

REVISED CHARTER OF DUTIES

VICE-CHAIRMAN

- a. To act as administrative head and to be responsible for overall administration of the organization.
- b. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning the organization.
- c. To act as Principal Accounting Officer of the organization within the budget provision.
- d. To be responsible for the administration and execution of the organization as per Acts, Ordinance, Rules and Regulation and directives issued by the Government from time to time.
- e. To be responsible for proper functioning and discipline of the organization.
- f. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
- g. To be responsible for appointing class-I, II, III and IV officers/employees of the Bureau as per existing procedures.
- h. To act as Chairman Selection Committee No. 1. for recruitment and Promotion to Class-I. posts.
- i. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
- j. To control and supervise the work of the organization.
- k. To represent the Bureau and where personal representation is not possible to select representative on his behalf.
- l. To grant earned leave, etc, to all Class-I officers under him.
- m. To allocate duties of officers as and when required.
- n. To be responsible for maintaining proper security measures of the organization.
- o. To arrange meetings of the Board of Management of the Bureau and act as Vice-chairman of the Board.
- p. To arrange meeting of the National Export Council, Central Task Force, Export Coordination Unit and Management Committee of the National Export Fair as and when required.
- q. Any other duties assigned by the Government.

DIRECTOR-GENERAL

- a. Routine duties of the Vice-Chairman of the Bureau in his absence (not involving financial powers as head of the Bureau).
- b. General supervision of :
 - i. Policy and Planning Division.
 - ii. Fairs and Display Division.
 - iii. Commodities Division.
 - iv. Information Division.
 - v. All other matters related to :
Bank Credit Co-ordination Committee, Central Task Force,
Export Promotion Council, Export Credit Guarantee Scheme.
- c. Supervision and guidance to officers and staff working in these Divisions.
- d. Assist Vice-Chairman in implementing policies/directives of Government relating to promotion of export trade.
- e. Act as Chairman of Selection Committee and Departmental Promotion Committee for recruitment and promotion of Class-II officers of the Bureau.
- f. Act as Chairman, Tender Committee No—1.
- g. Any other work assigned by the Vice-Chairman.

SECRETARY

1. Supervision of Administration and Finance Division.
2. Supervision of matters relating to :
 - a. Board of Management.
 - b. Administration of Headquarters.
 - c. Administration of Regional and Branch Offices.
 - d. Setting up of World Trade Centre.
 - e. Processing and implementation of cases for recruitment and promotion.
 - f. To act as Chairman of Selection Committee & DPC for recruitment of Class— III & IV posts of the Bureau.
 - g. Maintenance of ACRS of Class I & II officers of the Bureau.
 - h. To act as Director of National Export Fair.
 - i. Transfer and posting of officers & staff.
 - j. To act as Chairman of Tender Committee No—II.
 - k. All other administrative matters of the Bureau not specifically mentioned above.
 - l. Any other work assigned by the Vice-Chairman.

DEPUTY DIRECTOR (Administration)

- a. Supervision of work of the Estt., Common Service and Co-ordination Branches.
- b. Processing of cases relating to recruitment, transfer and posting.
- c. Supervision on use and maintenance of transports.
- d. Supervision on matters relating to purchase and distribution of stationery and office equipments.
- e. To act as Member-Secretary of the Departmental Promotion Committee.
- f. To act as Member-Secretary of Tender Committees.
- g. Any other work assigned by the authority.

ASSISTANT DIRECTOR (Personnel)

- a. Maintenance of Administrative Records.
- b. Preparation of papers relating to recruitment and promotion.
- c. Processing of Leave and Pension cases.
- d. Supervision of Receipt and Issue Section.
- e. Maintenance of Stores.
- f. Procurement, Maintenance of office equipments, stationery maintenance of security and directive.
- g. Hiring of office and residential accommodation.

ADMINISTRATIVE OFFICER

- a. Collection of materials relating to BOM Meeting.
- b. Arranging Internal Co-ordination Meeting and taking follow up actions.
- c. Activities Report of the Bureau.
- d. According permission to exporters for visit abroad.
- e. Establishment matters of Milan Trade Centre.

