assist for preparation of area potential study, sub-sector study, feasibility study, diagnostic study etc. on small and cottage industries.
3. To provide pre-investment counselling to the prospective entrepreneurs.
4. To provide post investment counselling to the existing small and cottage industries.
5. To prepare project appraisal report.
6. To help for preparation of small and cottage industries Investment Schedule.
7. To assist the entrepreneurs in filling up the application forms as well as preparation of project proposal.

- 8 To attend reply to business enquiry.
9. To assist Manager, studies and profiles.
10. Other assignments as and when assigned by the authority.

DEPUTY MANAGER (Design Centre)

1. To issue/sign Leave Memo, Increment Memo etc. after approval of Chief of the Design Centre.
2. To prepare note for promotion and other disciplinary action for officer/staff of Design Centre.
3. Responsible for smooth running of the office the Design Centre.
4. To call tender for stationary, furniture, raw-materials, equipments & machineries etc. after having approval of Chief of the Design Centre.
5. To issue work order/supply order on the above subject after approval of Chief of the Design Centre.
6. To maintain service book of all officer/staff of Design Centre.
7. To maintain all personal file of officers and staff of Design Centre.
8. To see daily Dak of administration and to give instruction for action.
9. To maintain all leave register of all officers and staff of Design Centre.
10. To send monthly establishment return to Head Office & other correspondences.
11. To deal with all confidential matters as per direction and suggestion of Chief of the Design Centre.
12. Checking of lock book and to ensure consumption of fuel of transport of Design Centre.

DEPUTY MANAGER (Design centre)

1. Responsible for maintenance the showrooms of Design Centre.

2. Display the prototype and collected handicrafts in the show-rooms.
3. Market Research
4. To create the byes of the newly invented product.
5. To maintain liaison with craftsmen of the country.

ASSTT CHIEF DESIGNER (Design Centre)

1. To supervise and control the activities of Ceramics section.
2. To supervise the training programme of Ceramics section.
3. Production of creative design sample and prototype of Ceramics Section.
4. To make liason with different artisans and factories for circulation and promotion of new design in the field of ceramics.

ASSTT. CHIEF DESIGNER (Packaging and Metal)

1. To supervise and control the activities and control the activities of Packaging and Metal Section.
2. To supervise the training programme of Packaging & Metal Section.
3. Production of creative designs sample and Proto-type of Packaging and Metal Section.
4. To make liason with different artisans and factories for circulation and promotion of new designs in the field of Metal & Pakaging.
5. To develop traditional designs of Nakshi Khatha, Shaker Hari etc.

ASSTT. CHIEF DESIGNER (Cane & Bamboo)

1. To supervise and control the activities of Wood, Cane & Bamboo Section.
2. To supervise the training programme of Wood. Cane & Bamboo section.
3. Production of creative design sample and prototype of Wood, Cane & Bamboo Section.
4. To make liason with different artisans and factories for circulation and promotion of new design in the field of Wood. Cane & Bamboo.

ASSTT. CHIEF DESIGNER (Doll, Leather & Jute)

1. To supervise and control the activities of Doll, Leather & Jute Section,
2. To supervise the training programme of Doll, Leather & Jute S section.
3. Production of creative designs sample and Prototype of Doll, Leather & Jute Section.
4. To make liason with different artisans and factories for circulation and promotion of new design in the field of Doll. Leather & Jute.

ASSTT. CHIEF DESIGNER (General & Textile)

1. To supervise and control the activities of General Design and Textile Printing Section.
2. To supervise the training programme of General Design and Textile Printing Section.
3. Production of creative designs sample and Prototype of General Design and Textile Printing Section.
4. To make liason with different artisans and factories for circulation and promotion of new design in the field of General Designs and Textile Printing.

DEPUTY MANAGER (Product Processing & Quality Control)

1. To organise product development of small and cottage industries products specially under the Engineering Sector.
2. To develop few prototype, design specially under the Engineering Sector and supply them to the prospective entrepreneurs.
3. To evolve standards of different products which are not available with any institutions.
4. To provide counselling service regarding quality control, product development and prototype.
5. To maintain liaison with the Standard Institution,

6. To prepare information sheets regarding quality control of different small industry products specially under Engineering Sector.
7. Misc. activities as and when assigned by the authority.

DEPUTY MANAGER (Marketing & Research)

1. To undertake marketing surveys/industrial studies on various small and cottage industries sub-sectors/products.
2. To undertake marketing research and analyse marketing opportunities of locally produced arts, crafts and other products.
3. To undertake studies on channels of distribution and marketing costs of small and cottage industries products.
4. To conduct market study on different cottage industries on locality basis.
5. To collect and disseminate information relating to various aspects of marketing of small and cottage industries products.
6. To guide the subordinate officers in the department in undertaking surveys/industrial studies, Marketing research and analysis in collecting and disseminating market information.
7. Miscellaneous works as and when assigned by the authority.

ASSTT. CHIEF AUDIT OFFICER—III

1. To supervise, control and administration of the regions under his jurisdiction.
2. To lead the audit teams in connection with the internal audit work of Khulna and Rajshahi Regional Office, District Industries Centres, Industrial Estate, D. R. I. Project and Bee-keeping under these two regions.
3. To follow up the actions on the Internal Audit Reports of the Offices as stated above.
4. To carry out other works similar to the Asstt. Chief Audit Officer (2) and any other works as and when assigned by C. A. O./D.C. A. O.

ASSISTANT CHIEF AUDIT OFFICER-I

1. To Supervise pre-audit works.
2. Preparing replies of audit queries of Govt./Commercial Audit reports of Regional Offices/Projects/Head quarter for submission to the Govt./Commercial Audit Department.
3. To collect data and information from different establishments of BSCIC throughout Bangladesh for preparation of Commercial Audit Replies.
4. To maintain liaison with the Ministry of Industries and Commerce in respect of audit queries, both of Govt. and Commercial Audit Reports and also of Internal Audit Reports.
5. To perform special internal audit from time to time.
6. To carry-out any other works as and when assigned by Chief Audit Officer and Deputy Chief Audit Officer.

ASSISTANT CHIEF AUDIT OFFICER-II.

1. To supervise control and administration of the regions under his jurisdiction.
2. To prepare of audit programme for submission to the Deputy Chief or Chief Audit Officer.
3. To dispose of routine correspondence.
4. To prepare and furnishing of various reports/information to the Chief/Deputy Chief Audit Officer.
5. To lead the Audit Teams in connection with the internal audit works of BSCIC HQs, Regional Offices, Dhaka and Chittagong. Small Industries Service Centre, Industrial Estate, Development of Rural Industry Centres under these two regions, Salt Project at Chittagong, offices of the Development of Cottage Industries at Rangamati, Chittagong Hill Tracts, Bee-Keeping projects under these two regions.

6. To follow up the actions on the internal audit reports of the offices as stated above.
7. To undertake for the settlement of audit objections.
8. To carry-out any other works as and when assigned by the Chief/ Deputy Chief Audit Officer.

DEPUTY MANAGER (Development of Salt Industry).

1. To remain responsible for proper implementation of the Salt Project and supervise the work of the officers and staff under him.
2. To prepare weekly, monthly, quarterly and annual reports of the production of salt and other development work for submission to the Head Office.
3. To maintain production reports, price index for the production of salt.
4. To help the Deputy General Manager for promotion and extension works of the project.
5. To maintain co-ordination with the extension officers and staff of the different salt centres and collect periodical reports for production of salt.
6. To assist the Deputy General Manager in extension works of the project.
7. To perform all establishment works of the salt project under the guidance of the Deputy General Manager.
8. To make tours to different salt centres as and when required.
9. To perform any other work as and when assigned.

ASSISTANT CONTROLLER OF ACCOUNTS (Dev, of Salt Industry)

1. To check-up Personally all the centre wise budget (Establishment Budgetarily) that will be prepared by Budget Officer and staff of the section.