DEPUTY DIRECTOR (Finance & Accounts)

- a. Submission of Budget and obtaining grants from Govt. in respect of Revenue and EMDF of the Bureau.
- b. Implementation of the Govt. orders relating to financial discipline and control.
- c. Implementation of decisions and orders of the BOM of EPB on financial matters.
- d. Supervision work of Revenue Fund Section.
- e. Supervision work of Export Market Development Fund Section.

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f. All other matters relating to :

- i) Preparation and submission of annual Budgets and revised Budgets.
- ii) Submission of financial reports and all kinds of statements for perusal of the Management.
- iii) Payments of bills.
- iv) Pre-auditing the bills before payment.
- v) Maintenance of monthly and annual accounts.
- vi) Arranging all bills, provides and accountal documents for statutory audit by the approved Chartered Accountants.
- vii) Any other responsibility that may be entrusted to him by the Management.

ACCOUNTS OFFICER (Revenue)

- a. Officer-in-charge of the Revenue Section.
- b. Preparation of Revenue Budgets (both annual and revised).
- c. Maintaining General and Petty Cash Books.
- d. Preparation and maintenance of Accounts.
- e. Preparation and payments of salary and all other bills.
- f. Maintenance of all records regarding G.P. Fund, C.P. Fund, Group Insurance, Benevolent Fund, House Rent, etc.
- g. Carry out reconciliation work with the Bank.

ACCOUNTS OFFICER (Development)

- a. Officer-in-charge of EMD Section.
- b. Preparation of EMDF Budget Estimates and obtaining Budget grant.
- c. Drawing and Remittance of Funds relating to Fairs, Exhibits, etc.
- d. Scrutinizing all bills/claims before payment.
- e. Carry out reconciliation work with the Bank.
- f. Writing of General and Petty Cash Books.
- g. Attending all correspondences on accountal.
- h. Any other work that may be entrusted to him by Deputy Director (Finance) or Director (Finance).

DIRECTOR (Information) DIVISION

- a. Co-ordination and supervision of all activities relating to publication and publicity of booklets, journals, press handout.
- b. Liaison with Radio/T.V. and all other press medias on EPB.
- c. Procurement of books, magazines, journals, newspapers for EPB Library and Information Centre.

- d. Distribution of all kinds of information materials on export trade to different trading personality and organisation at home and abroad.
- e. To perform such other function as may be assigned time to time by the Vice-Chairman.

DEPUTY DIRECTOR (Information)

- a. Preparation and implementation of annual publicity programme.
- b. Supervision of preparing Monthly Trade Journal.
- c. Supervising the printing of Trade Directorles and Reports.
- d. Preparation of Annual Activities Reports of EPB.
- e. Writing of Articles/Speeches.
- f. Preparation of Monthly reports on important activities of EPB.
- g. Preparation of annual reports on important activities of EPB.
- h. Preparation/compilation of materials for monthly journals and various other publications of EPB and arrangements of printing thereof including proof reading.
- i. Invitation of tenders from the reputed printers/publishers through advertisement in the national dailies for printing of various EPB publications and preparation of minutes of the meetings of the Tender Committees, issuance of work orders etc.
- j. Processing of bills relating to printing of various EPB publications for payment to the concerned printers/publishers.
- k. Supply and distribution of EPB publications to : (a) Trade Associations, (b) Sector Corporations, (c) Government Departments/Ministries, (d) Banks etc.
- l. Maintenance of stock registers of EPB publications.

INFORMATION OFFICER

- a. Preparation of press handout.
- b. Preparation of publicity materials and their publication in various newspapers, weeklies, fortnightlies, monthlies etc. in general and on national occasions.
- c. Arrangement of publications of advertisement (e.g. employment notice, supply of stationeries, supply of liveries, submission of samples for display in International Trade Fairs etc.) as and when received from various sections/Divisions of EPB.
- d. Processing of bills relating to publication of EPB's advertisement in various newspapers, weeklies, fortnightlies, monthlies etc. for payment.