2. To ellocate head-wise annual plan for establishment expenditure of Salt Project.
3. To arrange to receive income and expenditure statement from all the Officers/Centres under the DRI which will be submitted to him by the Budget Officer for necessary action as per annual establishment budget allocation.
4. To scrutinise examine, all the centre-wise budget proposal and then prepare the centre-wise establishment budget of the Salt Project and submit it to the senior officers for necessary final scrutiny and approval.
5. To maintain the contributory Provident Fund Accounts.
6. To process all cases regarding payment of C. P. Fund Advance.
7. To check trial balance expenditure statement of all centres for control purpose.
8. To maintain project registers showing centre-wise expenditure.
9. To prepare and sumit MIS reports.
10. To receive and scrutinize trial balance and put up the same with remarks if any.
11. To prepare consolidated trial balance, particularly at the end of the financial year.
12. To prepare Trading, Profit & Loss account and Balance Sheet together with supporting schedules.
13. To pass all adjustment/transfer vouchers for the purpose of final accounts.
14. To attend auditors and furnishing them with necessary papers, documents when required.
15. To reconcile running accounts between Head Office and Regional Offices, I. S. C.
16. To maintain claims and stores accounts.

17. To arrange annual physical verification of salt Projects assets and scrutiny of such physical verification sheet, inventory of fixed assets and other store.
 18. To undertake necessary measures to recover debts and realise claims sundry debtors and others.
 19. To check and pass the all bills like monthly salary bill, travelling bill, contractor and suppliers bills, miscellaneous bill as per delegation of authority.
 20. To give opinion on pay fixation.
 21. To operate all Bank Accounts of the Salt Project if authorised by the authority.
 22. To act as member of Tender Committee.
 23. To supervise the work of all the staff and officers of the bill section, bank department and fund section.
 24. To look after the bill section office administration.
 25. To supervise the maintenance of accounts of C. P. Fund and to confirm C. P. Fund balances and issue yearly C. P. Fund Statements to individual employees.
 26. Any other job as and when required in respect of final accounts.
- DEPUTY MANAGER (WEDP.)**
1. To assist in preparation of project design and plan for implementing the activities of the projects.
 2. To collect all information from the project area and prepare weekly, monthly, quarterly and annual reports for submission to MIS, BSCIC Management, USAID and other relevant departments and organisations.
 3. To assist in preparation of activities schedule/annual action programme /work schedule etc, for field staff.
 4. To remain responsible for maintaining liaison with other departments of BSCIC for procurement of services for the entrepreneurs.

5. To initiate the evaluation of the programme as well as the periodical activities.
6. To assist in organising training programme.
7. To undertake visit to the project area for monitoring and supervision of project activities.
8. Any other job assigned from time to time.

DEPUTY MANAGER (DRI)

1. To prepare annual physical works programme for development of cottage & rural industries in Rangpur and Dinajpur.
2. To fix up the annual targets for Extension, Training and other promotional and development activities by the Extension Officers and Assist. Extension Officer at the field level.
3. To orchestrate the DRI activities in northern Project districts with those in other areas.
4. To initiate training proposals for craftsmen artisans and trainers.
5. To organise training courses of craftsmen, artisans and trainers of cottage industries.
6. To undertake visit to the project areas extensively and intensively to supervise the activities of the field officers and guide them on the spot.
7. To initiate action for conducting studies surveys and preparing industrial profiles.
8. To monitor/report the promotion and development activities.
9. Any other duties as and when assigned.

ASSISTANT CONTROLLER OF ACCOUNTS (DRI)

1. To check-up personally all the centre wise budget (Establishment Budgetarily) that will be prepared the Budget Officer and other staff of the section.

2. To allocate head-wise annual plan for establishment expenditure of DRI all over the country under BSCIC.
3. To arrange to receive income and expenditures statement from all the Offices/Centres under the DRI which will be submitted to him by the Budget Officer for necessary action as per annual establishment budget allocation.
4. To scrutinise examine, all the center-wise budget proposal and then prepare the center-wise establishment budget of the DRI and submit it to the senior officers for necessary final scrutiny and approval.
5. To maintain the Contributory Provident Fund Accounts.
6. To process all cases regarding payment of C. P. Fund Account.
7. To check trial balance expenditure statement of all centres for control purpose.
8. To maintain project register showing centre-wise expenditure.
9. To prepare and submit MIS reports.
10. To receive and scrutinize trial balance and put up the same with remarks if any.
11. To prepare consolidated trial balance, particularly at the end of financial year.
12. To prepare Trading, Profit & Loss account and Balance Sheet together with supporting schedules.
13. To pass all adjustment-transfer vouchers for the purpose of final accounts.
14. To attend auditors and furnishing them with necessary papers, documents when required.
15. To reconcile running accounts between Head Office and Regional Offices, I. S. C & centres.
16. To maintain claims and stores accounts.

17. To arrange annual physical verification of DRI assets and scrutiny of such physical verification sheet/inventory of fixed assets and other stores.
18. To undertake necessary measures to recover debts and realise claims sundry betors and others.
19. To check and pass all the bills like monthly salary bill, travelling bill, contractor and suppliers bills, miscellaneous bill as per delegation of authority.
20. To give opinion on pay fixation.
21. To operate all Bank Accounts of the DRI authorised by the authority.
22. To act as member of the Tender Committee.
23. To supervise the work of all the staff and officers of the bill section, bank department and fund section.
24. To look after the bill section, office administration.
25. To supervise the maintenance of accounts of C. P. Fund and to confirm C. P. Fund balances and issue yearly C. P. Fund Statements to individual employees.

DEPUTY MANAGER (Special Project)

1. To prepare allotment letters and put up for signature and issue.
2. To ensure that down payment as mentioned in the allotment letter has been made by the associate.
3. To follow up and check documents of land offered by associate for mortgage.
4. To process allotment of land in case the unit is set up in Industrial Estate and refer to Industrial Estate Department for the allotment.
5. To process papers for legal surity by Loan Administration Department e. g. Mortgage Deed of Land in case the unit is set up in

associates own land, execution of land agreement and hire purchase agreement.

6. To prepare delivery order of the Project to the associates after all legal formalities are completed.
7. To deal with all correspondences relating to pilot projects
8. To supply of standard proforma to the projects handed over to associates for submission of monthly progress report and compilation of those reports for submission of the same to Dy. General Manager.
9. To deal with establishment matters relating to officers/staffs of Pilot Project and obtain decision of the D. G M.

DEPUTY MANAGER (Project Implementaiton & Management)

1. To assist in the prepararion & submission of scheme for approval.
2. To maintain close liason and co-ordinate the activites of all the sections within the jurisdiction of the project Implementation and Management Department in order to avolute the over all progress of the activities of the Department and also to ensure removal of bottle neks, if any, in the may of proper functioning of the departments as a whole.
3. To maintain inter departmental liasion and co-ordinate with out side concerned agencies and public bodies.
4. To prepare fortnightly, monthly and periodical reports on the progress of the on going public Sector Projects and other activities of the department for submission to the govt. and suggest specific suggestions for removal of bottlenecks if any.
5. To prepare periodical paper on the overall progress of the public sector projects and other achievements of the Department for puplic-ation,
6. To deal with all establishment matters of the Department.
7. To perform the miscellaneous types of jobs assigned to him from time to time.

EXECUTIVE ENGINEER (Civil Engineering)

1. To prepare & check all types of structural designs of all projects under BSCIC.
2. To recommend the estimates for approval of Deputy Chief Engineer
3. To prepare and check tender papers schedules of works, specifications and terms and conditions.
4. To call tender.
5. To execute agreement for the works.
6. To assist Deputy Chief Engineer in respect of all structural designs and quantity surveying matters.
7. To evaluate total expenditure in a complete scheme with the help A/C. staff and submit to the Deputy Chief Engineer.
8. To recommend/approve the estimates of the private entrepreneurs approaching for construction.
9. To remain responsible for general administration of the engineering works of the projects.
10. To remain responsible for general administration of the Engineering Section.
11. To make physical checking of bills of contractors up to 25%.
12. To obtain approval of bills from higher authority.
13. To assist Deputy Chief Engineer in engineering and administrative matters of the Civil Engineering Department.
14. To inspect any works under execution on special assignment if any.
15. To remain responsible for the preparation of budget for Engineering Department for inclusion in the over all annual budget.
16. To remain responsible for obtaining approval from Deputy Chief Engineer for deviation in works or changes in design or modification etc.
17. To recommend the selection of site.
18. To remain responsible for approval of drawings of the private entrepreneurs.

19. To check construction works for preparation of progress report.
20. To co-ordinate with other Departments in respect of planning and schemes.
21. To advise subordinates in preparation of plan.
22. To remain responsible for preparation of new and revised schemes.
23. To remain responsible for timely submission of monthly/quarterly and annual progress report in MIS Department.
24. To modify plans on the approval of the Deputy Chief Engineer.

PERSONNEL OFFICER—1

1. To process all disciplinary cases and legal matters relating to officer.
2. To process all disciplinary cases and legal matters relating to staff.
3. Any other works as and when assigned to him.

PERSONNEL OFFICER—11

1. To process all cases regarding appointment, promotion, transfer, retirement etc. of all officers.
2. To deal with files relating to grivences of all officers.
3. To maintain gradation list of all officers.
4. To process all cases regarding fixation of pay and other official benefits of officers.
5. To maintain liaison with all Directors & Heads of Departments of BSCIC.
6. Any other job as and when assigned to him.

PERSONNEL OFFICER 111

1. To process all cases regarding appointment, promotion, transfer, retirement etc. of all staff.
2. To deal with files relating to grivences of all staff.
3. To maintain gradation list of all staff.

4. To process all cases regarding fixation of pay and other official benefits of staff.
5. Any other job as and when assigned to him.

MEDICAL OFFICER :

1. To attend and render consultation to the employees of BSCIC at the chamber in the office.
2. To attend to sick employees of BSCIC and their dependents at their residence when called for.
3. To place indent for purchase of medicine to Adm'n. Deptt.
4. To issue medicines to the sick employees from the stock.
5. To refer cases of complex nature requiring specialist examination to the Medical Specialists.
6. To sign and recommend cases for payment of medical bills.
7. To attend BSCIC employees at their residences when called for.
8. Any other works related to medical services assigned by the authority.

SENIOR CO-ORDINATION OFFICER : (Board)

1. To maintain file relating to board meeting & prepare draft working papers.
2. To maintain A.C.R.s. of all officers and staff under direct supervision of the Deputy Secretary.
3. To communicate the decision of the Board to the concerned official and follow-up.
4. To maintain Government orders, circulations, Memorandum and distribute thereof.

PROTOCOL OFFICER :

1. To receive foreign advisors, consultants at the airport and assist them to overcome customs, immigration and other formalities with minimum troubles.
2. To arrange transport and accommodation for his visitors coming from abroad.

3. To make arrangement for booking, transport for the Chairman and Directors for their travel abroad and within the country.
4. To draw tour programme, arrange transport and accommodation for foreign delegation/visitors to BSCIC establishment.

RESEARCH OFFICER (MIS)

1. To carry-out continuous research to develop data and information collection and dissemination in order to make MIS more effective for strategic policy formulation decision and control.
2. To carry-out research for performance improvement of BSCIC activities at field level as well as Headquarter by analysing the past and existing trend of performance
3. To assist in undertaking research for diversification of activities of BSCIC.
4. Any other job assigned by the authority.

PUBLIC RELATION OFFICER (MIS)

1. To maintain liaison with other organisations and individual regarding public relation activities.
2. To maintain liaison with mass media like Radio, Television, Dailies regarding press release and publicity.
3. To assist General Manager in preparation of films, slides etc. in collaboration with other agencies regarding the activities of BSCIC and ensure the demonstration and display of the same.
4. Any other job assigned by the authority.

PUBLICATION OFFICER (MIS)

1. To remain responsible for publication of different reports and periodicals, reviews etc.
2. To assist the controlling officer in editing the BSCIC publication.
3. To undertake all measures for printing and publication of books, journals, reports and periodicals
4. To maintain liaison with office of other publishers at home and abroad.
5. Any other job assigned by the authority.

MONITORING OFFICER (MIS)

1. To collect and compile all data and information from ISC's project officers, Industrial Estates and relevant sources.
2. To maintain appropriate register for recording of all data in the Data Bank.
3. To assist in dissemination of data and information to the concerned authority.
4. To visit the data source officers in order to check up the reliability of data and information.
5. To assist the Asstt. General Manager in preparation of reports.
6. To supervise the progress in implementation of the yearly targetted activities in the field level.
7. Any other job assigned by the authority.

DATA ANALYST (MIS)

1. To compile and tabulate the data collected from Industries Services Centre/project offices, other deptts and analyse the same for monitoring purpose.
2. Compile and tabulate the data and analyse the same for evaluation of development projects of BSCIC.
3. Maintenance of register in the Data Bank with relevant data and information.
4. To analyse the data and information for the periodical review of the performance of BSCIC activities.
5. Any other job assigned by the authority.

EVALUATION OFFICER (MIS)

1. To assist the controlling officers in discharging the evaluation responsibility of the department.
2. To collect and compile data and information for post implementation evaluation of development projects of BSCIC.
3. To collect and compile the data and information for formating evaluation of BSCIC's on going projects.

4. To collect and compile data and information for periodical review of the performance of the organization.
5. To collect and compile data and information for evaluation of credit programme in the Small and Cottage Industries Sector.
6. To assist the General Manager in undertaking performance evaluation of Industries Office/Project and officers of BSCIC in the context of target of activities.
7. Any other job assigned by the authority.

ASSISTANT ENGINEER (Civil Engineering).

1. To assist the Executive Engineer in all matters.
2. To prepare detailed structural design of BSCIC Engineering works.
3. To Check the estimates, schedules of works, programme chart and preparation of special terms and conditions.
4. To check the requirement of materials for the works.
5. To check the plan and estimates of the private entrepreneurs.
6. To check all bills of works and recommend for payment upto 75% in relation to the approved plan, specification, design and schedule.
7. To check all private sector works in respect of construction loan disbursement of BSCIC and BSS etc.
8. To work according to the direction of the Executive Engineer and will undertake duties and responsibilities that may be assigned by the Executive Engineer.
9. To undertake frequent supervision and checking of different works at sites on the direction of the Executive Engineer.
10. To prepare progress report.
11. To check all drawings and lay-out plans of the private entrepreneurs.
12. To supervise survey work of Projects.
13. To undertake technical appraisal of Industrial Projects.

14. To provide technical assistance to the entrepreneurs.
15. Any other job assigned from time to time.

ARCHITECT : (Civil Engineering)

1. Preparation of all sorts of architectural plan, design for the works all over Bangladesh under BSCIC.
2. Inspection and rent recommendation of hiring the houses for BSCIC.
3. Interior design, decoration work of sales and display centres of BSCIC, BHMC.
4. Exhibition pavillion work, BSCIC, Head Office accomodation (Cubicals, highting color scheme etc).
5. Selection of sites for new Projects and Industrial Estates.
6. Supervision of constraction works disigned from Hws and other alleid civil constraction work.

SR. CO-ORDINATION OFFICER: (Project Implementation.)

1. To prepare and submit schemes for Projects for approval.
2. To prepare and submit feasibility study report for Project for examination and selection.
3. To submit list of required mechnaries raw materials and spares to be procured either locally or through import for the Project.
4. To prepare and submit progress report to the Deputy Manager for evaluation of the activities of the Projects and also to take measures for improvement of the functioning and removal of bottlenecks if any.
5. To perform other related jobs assigned to him from time to time.