DEPUTY DIRECTOR (Trade Information Centre)

- a. Ensuring selection and acquisition of information materials.
- b. Scanning and classification of incoming materials and dissemination of activities/informations.

- c. Maintaining Liaison with other division of the Bureau and other national and international organisations e.g., ITC, UNCTAD/GATT, UNIDO, FAO, ESCAP and others of interest to trade information.
- d. Organising Trade Information Workshops and participating in other NETP Programme.
- e. Carrying out the national responsibility of Regional Trade Information Net-work, specially updating of national trade profile and other inputs for regional net-work.
- f. Participating in TIC's counselling service to the users.

INFORMATION OFFICER (TIC)

- a. Maintenance of Trade Information Centre.
- b. Compilation of Exporters List.
- c. Preparation of buyers list of different products of countries of the world.
- d. Collection of Commercial Information/Trade Enquiries through Bangladesh Missions abroad and dissemination to the local exporters.
- e. Public relations work relating to Export Trade.
- f. Day-to-day staff matters and staff deployment.
- g. Seaming and classification of materials.
- h. Participation in counselling and reference services.
- i. Preparations of bibliographies and editorial preparation of other trade information series/documents for dissemination.
- j. Organisation and management of stock; its processing, binding, maintenance, display, utilisation, security, discarding and updating collection of data and its organisation.
- k. Supervision of company profiles and product profiles.

DIRECTOR (Policy & Planning) DIVISION

- a. Supervision of Policy & Planning Branches.
- b. To be responsible for preparation of Export Policy Proposal.
- c. Fixation of Export Target and follow-up actions.
- d. Examination of Export aspect of import policy.
- e. Organising Central Task Force meeting.
- f. Providing Secretarial services to Export Co-ordination Unit.
- g. Organising Export Promotion Council meetings.
- h. Supervision of ITO & GSP Branches.
- i. Responsible for finalization of briefs relating to UNCTAD, GATT, World Bank/IMF etc.
- j. Implementation of Trade Promotion Programmes with ITC/CFTC/EEC/ SIDA/UNDP etc.
- k. All other policy matters relating to ITO & GSP implementations.

DEPUTY DIRECTOR (Policy & Planning)

- a. Examination of Policy proposal made by different exporting agencies.
- b. Preparation of annual export policy proposal.
- c. Preparation and submission of projects activities from time to time to Planning Commission.
- d. Follow-up action of export policy.
- e. Preparation and implementation of various export incentives.
- f. All-policy matter related to export financing (Banks, Insurance etc).
- g. Formulation of policy relating to shipping, freight etc. and its implementation and follow-up.
- h. Preparation of country briefs, trade protocol, special trade agreement, barter joint commission etc.
- i. Preparation of briefs and examination of all matters relating to UNCTAD/GATT/World Bank/IMF etc.
- j. Preparation of proposals of Trade Promotion Programme with EEC, CFTC, ITC, SIDA & UNDP etc.
- k. All matters relating to tariff and non-tariff barriers.
- l. Preparation of country proposal for GSP and its effective utilization.
- m. To work as Counterpart to different expatriate countries.

ASSISTANT DIRECTOR

- a. Ground work relating to formulation of Export Policy & Export Target, Collection and assimilation of information for arranging sectoral meetings leading to the formulation of export policy proposals.
- b. Liaison with Chambers & Association, Service Institutions, Departments etc.
- c. Preparation of papers relating to the meetings of CTF, ECU & EPC.
- d. Preparation of brief for barter, joint commission and trade agreements.
- e. Collection of Trade and Tariff regulations of different countries.
- f. Issuance of GSP Certificates.
- g. Implementation of Economic and Technical Co-operation of Foreign Donor Agencies.
- h. Works relating to Bangkok Agreement.
- i. Works relating to Multilateral Trade negotiations.
- j. Other follow-up works.