PLANNING OFFICER-I (Planning and Programming).

1. To assist Deputy General Manager-I/Manager-I in the following :
 - a. Preparation of Five Year Plan,
 - b. Planning and Appraisal of projects.

- c. Preparation and revision of Project Proposal/Scheme.
- d. Supervision of implementation of the scheme/programme.
- e. Perform other assignment as and when required.

PLANNING OFFICER-II (Planning and Programming)

1. To assist the Deputy General Manager-I/Manager-I in the followings :
 - a. Preparation and revision of project proposal/scheme.
 - b. Preparation of Annual Development Programme (ADP.) both physical and financial.
 - c. Preparation of Project Report, Feasibility Study and Project Appraisal.
 - d. Supervise and ensure Implementation of project/programme.
 - e. Perform other assignment as and when required.

PLANNING OFFICER-III (Planning and Programming)

1. To assist the D. G. M.-1/Manager-1 in the following :
 - a. Preparation and revision of project proposal.
 - b. Preparation of project report, project appraisal, etc.
 - c. Preparation of mid term plan/programme, review, etc.
 - d. Preparation of scheme on Industrial Estate.
 - e. Supervise and ensure implementation of the scheme/programme.
 - f. Perform other assignment as and when required.

PLANNING OFFICER-IV (Planning and Programming)

1. To assist the D. G. M.-I/Manager-II in the following :
 - a. Operation follow-up and monitoring of the different credit programme such as special credit, IDA, NORAD, USAID, UNCDF, DANIDA, Saudi Grant etc.

- b. Process and preparation of all local and foreign credit proposal received from the Government and different national agencies.
- c. Undertake any other activities related to the SCI sector credit programme.
- d. Supervise and ensure implementation of the credit programme.
- e. Perform assignment related to NCOs, prepare economic review, economic survey report and other related papers.
- f. Perform other assignment as and when required.

RESEARCH OFFICER-1 (Research and Development)

- 1. To assist the D. G. M.-II and Manager-III in the following :
 - a. Conducting feasibility studies for SCI sector and prepare project reports on them.
 - b. Preparation of studies and evaluate the different credit programmes or SCI sector.
 - c. Supervision and evaluation of the completed research projects, final study report and preparation of action programme.
 - d. Perform other assignment as and when required.

RESEARCH OFFICER-II (Co-ordination)

- 1. To assist the DGM-II/Manager-III in the following -
 - a. Preparation of technical assistance programme for SCI sector.
 - b. Process all cases of expert services/technical assistance from various International agencies through liaison with Ministry of Planning and Ministry of Industries.
 - c. Preparation of proposal in various fields related to SCI sector and evaluate proposals, for appointment of consultants execution of contract follow-up and supervision.
 - d. Preparation of budget speeches, replies and essential questions, papers on economic survey and other related papers as and when required by the Government.

- e. Maintain liaison and co-ordination with different department, agencies (Public and Private) and Ministries.
- f. Perform other assignments as and when required.

SURVEY OFFICER

1. To assist the DGM—II and Manager—III in the following :
 - a. Conducting national survey and periodical short survey.
 - b. Collection of statistics relating to SCI sector and Industrial Estate.
 - c. Preparation and publication of survey report.
 - d. Maintain up to-date data and statistical record.
 - e. Prepare map, diagrams, tables. on the basis of the survey report.
 - f. Perform other assignment as and when required.

TECINOLOGY OFFICER—I (Tech & Dev)

1. To assist the GM—II/DGM—III/Manager—IV in the following :
 - a. Preparation of technology requirement for Five Year Plan.
 - b. Preparation of list of machinery and equipment for SCI development.
 - c. Undertake research for technology development for SCI sector.
 - d. Keep contract with various research organisation relating to SCI development both at home and abroad.
 - e. To arrange and organise training.
 - f. To prepare techno-economic feasibility report.

TECHNOLOGY OFFICER—II (Tech & Dev.)

1. To assist the G. M.—II and D. G. M—III and Manager—IV in the following :
 - a. Preparation of technology requirement for development projects of BSCIC.

- b. Preparation of list of machinery and equipment for development project of BSCIC.
- c. Undertake research for technology development for SCI sector.
- d. Keep contract with various research organisation relating to SCI development both at home and abroad.
- e. To prepare and circulate current awareness services.
- f. To collect information on technology development from different sources both at home and abroad.
- g. Perform other responsibilities as and when required.

BUDGET OFFICER (Project & Finance)

- 1. To make all necessary arrangement for receiving annual budget proposal of all the office/centre of the country under the Corporation.
- 2. To prepare all office/centre wise establishment budget after due scrutiny of the proposed annual budget that may receive from the centre/offices concerned.
- 3. To remain responsible for the preparation of all the centre wise establishment budget of the Corporation and submit it to senior officer in due time.
- 4. To maintain a centre wise Budget Register for the purpose of budget control of all the centres/offices under the Corporation.
- 5. To remain responsible for control over budgeted expenditure.
- 6. To maintain all budget files in safe custody.
- 7. Any other job assigned from time to time.

FINANCE OFFICER. (Budget & Finance)

- 1. To assist the Asstt. Controller of Finance in the preparation of fund release proposal for submission to the Govt.
- 2. To do necessary follow-up for release of ADP funds and submit day-to-day progress of release to the authority.

3. To assist Controller of Finance in all the functions and make regular follow-up to the A.G.B. Office for getting cheques etc.
4. To maintain a register of ADP fund release, data-wise and scheme-wise, quoting figures of sanction.
5. To keep all the financial files as regards AD : release in safe custody.
6. Any other job assigned from time to time.

ACCOUNTS OFFICER (Regions and Projects),

1. He will supply all ADP financial information to Govt. Divisions as and when required on getting necessary data/figures from Accounts Division.
2. Checking the Trial Balance expenditure statement of Regions and Project for control purpose.
3. Maintenance of project registers showing project wise expenditure.
4. Reconcile project balances with Head Quarters, Regional and Project Offices.
5. Preparations and submission of P. I. B. reports.

ACCOUNTS OFFICER (ISC's and I/E's).

1. He will supply all ADP financial information to Govt. Divisions as and when required on getting necessary data/figures from Accounts Division.
2. Checking the Trial Balance expenditure statement of ISC's and I/E's for control purposes.
3. Maintenance of project registers showing project wise expenditure.
4. Reconcile Project balances with HQ: ISC's and I/E's.
5. Preparations and submissions of P. I. B. reports.

ACCOUNTS OFFICER (Employees Benefit Fund).

1. To remain responsible for payment of all C. P. Fund, House Building Loan, Motor Cycle Advance, E. B. Fund Loan and others.
2. To supervise, guide and control Board of Trustee of C. P. Fund.
3. To remain responsible for correct accounting of C. P. Fund Accounts including interest thereon to be credited to individual subscribers and issuance of confirmation slip.
4. Any other job assigned from time to time.

CREDIT OFFICER (Credit Administration).

1. To deal with the cases of post and pre-investment activities and follow-up with the concerned Banks, Private Parties, Local Government Agencies and also BSCIC H. Qrs. inter Deptt. Co-ordination Activities.
2. To prepare periodical statement, progress reports with regard to post sanction and follow-up cases to ensure utilisation of loan amount and recovery of outstanding dues thereof.
3. To check up inspection reports and suggest action for decision of the higher authority.
4. To assess the requirement of machinery, spare parts and raw materials licence based on criteria of the Director General, Industries.
5. To maintain all records for credit monitoring and recovery.
6. To issue demand note to the party for payment.
7. To any other functions and when assigned by the authority.

ACCOUNTS OFFICER (Bank).

1. To reconciliation of all Bank Accounts of both developments and commercial.
2. Maintenance of register of fixed deposit and STD Account.