- a. Preparation of development project proposals related to export sector.
- b. Preparation of project proformas which are required to be submitted to Planning Commission from time to time.
- c. Writing of progress report on the various projects.
- d. Co-ordination of all development projects of other branches.
- e. Economic analysis of export sector.
- f. Monitoring and forecasting of export performance keeping in view the country's short term & long term perspective plans and programmes etc.
- g. Preparation of Annual Development Programme with EEC, UNDP, CFTC, ESCAP & SIDA.
- h. Preparation of brief for visiting Advisers/Consultants.
- i. Preparation of background papers on the global trade arrangements.

DEPUTY DIRECTOR (Research & Statistics)

- a. Collection of data and compilation of export statistics in various forms.
- b. Preparation and publication of monthly/periodical statements/bulletins.
- c. Preparation of Review and necessary analytical statements showing trend of exports, market price, sector-wise shares etc.
- d. Preparation of final statement showing month-wise break-up of exports of Bangladesh.
- e. Compilation and publication of the bulletin "Export from Bangladesh".
- f. Preparation of annual publication "Bangladesh Export Statistics".
- g. Maintaining Data Bank on export trade of Bangladesh.
- h. Fixation of commodity-wise and sector-wise export target of the country.
- i. Fixation of country-wise and commodity-wise export target of Bangladesh.
- j. Preparation and supply of materials for various publications e.g. Economic Survey of Bangladesh, Annual Report of Commerce Division and various publications of EPB.
- k. Monitoring of export performance to various forums, Ministries, Divisions etc.
- l. Preparation of various charts/graphs mainly on export trade of Bangladesh.
- m. Compilation of price indices, terms of trade etc.

RESEARCH OFFICER (2)

- a. Compilation of price indices, terms of trade etc.
- b. Examining monthly economic reports received from trade offices abroad and circulation of relevant portions of the same to different agencies.

- c. Preparation of commodity notes, country profiles, brief for businessmen's delegation etc.
- d. Assisting the Deputy Director (R & S).

DEPUTY DIRECTOR (OSSC & Training)

- a. Providing assistance to the exporters in obtaining export finance, tax concession, bonded ware-house facilities etc.
- b. Taking follow-up actions for arranging shipping/air space for the exporters.
- c. Preparation of annual National Export Training Programmes.
- d. Assisting the exporters in all possible ways in fulfilling their export commitments in time.
- e. Processing papers relating to sending businessmen delegation abroad.
- f. Processing matters relating to trade disputes.
- g. Processing of cases of foreign training and workshop.
- h. Arranging foreign sponsored Seminars.
- i. Working as speakers at different workshop/seminars.

ASSISTANT DIRECTOR

- a. Providing assistance to exporters relating to export financing, duty drawback, bonded ware-house and duty and tax concession.
- b. Recommending and persuing for shipping and air space for the exporters.
- c. Collection and circulation of shipping information.
- d. Assisting and advising exporters on all procedural matters connected with export trade.
- e. Promptly attending to Banking, Customs and Transportation problems.
- f. Assisting exporters with latest market intelligence.

RESEARCH OFFICER

- a. Preparation of annual National Export Training Programme.
- b. All arrangements for holding of events like local training, seminar, workshop etc.
- c. Nominate EPB officials for training/seminars abroad.
- d. Arrangement for holding International Seminars / Workshop in Co-operation with foreign agencies in Bangladesh.
- e. Preparation of periodical report relating to training.

DIRECTOR (Commodities) DIVISION

- a. To be responsible for overall co-ordination of activities of Agriculture, Forest, Fisheries, Industrial and Small & Cottage Industries wings under these Divisions.
- b. To organise programmes relating to product development, product adaptation regarding Agriculture, Forest and Fisheries, Leather, animal bi-products and other industrial and small & Cottage Industry products.
- c. To take up activities relating to survey and marketing needs of these products and necessary actions accordingly.
- d. To have close liaison with other divisions for taking up product development activities with regard to these products.
- e. To assist and advise exporters on matters of product development and adaptation needs for these products.
- f. Suggest fiscal and other incentives for these products for export development.
- g. To take up action programme for selective commodities from time to time.
- h. To make strong producer-exporter linkage.
- i. Liaison with other concerned department/agencies to solve day to day problems in export.
- j. To perform follow-up activities and trade promotion initiated by other divisions in respect of these commodities.
- k. Liaison with trade offices abroad on trade information on these products.
- l. Any other activity assigned by the authority on product development and marketing of these products.

DEPUTY DIRECTOR (AFF)

- a. To perform activities relating to product development and adaptation on Agriculture, Fisheries and Forestry products.
- b. Chalk out programmes for survey and marketing needs of Agriculture, Fisheries and Forestry products.
- c. To assist exporters on product development and adaptation needs.
- d. Work out fiscal and other incentives for Agriculture and Forestry products.
- e. To perform activities on action programme in respect of selected commodities assigned by the Director.

- c. Provide up-to-date information about world market in respect of leather.
- d. Undertake Mass Educational Campaigns for proper flaying, curing and preserving of hides and skins.
- e. Any other function assigned by the Director/Deputy Director.

DEPUTY DIRECTOR (IP)

- a. To perform activities relating to product development and adaptation on industrial products.
- b. To chalk out programmes for survey and marketing needs of industrial products.
- c. To assist exporters on product development and adaptation needs.
- d. Work out fiscal and other incentives for industrial products.
- e. To perform activities on action Programme in respect of selected commodities as assigned by the Director.
- f. To take up follow-up activities on trade promotion initiated by other divisions.
- g. To establish strong exporter-producer linkage.
- h. Any activity assigned by the authority on product development of industrial products.

ASSISTANT DIRECTOR

- a. To perform activities and product development on industrial products.
- b. To take up field survey activities and studies on industrial products.
- c. To assist exporters to solve day-to-day problems on export development of industrial products.
- d. To assist Deputy Director on matters relating to export development needs on industrial products and perform such other functions assigned by the Director/Deputy Director.

RESEARCH OFFICER

- a. Preparation and submission of papers for survey and marketing needs of industrial products.
- b. Preparation of action programme in respect of selected commodities.
- c. Collection and compilation of data on industrial products.
- d. Any other work assigned by the Director/Deputy Director.

DEPUTY DIRECTOR (SCI)

- a. To perform activities relating to product development and adaptation on small scale industries products.
- b. Chalk out programmes for survey and marketing needs of small scale industries products.
- c. To assist exporters on product development and adaptation needs.
- d. Work out fiscal and other incentives for SCI products.

- f. To take up follow-up activities on trade promotion initiated by other divisions.
- g. To establish strong exporter-producer linkage.
- h. Any other activity assigned by the authority on product development of Agriculture, Forest and Fisheries products.

ASSISTANT DIRECTOR

- a. To perform activities and product development on Agricultural and Fisheries products.
- b. To take up field survey activities and studies on Agricultural and Fisheries products.
- c. To assist exporters to solve day-to-day problems on export development of Agricultural and Fisheries products.
- d. To assist the Deputy Director (AFF) and perform all such duties as be assigned to him by the Director/Deputy Director.

RESEARCH OFFICER

- a. To perform activities and product development on Forestry products.
- b. To take up field survey activities and studies on Forestry products.
- c. To assist exporters to solve day-to-day problems on export development of Forestry products.
- d. To assist Deputy Director (AFF) on matters relating to export development needs on Forestry products and perform all such functions as may be assigned to him by the Director/Deputy Director.

DEPUTY DIRECTOR (Leather Cell & ABP)

- a. Gear-up all activities concerning Leather Sector under a common forum in co-operation with other agencies.
- b. Undertake steps for market promotion of leather and leather products.
- c. Implement the recommendation of the leather Committee's report.
- d. Explore market possibilities for joint venture arrangements for further processing of leather for exports.
- e. Establish linkage between producers and exporters.
- f. Remove bottlenecks impending export of animal by-products.
- g. Settle trade disputes between sellers and buyers.
- h. Provide counselling in regard to market and product's prices.

ASSISTANT DIRECTOR (Leather & Animal bi-products)

- a. Provide technical, marketing and managerial assistance to the tanners.
- b. Undertake steps for market promotion of leather and leather products.