3. Adjustment of outstanding entries located after reconciliation including interest of fixed deposits.
4. Transfer of fund to region and Projects for disbursement of salary and other purpose according to requisition.
5. Obtaining of regular Bank Statements and balance certificates.
6. Supply of information on the position of Bank Accounts as and when asked for.
7. Correspondence in respect of Banks, Cheques dishonour of Cheque etc.
8. Any other assignment as and when advised upon.

ACCOUNTS OFFICER (Bill) .

1. Preparation of Electric Bill of BSCIC H. Qrs, and arrange payment for depositing cheques to respective Bank monthly.
2. Preparation WASHA Bill Monthly, BSCIC. H. Qrs, Dhaka.
3. Telephone Bill BSCIC, H. Qrs. Dhaka.
4. All contractor bill, specially final bill of all Regions and Projects.
5. Monthly B/F. bill of expaired persons of BSCIC.
6. C. P. Fund, House Building Loan, Motor Cycle Advanes etc, (Preparation and issue of cheques).
7. Cheque Register maintain.
8. Bill Register maintion/contractor bill/telephons bill/WASHA bill, Electric bill, etc.
9. House Rent Ceiling Register and file maintenance and issue of cheque bill voucher etc. monthly.
10. Monthly, B/F. C. P. F., Leave Salary, Gratuity etc. payment arrangment and depcsit cheque to Bangladesh Bank.
11. All kinds of T. A. Bill specially preparation of voucher and issue of cheques.

12. Monthly medical supplies bill of BSCIC, H. Qrs. Dhaka.
13. Monthly and daily suppliers bill of BSCICH Qrs. Dhaka..
14. Issue of all cheques, checking and passing of all bills and preparation of voucher and J. V.

ACCOUNTS OFFICER (Development of cottage industrice of Chittagong Hill Tacts).

1. To prepare and pass pay roll bills of officers and staff and maintain proper records.
2. To check and pass bills of contractors, parties and other office bills as per delegation of financial power.
3. To adjust miscellaneous bills.
4. To deposit taxes and other deduction and adjust the outstanding.
5. To maintain Bank-Accounts.
6. To make correspondence relating to bills and other financial matters.
7. To reconcile the accounts with Banka and BSCIC Headquarters and maintain registers.
8. To submit trial balance expenditure statements to the Head Office.
9. To meet audit queries and reply to audit objection, if any.
10. To maintain Contributory Provident Fund Ledger and submit periodical statements to the Head Office.
11. To prepare annual budget and ensure budgetary control.
12. To prepare the monthly and quarterly accounts statements, balance sheet etc.
13. Any other job assigned from time to time.

SENIOR CO-ORDINATION OFFICER (Chittagong Hill tacts).

1. To motivate the rural people in the field of rural, handicraft and cottage industries, specially youth and women.

2. To identify the locations and skillness of his target group after the survey.
3. To prepare an inventory of :
 - a. Locally available raw-materials.
 - b. Local Producers,
 - c. Local artisans, art teachers and skilled persons in different discipline.
 - d. Existing local industrial products.
 - e. Potential industries etc.
4. To assess the potentiality of existing demand in the local market for small and cottage scale industries products.
5. To assist entrepreneurs for selection and appraisal of the projects.
6. To remain responsible for creation of employment opportunities for poor and landless people specially artisans.
7. To responsible for identification of the sick units and providing extension services with the help of I.S.C/Regional Office.
8. To arrange training for the entrepreneurs producers, artisans, craftsmen, trainers, etc. for development of small & coitage Industries.
9. To assist the loan giving agencies in supervising the utilisation and the recovery if the credit is delivered by his recommendation.
10. To remain responsible for procurement and supply of raw-materials to the producers.
11. To supply new designs and prototypes from design centre.
12. To remain responsible for demonstration of new techniques to the producers.
13. To remain responsible for establishment of craft village or craft area.
14. To provide sub-contracting services for the local producers.
15. To promote co-ordination among the producers of specific product groups to eliminate superfluous compilation and to standardize the quality.

16. To prepare proposals for setting up of common facilities centres, workshops training-cum-production. centres, sales out-let etc.
17. To render technical and other services from local office.
18. To remain responsible for the Cottage Industries products of his area.
19. To submit monthly report.
20. Any other job assigned by the authority.

QUALITY CONTROL OFFICER : (WEDP)

1. To prepare information sheets regarding quality control of different products of small and cottage industries.
2. To maintain liaison with the Standard Institution and such other organisations for finding out the standard of small and cottage industries products.
3. To evolve standards of different products which are not available with any institution.
4. To supply improved design as per customer's needs.
5. To provide counselling services regarding product development and quality control.
6. To create awareness about quality control among producers.
7. To conduct extension works to the existing industries relating to quality control of their products.
8. Misc. activities as and when required by the authority.

EXTENSION OFFICER : (WEDP)

1. To find out the potential entrepreneurs in project areas.
2. To identify/sub-sector/Products and producers.
3. To assist the entrepreneurs in assessing the credit requirement of the artisans/producers.

4. To assist the entrepreneurs in obtaining loan application forms from local financing bank.
5. To assist them in filling up and submitting the forms to the concerned bank with their observation.
6. To assist the designated bank in economic and technical appraisal of the projects,
7. To supervise the utilisation of the credit.
8. To help the bank officials in recovery of the loan if their assistance is needed.
9. Prepare monthly statement.
10. Any other job assigned from time to time.

LIASION OFFICER (WEDP)

1. To prepare public sector scheme and programme on the basis of the national plan as well as Annual Development Programme and submit the same to concerned Ministries for Govt. approval when necessary.
2. To look after the operation, follow-up and monitoring of the credit programme.
3. To prepare annual report on WEDP activities.
4. To conduct feasibility studies and prepare projects reports.
5. To maintain liaison with Public and Private agencies.
6. To maintain liaison and co-ordination with different departments and agencies.

MARKETING OFFICER (WEDP).

1. To undertake marketing surveys/industrial studies on various small, cottage industries sub-sectors/products.
2. To undertake marketing research and analyse marketing opportunities of locally produced arts, crafts and other products, channels of distribution and marketing and costs thereof.
3. To assist the Manager and to undertake activities as per his direction to be given from time to time,

4. To collect and disseminate market information for small, & cottage industries products.
5. To maintain industrial profiles, literatures etc. on various small and cottage industries.
6. To remain responsible for collecting all information and preparing MIS report and the same to the concerned department as and when asked for.
7. To supervise and guide the sub-ordinate officers and staff in the department in their day-to-day activities/functions and to deal with administrative work of the Department.

CREDIT CO-ORDINATION OFFICER (WEDP.)

1. To prepare questionnaire for interviewing potential entrepreneurs.
2. To prepare loan application form in consultation with Bangladesh Krishi Bank.
3. To assist in formulation of credit delivery system.
4. To process the loan application form received from functional units.
5. To assist Project Manager in releasing fund from USAID and placement of the same to BKB accounts.
6. To assist the functional unit in supervision of credit utilisation.
7. To assist the functional unit in recovery of loan.
8. Any other job assigned in relation with credit operation.

MANAGEMENT SPECIALIST (WEDP.)

1. To select sector of investment and associate/entrepreneurs.
2. To monitor the implementation of the project works.
3. To prepare & submit the project report to MIS, Ministry of Industries & BSCIC.

4. To help the project director in management, planning & assist Deputy Manager in all the functions.

SR. CO-ORDINATION OFFICER (Dev. of Salt Industry)

1. To render pre-investment and post investment counselling to the salt growers
2. To conducts field survey of growers and the area of land under salt production before the production season.
3. To prepare list of genuine salt growers and issue them credit cards before they go to the salt field
4. To pursue the commercial banks for disbursement of loans to the identified salt growers.
5. To supply inputs other than credit to the growers in time.
6. To work in the salt procurement drive during salt procurement time.
7. To demonstrate quality salt production process to the growers at the demonstration centres.
8. To collect reports of salt production in different salt producing centres and identification of any problem and submit to the authority for taking appropriate action.

EXTENSION OFFICER (DRI)

1. To conduct growth potentiality study of the areas.
 - a. General description of the area (location, area, topography, soil, climate, rainfall etc.)
 - b. Analysis of resources (human resources, economic classification of population, unemployment and materials resources.)
 - c. Industrial facilities of the area i. e. transports and communication, power, water supply etc
 - d. Existing industrial facilities including identification of clusters and registration of Master Crafts persons.

- e. New possibilities on resources based industries, demand based industries and ancillary industries.
2. To undertake additional income generating activities for the landless, marginal and near landless/artist/artisans.
 - a. selection of village.
 - b. scouting of the target people.
 - c. identification of the project for each scouted person.
 - d. preparation of the scheme/profile for the scouted person.
 - e. motivation of the scouted persons.
 - f. preparation of project appraisal.
 - g. credit delivery.
 - h. follow-up.
 - i. assist Bank in loan recovery.
3. To assess training needs in different disciplines and organise training programme in :
 - a. upgrading of existing technical skills.
 - b. new technical skills.
 - c. management skills.
 - d. buying/selling skills/salesmanship.
 - e. export marketing skills.
 - f. quality control.
 - g. costing/pricing.
 - h. any other.
4. To identify entrepreneurs from traditional and non-traditional product groups :
 - a. Identification.
 - b. Enlisting and establishing contacts with them.

- c. Preparation and submission schemes.
 - d. Preparation of project appraisal.
 - e. Credit delivery.
 - f. Follow-up.
 - g. Assist Bank in loan recovery.
5. To provide counselling :
- a. Pre-investment (i.e. new units).
 - b. Post-investment (i. e. existing units to be expended).
6. To Provide Marketing Assistance :
- a. Listing of units identified for assistance with reference to particular problems.
 - b. Setting up of cottage industries corner in Hats/Bazars.
 - c. Provide contacts with sales outlets including BHMC.
 - d. Opening of sales outlets at local level.
 - e. Collecting of samples.
 - f. Establishing linkage of producers and buyers.
 - g. Arranging sales of C. I. products in different office.
 - Preparing list of office.
 - Assessing their requirements.
 - Locating suppliers.
 - Arranging sales.
7. To initiate product development according to product phasing in project profile.
8. To arrange supply of designs and prototypes to artisans.
9. To co-ordinate activities with other related Government organisations and voluntary organisations.

- a. In the field of training.
- b. Attending meetings.
- c. Taking part in extension work.

PROMOTION OFFICER (Industries Service Centre).

1. To assist manager in receiving application for permission and recognition cases up to 5 lacs.
2. To prepare feasibility study/project report and project profiles.
3. To assist entrepreneurs in filling up the forms for Bank loan.
4. To inspect industrial units for licensing purpose.
5. To render pre-investment and post investment counselling.
6. To follow up installation of bio-gas units/solar cooker.
7. To scout for entrepreneurs.
8. To guide the sub-ordinate in fixation of annual programme for the district and complete those.
9. To orchestrate the activities of ISC.
10. To prepare weekly, monthly, quarterly, annual and all other reports for submission to the MIS/concerned authority.
11. To maintain co-ordination with the officers and staff under administrative control of ISC.
12. To assist AGM/DGM in discharging the administrative responsibilities of ISC.
13. To assist AGM/DGM in maintaining liaison with different departments/organisation/Bank etc. within the district.
14. Any other duty assigned by the AGM/DGM.

EXTENSION OFFICER (Industries Service Centre)

1. To conduct growth potentiality study of the area.

- a) General description of the area (location, area, topography, soil, climate, rainfall etc.)
 - b) analysis of resources (human resources, economic classification of population, unemployment and materials resources)
 - c) industrial facilities of the area i. e. transports and communication, power, water supply etc.
 - d) existing industrial facilities including identification of clusters and registration of master crafts persons.
 - e) new possibilities on resources based industries, demand based industries and ancillary industries.
2. To undertake additional income generating activities for the landless, marginal and near landless/artist/artisans.
- a) selection of villages.
 - b) scouting of the target people.
 - c) identification of the project for each scouted person.
 - d) preparation of the scheme/profile for the scouted persons.
 - e) motivation of the scouted persons.
 - f) preparation of project appraisal.
 - g) credit delivery.
 - h) follow-up.
 - i) assist Bank in loan recovery.
3. To assess training needs in different disciplines and organise training programme in :
- a) upgrading of existing technical skills.
 - b) new technical skills.
 - c) management skills.
 - d) buying/selling skills/salesmanship.

e) export marketing skills.

f) quality control,

g) costing/pricing.

h) any other.

4. To identify entrepreneurs from traditional and non-traditional product groups.

a) Identification.

b) Enlisting and establishing contacts with them.

c) Preparation and submission of schemes.

d) Preparation of project appraisal.

e) Credit delivery.

f) Follow-up.

g) Assist Bank in loan recovery.

5 To provide Counselling :

a) pre-investment (i. e. new units).

b) Post-investment (i. e. existing units to be expanded).

6. To provide marketing assistance :

a) Listing of units identified for assistance with reference to particular problems.

b) Setting up of cottage industries corner in Hat/Bazars.

c) Provide contacts with sales outlets including BHMC.

d) Opening of sales outlets at local level.

e) Collecting of samples.

f) Establishing linkage of producers and buyers.

g) Arranging sales of C. I. products in different office.

— Preparing list of office.

- Assessing their requirements.
 - Locating suppliers.
 - Arranging sales.
7. To initiate product development according to product phasing in project profile.
 8. To arrange supply of designs and prototypes to artisans.
 9. To co-ordinate activities with other related Government organisations and voluntary organisations—
 - a) in the field of training.
 - b) attending meetings.
 - c) taking part in extension work.
 10. Any other job that may be assigned.

SURVEY & INFORMATION OFFICER, (Industries Service Centre).

1. To remain responsible for implementing the directives and instructions of the corporation.
2. To motivate the rural people in the field of rural, handicraft and cottage industries, specially youth and women.
3. To remain responsible for promotion and development of small and cottage industries of his area of posting.
4. To identify the locations and skillness of his target group after the survey.
5. To prepare an inventory of :-
 - a. Locally available raw materials.
 - b. Local producers.
 - c. Local artisans, art teachers and skilled persons in different districts.
 - d. Existing local industries products.

e. Potential industries etc.

6. To assess the potentiality of existing demand in the local market for small and cottage scale industries products.
7. To study the requirement of services, spares, components and materials of existing industries.
8. To study the needs of local people.
9. To select projects for the entrepreneurs.
10. To assist entrepreneurs for appraisal of the project.
11. To remain responsible for creation of employment opportunities for poor and landless people specially artisans.
12. To remain responsible for identification of potential non-conventional raw-material of the area.
13. To remain responsible for identification of the sick units and providing extension services with the help of ISC/Region Office.
14. To arrange training for the entrepreneurs, producers, artisans, craftsmen, trainers etc. for development of small, cottage & hand loom industries.
15. To remain responsible for preparation of a programme of post training follow-up and placement.
16. To assess the credit needs of his area and provide loan upto a certain amount fixed by the corporation and recommend for more than the fixed amount.
17. To keep a close contact with local banks, administration and other related agencies.
18. To help the producers for getting loan by making timely recommendation to the different credit agencies of his area, specially commercial banks.
19. To assist the loan giving agencies in supervising the utilisation and the recovery if the credit is delivered by his recommendation.