- e. To perform activities on action programme in respect of selected commodities as assigned by the Director.
- f. To take up follow-up activities on trade promotion initiated by other divisions.
- g. To establish strong exporter-producer linkage.
- h. Any other activity assigned by the authority on product development of SCI products.

RESEARCH OFFICER

- a. To perform activities and product development on SCI products.
- b. To take up field survey activities and studies on SCI products.
- c. To assist exporters to solve day-to-day problems on export development of SCI products.
- d. Preparation of papers for survey and marketing needs of SCI products.
- e. Examination of papers on incentive matters to SCI products.
- f. Any other work assigned by the Director/Deputy Director.

DIRECTOR (Fairs & Display Division)

- a. In-charge of Fairs & Display Division.
- b. Supervise works relating to :
 - i. Bangladesh participation in International Trade Fairs.
 - ii. Management of Display and Sales Centres abroad.
 - iii. Organisation of Bangladesh Week, Single Country Exhibition, Buyer-Seller Meet and Contact Promotion Programme abroad.

DEPUTY DIRECTOR (Fairs & Display)

- a. Preparation of annual fair calendar.
- b. Examination of offers received from various agencies and countries relating to participation in fairs.
- c. Selection of exhibits for various fairs.
- d. Supervision of the activities of Assistant Directors of the Fair Division.

ASSISTANT DIRECTOR (International Fair)

- a. Procurement and despatch of exhibits to different fair destinations.
- b. Evaluation of reports and post fair follow-up action.
- c. Supervision of Stores (Exhibits).
- d. Consolidation of fair participation reports and circulation to concerned quarters.
- e. Any other function assigned by the Director/Deputy Director.

ASSISTANT DIRECTOR (Local Fair)

- a. Preparation of proposals for organising local fairs at different parts of the country in consultation with trade bodies.
- b. Preparation of budget estimate for organising such fairs.
- c. Procurement and despatch of exhibits to different fair destinations.
- d. Maintenance of accounts relating to all local fairs.

DISPLAY OFFICER (Export Emporium)

- a. To act as Officer in-charge of the Export Emporium.
- b. To organise display and sales of the Bangladesh exportables.
- c. To attend to all queries made by visitors and intending buyers about the items put on display in the Emporium.
- d. To undertake periodical stock taking of the goods and initiate action for replenishment of stock in consultation with the Fair Division.
- e. To ensure proper maintenance of accounts and timely deposit of sales proceed in the appropriate account.
- f. To co-ordinate the activities of the Display and Sales wing of the Emporium.
- g. To perform such other function assigned by the Fair Divisions.

CHARTER OF DUTIES OF REGIONAL AND BRANCH OFFICES

- ☒ a. To work closely with exporters and assist them in resolving export problems, increase export capacities, identify new capacities and assist in implementation of facilities and support services.
- ☒ b. To maintain regular contact with the Chambers/Trade Associations, leading exporters, businessmen for exchange trade information, identification of export product and solving bottlenecks, if any.
- ☒ c. To analyse and maintain trade enquiries and to supervise the daily operation of trade information services and ensure sending replies to trade enquiries and follow-up actions.
- ☒ d. Undertake research and process information on various export products.
- ☒ e. Evaluate system of quality control/standardisation for product design, product development and suggesting improvement.
- ☒ f. Organise seminars, meetings on export promotion/production as per instructions from Head office.
- ☒ g. Extend facilities to exporters regarding, shipping, banking and other related problems.
- ☒ h. Explore and examine the potential of export oriented products and perform such functions as may be assigned by the Head office.
- ☒ i. Extend full co-operation with the District Administration and maintain close liaison with them.

BRANCH OFFICE, MILAN

DIRECTOR

- a. To help establish direct link with the buyers of the area for export of Bangladesh products.
- b. To assist the exporters with necessary market information in exporting their products.
- c. To supply information for development of Bangladesh exports in the country of his posting.
- d. To undertake market intelligence and publicity drive for increasing Bangladesh export abroad.