20. To remain responsible for procurement and supply of raw-material to the producers.
21. To supply new designs and prototypes from design centre.
22. To remain responsible for demonstration of new techniques to the producers.
23. To remain responsible for demonstration of effecting savings in consumption of raw materials.
24. To remain responsible for establishment of craft village of craft area.
25. To provide sub-contracting services for the local producers.
26. To establish sample museum for producers.
27. To promote group activity to extend advantage of collective operation and better competitiveness to the smaller units.
28. To promote co-ordination among the producers of specific product groups to eliminate superfluous compilation and to standardize the quality.
29. To prepare proposals for setting up of common facilities centres, workshop, training-cum-production centre, sales out-let ect.
30. To render technical and other services from local office.
31. To formulate a plan for promotion and development of his area.
32. To maintain liaison with other departments as regards extension activities.
33. To ensure close co-ordination of the plan with similar work undertaken by other agencies to avoid duplication of work.
34. To remain responsible for publicity of the small Industries products of his area.
35. To control and supervise the work of all the staff placed under him.
36. To submit monthly progress report to the ISC.
37. Any other job assigned by the authority.

ACCOUNTS OFFICER (Industries Service Centre).

1. To prepare and pass pay roll bills of officers and staff and maintain proper records.
2. To check and pass bills of contractors, parties and other office bills as per delegation of financial power.
3. To adjust miscellaneous bills.
4. To deposit taxes and other deduction and adjust the outstanding.
5. To make correspondance relating to bill and other financial matters,
6. To maintain Bank Accounts.
7. To reconcile the accounts with Banks and BSCIC Headquarters and maintain registers.
8. To submit Trial Balance, expenditure statements to the Head Office.
9. To meet audit queries and reply to audit objection, if any.
10. To maintain Contributory provident Fund Ledger and submit periodical statements to the Head Office.
11. To prepare annual budget and ensure budgetory control.
12. To prepare the monthly and quarterly accounts statment, balance sheet etc.
13. Any other job assigned from time to time.

SR. COORDINATION OFFICER (Ro. Isc, I/E and monitoring).

1. To collect and maintain establishment return of Industries Service Centres.
2. To maintain and consolidate the monthly progress report received from the ISCs.
3. To prepare schemes on small and cottage industries.
4. To arrange training programme of the artisan in ISCs.
5. To maintain counselling register.

6. To communicate and co-ordinate with other departments.
7. To maintain record of sanction and distribution of special credit and other credits.
8. To arrange different seminar/conference for the development of small & cottage industries.
9. To collect and consolidate the area-wise survey reports of small & cottage industries.
10. To process the recommendations of the sr. officers from their tour diaries.
11. To correspond with I.S.Cs and Regional Offices on development matters.
12. Other assignments as and when assigned by the authority.

SR. COORDINATION OFFICER (Sub Contracting)

1. To take care of all official files and records, technical papers and the common service activities.
2. To remain responsible for other activities relating to sub-contracting.
3. To assist for preparation of investment profiles, briefs, fact sheets etc. on sub-contracting and ancillary industries.
4. To assist for identification of sub-contracting products and units.
5. To assist for making arrangement of sub-contracting between the producers and the users of the sub-contracting products.
6. To assist for preparation feasibility report and project appraisal report on sub-contracting units.
7. Any other job assigned by the authority.

PROMOTION OFFICER (Promotion).

1. To provide pre-Investment counselling to the prospective entrepreneurs.

2. Inplant visit and provide post investment counselling and conduct diagnostic study to the existing industries.
3. To assist for preparation of appraisal reports for permission and recognition cases.
4. To assist the entrepreneurs for filling up the loan application form.
5. To assist for preparation of project appraisal report for loan application under different credits.
6. To assist for monitoring of implementation of Investment Schedule for small and cottage industries.
7. To keep individual target fulfillment record and prepare monthly progress report.
8. To maintain record and prepare monthly progress report.
9. To assist the manager and Dy. Manager (Promotion)
10. Any other job assigned by the authority.

LICENSING OFFICER (Licensing & Raw materials)

1. To assist for assessment of requirement of raw materials for different small and cottage industry.
2. To help the entrepreneurs of small and cottage industries for licencing and procurement of raw materials.
3. To assist the entrepreneurs in opening I/C.
4. To assist for meeting the queries of C. C. I. E.
5. To help for preparation of annual budget for raw materials and spares of small and cottage industries.
6. To assist for formulation of imported raw materials and spare parts criteria for small and cottage industries.
7. To provide post investment counselling to the existing industries in connection with the licencing and raw materials.
8. To collect the price of the local and imported raw materials and spares for necessary checking.

9. Any other job assigned by the authority.

PROMOTION OFFICER (Studies & Profile)

1. To assist for preparation of investment briefs, profiles etc. for different small and cottage industries.
2. To assist for preparation of area potential study sub-sector study, diagnostic study, feasibility study etc.
3. To assist for preparation of small and cottage industries investment schedules.
4. To provide pre-investment counselling to the prospective entrepreneurs.
5. To assist the entrepreneurs in filling up loan application forms.
6. To keep individual target fulfilment record and prepare monthly progress report.
7. To assist the Manager, Deputy Manager, study and profiles.
8. Other assignment as and when assigned by the authority.

ACCOUNTS OFFICER (Design Centre)

1. To prepare and checkup the trial balance, expenditure statement and schedule.
2. To checkup and ascertain the expenditure of Design Centre in consultation the approved Budget.
3. To checkup and prepare all shorts of bills and prepare journals vouchers, advise etc.
4. To remit the C. B. Fund. W. Fund amount to H. Q. along with the statements.
5. To remit the monthly realized advance amount from the officers and staff of Design Centre to H. Q.
6. To prepare Bank reconciliation statement monthly.
7. Preparation of audit replies in consultation with Asstt. Manager (Accounts & Administration).

8. Preparation of pay fixation statement of officers and staff of the Design Centre.
9. To realise private use transport bill from the officers and staff of the Design Centre.
10. To ascertain the payment of all shorts of bills in respects of rent & taxes, electric bill, Wasa etc.

DESIGN DISSEMINATION AND PROMOTION OFFICER (Design Centre)

1. To distribute designs to the artisans and owners of the cottage industries.
2. To arrange exhibition of designs products and processes with a view to produce quality and standard cottage and handicrafts products.
3. To co-ordinate the national award selection committee and arrange crafts show of the competitors.
4. Others works as assigned by the higher authority.

DATA STORE OFFICER (Design Centre).

1. Collection of data from all section of the Design Centre and maintain record.
2. Preparation of progress report.
3. To maintain charts, maps etc. showing the activities of the Design Centre.
4. To submit the monthly and quarterly report to MIS, BSCIC,

SR. PHOTOGRAPHER (Design Centre)

1. In-charge of the Photographic section.
2. To photograph, research design prototype training etc.
3. To photograph make booklet, folder. catalogues.
4. To photograph the traditional design of all over Bangladesh for making design research.

5. To make color slides/transparencies of the handicrafts of Bangladesh & projection.
6. To photograph the trainees of the Centre and outside the Centre for publicity.
7. To photograph of different activities of BSCIC, H. Q. & outside offices/ UNDP/LO project as per order of the authority.
8. Projection of movie films for the development of the artisans.
9. To cover the publicity work of the corporation through photographs.
10. To make albums of the above works for recording.

SR. DESIGNER

Out of the 10 Sr. Designers the 8 are attached with the 8 Department, such as Doll Making, Ceramics, Textile Printing, Cane & Bamboo, General Design, Leather & Jute Packaging and Metal i. e. one for each department.

1. The Sr. Designer of each department is engaged for production of new/creative designs for his department.
2. To give training to the artisans inside the office & outside the office.
3. To give advice all sorts of help to the craftsman for production of prototype of new/creative designs.
4. To supervise the works of the sub-ordinate officer/staffs of his department.

Rest two other Sr. Designers are engaged with the commercial side.

SR. DESIGNER (Graphic)

1. To produce all type of visual communication materials, and all types of Packaging designs on commercial basis in order to up-lift the existing trend/rels from providing his consulting services with designs to execution.

2. In the field of Interior decoration of produce plan and provide consultancy services to all offices, auditorium, show rooms etc. and where ever such services are needed on commercial basis.

SR- DESIGNER (Industrial Arts.)

1. To produce product designs of various kinds of handicrafts.
2. To give advise/all sorts of help to the craftsman and artisan who receive training from the design centre for production of handicrafts on contract basis.
3. To arrange sales of designed products to the clients and through display centre directly to the customer.

ANALYST (Marketing and Research) —I

1. To perform all activities relating to fairs and exhibitions.
2. To undertake marketing and other surveys.
3. To undertake marketing research and analyse marketing opportunities of locally produced arts, crafts and other products, channels of distribution and marketing and cost thereof.
4. To collect and disseminate information relating to various aspects of marketing of small and cottage industries products.
5. To supervise and guide the sub-ordinate staff in the department in the performance of their day-to-day activities.
6. To assist the Deputy General Manager and to undertake activities as per his direction to be given from time to time.

ANALYST (Marketing and Research) —II

1. To undertake marketing surveys/industrial studies on various small and cottage industries sub-sectors/products.
2. To maintain industrial profiles, literatures etc. on various small and cottage industries.
3. Responsible for collecting all information for preparing the MIS report and to send the same to the concerned department as and when asked for.

4. To collect and disseminate information relating to various aspects of marketing of small and cottage industries products.
5. To supervise and guide the sub-ordinate officers and staff in the department in their day-to-day activities/functions and to deal with administrative work of the department.
6. To assist the Deputy General Manager and to undertake activities as per his direction to be given from time to time.

ANALYST (Marketing and Research)—III

1. To undertake marketing and other surveys.
2. To undertake marketing research and analyse marketing opportunities of locally produced arts, crafts and other products, channels of distribution and marketing and costs thereof.
3. To collect and disseminate information relating to various aspects of marketing of small and cottage industries.
4. To assist the Deputy General Manager and to undertake activities as per his direction to be given from time to time.

QUALITY CONTROL OFFICER (Product processing and quality control).

1. To prepare information sheets regarding quality control of different products of small and cottage industries under the jute and textile sector.
2. To maintain liaison with the Standard Institution and such other organisations for finding out the standard of jute and textile products.
3. To evolve standards of different products which are not available with any institution.
4. To supply improved design as per customer's needs.
5. To provide counselling services regarding product development and quality control under jute and textile sector.
6. To create awareness about quality control among the producers under the same sector.

7. To conduct extension works to existing industries relating to quality control of their products.
8. Misc. activities as and when assigned by the authority.

AUDIT OFFICER (Pre-Audit & Govt. Com. Audit).

1. To supervise activities of the subordinate officer & staff working in Section—1
2. To check up pre-audit of bills, files etc.
3. To follow-up Govt. Commercial Audit queries in respect of Head Office, R. O. 's & Projects.
4. To persue concerning offices for furnishing reply to Govt. Com. Audit queries.
5. To make routine correspondence of Govt. Com. Audit.
6. To perform any other activities as may be assigned from time to time by the superiors.

AUDIT OFFICER (Follow-up of Internal Audit & Sectional Administration).

1. To supervise the activities of officers & staff working in Audit Administration Section under the direct control of DCAO.
2. To follow-up internal audit reports, ask for clarification from concerned office and put-up to D. C. A. O. with comments for settlement.
3. To scrutinise the internal reports submitted by the Internal Audit Teams & bring matters of serious financial irregularities to the notice of D. C. A. O./CAO for immediate action.
4. To look after office administration.
5. To ensure proper maintenance of file, registers etc. in the Department.
6. To perform any other duties as may be assigned from time to time by the superiors.

AUDIT OFFICER (Dhaka Region & Projects located at CHT)

1. To conduct audit of accounts of D. R. O., D. C, ISC's of Dnaka, Faridpur, Mymensingh, Tangail, Jamalpur, I. E.'s of Rajbari, Madaripur, Jamalpur & Banderban, C. H. T. Projects at Rangamati. Khagra-chari, Banderban etc.
2. To Prepare internal audit reports of offices/projects audited & submit the same to ACAO - II.
3. To supervise the activities of the officers & staff working under him.
4. To arrange to submit fortnightly/monthly progress reports to CAO through his superiors.
5. To follow-up internal audit reports.
6. To perform any other duties as may be assigned by the superiors.

AUDIT OFFICER (C T G. R. O, & H. Quarters).

1. To conduct audit of accounts of C. R. O. and all other offices/projects under the jurisdiction of CTG Regions except CTG. Hill Tract projects/offices and that of H. O.
2. To prepare internal audit reports of offices/projects audited & submit the same to A. C. A. O.—II
3. To supervise the activities of the officers & staff working under him.
4. To arrange to submit fort-nightly/monthly progress reports to C. A. O through his superiors.
5. To follow-up internal audit reports.
6. To perform any other duties as may be assigned from time to time by his superiors.

AUDIT OFFICER (Khulna R. O. & DRI)

1. To conduct audit of accounts of DRI. Khulna regional office and all other offices under the territorial jurisdiction of Khulna, R. O.

2. To Prepare internal audit reports of offices/ projects audited and submit the same to ACAO-III
3. To supervise the activities of officers & staff working under him.
4. To arrange to submit fortnightly/monthly progress report to CAO through his controlling officers.
5. To follow-up internal audit reports under his jurisdiction.
6. To perform any other duties as may be assigned from time to time by his superiors.

AUDIT OFFICER (Rajshahi R. O. & BHMC. Dhaka).

1. To conduct audit of Accounts of B. H. M. C Project including Sales & Display Centre at Dhaka and that of R. O. Rajshahi including all other offices/projects under the territorial jurisdiction of R. O. Rajshahi.
2. To prepare internal audit reports of offices/projects audited and submit the same to ACAO-III
3. To supervise the activities officers & staff working under him.
4. To arrange to submit fortnightly/monthly progress reports to CAO through his reporting officer.
5. To follow-up internal audit reports under his jurisdiction and report progress of settlement of queries.
6. To perform any other duties as may be assigned from time to time by his superiors.

SR. CO-ORDINATION OFFICER (Bee-keeping marketing)

1. To supervise different training centres run under I. S. Cs.
2. To supervise and guide colony multiplication centres.
3. To assist preparing draft plans and programmes of the project.
4. To impart training conducted at Dhaka and other places (special courses).
5. To prepare training material, charts, manuals under direction of the Project Manager.

6. To supervise hive boxes started under BSCIC guidance at different areas of Dhaka.
7. To scout entrepreneurs of Dhaka/surrounding areas.
8. To keep office records/files of related subjects.
9. To arrange certificates to be issued to the successful trainees.
10. To prepare and compile different reports for submission to BSCIC.
11. To assist the Project Manager in discharging his duties.
12. Any other related work as may be assigned to him by the authority.

SR. CO-ORDINATION OFFICER (Bee-keeping-Research)

1. To research and capture natural honeybee colonies and instal these in the apiary of colony multiplication centre.
2. To divide the colonies and produce hive—stocks with queen bees ready to be sent to different training centres/other places.
3. To take care of the hive-boxes (original and divided stocks) kept in the centre.
4. To impart Bee-keeping Training to educated persons who will be trainers on the subject.
5. To carry out research work for improvement of queens and the colonies.
6. To collect/maintain materials, books, journals necessary for research/extension work.
7. To submit periodical progress report.
8. Any other related work as may be assigned by the authority.

SR. COORDINATION OFFICER (Bee-keeping Training)

1. To select suitable training sites and trainees according to given criteria.
2. To supervise manufacturing hive-boxes and other Bee-keeping implements according to standard specimen,

3. To impart bee-keeping training to villagers in regular/special batches as per given syllabus.
4. To research and capture natural honey-bee colonies in and around the training locality.
5. To instal hive-boxes of each of the trainees with the captured natural colonies.
6. To supervise and assist taking care of the hive boxes of the trained persons in the primary stage for a certain period of time.
7. To assist trained bee-keepers to get loan for expansion of their bee-keeping industries.
8. To scout entrepreneurs of the locality.
9. To prepare and submit periodical progress reports.
10. Any other job as may be assigned by the authority.