

CHARTER OF DUTIES :

Managing Director:

- a) Chief Executive officer of the Company will be responsible for planning, strategic planning, implementation, co-ordination and overall supervision to obtain the objectives set out in the Memorandum & Articles of Association.
- b) To perform Functional, Operational, Financial and Administrative control of the company.
- c) To do current & forward planning on operational activities.
- d) To keep the Board of Directors and higher authority informed about the administrative, financial and technical issues and suggest/recommend necessary action.
- e) To exercise and supervise administrative and financial powers as per delegation.
- f) To act as a member of the Board of Directors of the company and
- g) To do such other job assigned by the Board of Directors / higher authority.

Deputy Manager:

- a) Directly responsible to the Managing Director/CEO.
- b) To co-ordinate all the activities of MD's office as personal officer.
- c) To be responsible for overall management of MD's /CEO's Office and
- d) To perform such other job/functions as per direction of MD/CEO.

Assistant Manager:

- a) To remain responsible to DM for duties.
- b) To receive and despatch mails/telephone, arrange entertainment of guests of MD.
- c) To maintain and upkeep the classified documents/files.
- d) To take dictation and type out as and when required.
- e) To perform such other function as and when assigned by DM/Higher authority.


Dhaka Liaison Office (DLO):

Manager (Liaison):

- a) To remain responsible to Managing Director for his duties.
- b) To guide & supervise overall activities of the Section.
- c) To keep liaison with Petrobangla, Ministries and other related Companies/Agencies and follow up the official activities as and when necessary.
- d) To keep the concerned records & files.
- e) Preparation of budget for the Liaison office.
- f) To execute & supervise the administrative & financial control.
- g) To exercise the power of Departmental Head as delegated to him.
- h) To perform such other duties as and when assigned by the Managing Director.

Deputy Manager (Admin):

- a) To remain responsible to Manager Dhaka Liaison Office for his duties.
- b) To check and pass various bills of Liaison Office on the basis of relevant papers/ order before payment.
- c) To keep liaison with Petrobangla, Ministries and other related Companies/Agencies and follow up the official activities as and when necessary.
- d) To keep & maintain the concerned records & files.
- e) To assist the Manager to prepare the budget of the Liaison Office.
- f) To execute & supervise the administrative and financial issues.
- h) To perform such other duties as and when assigned by the Manager/ MD.


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Assistant Manager (Admin):

- a) To remain responsible to Deputy Manager Dhaka Liaison Office for his duties.
- b) To check and pass various bill of Liaison Office on basis of relevant papers/ order before payment.
- c) To keep liaison with Petrobangla, Ministries and other related Companies/Agencies and follow up the official activities as and when necessary.
- d) To keep & maintain the concerned records & files.
- e) To assist the Manager to prepare the budget of the Liaison office.
- f) To execute & supervise the administrative & financial issues.
- h) To perform such other duties as and when assigned by the Deputy Manager.

Assistant Manager (Finance):

- a) To remain responsible to Deputy Manager Dhaka Liaison Office for his duties.
- b) To check and pass various bills of Liaison Office on the basis of relevant papers/order before payment.
- c) To keep liaison with Petrobangla, Ministries and other related Companies/Agencies and follow up the official activities as and when necessary.
- d) To keep & maintain the concerned records & files.
- e) To assist the Manager to prepare the budget of the Liaison Office.
- f) To execute & supervise the administrative & financial control.
- h) To perform such other duties as and when assigned by the Deputy Manager.






Assistant Manager (Law):

- a) To remain responsible to Deputy Manager Dhaka Liaison Office for his duties.
- b) To keep & maintain all files relating to legal matters of the company & process files.
- c) To arrange contract with legal adviser and panel advocate of the Company.
- d) To assist Deputy Manager, frame and finalize the legal documents/contract/ agreement, as and when necessary.
- e) To keep the records & files relating to PR & publications and process files.
- f) To assist Deputy Manager to arrange publication of Tender enquiries, and such other documents/matter.
- g) To perform such other duties as and when assigned by the Deputy Manager.

Assistant Co-ordination Officer:

- a) To remain responsible to the Deputy Manager for his duties.
- b) To keep & maintain all files relating to administration.
- c) To arrange official programs as assigned by DLO chief.
- d) To assist official documents/contract/ agreement, as and when necessary.
- e) To keep the records & files relating to leave, protocol and process files.
- f) To assist Deputy Manager to arrange publication of Tender enquiries, and such other documents/matter.
- g) To perform such other duties as and when assigned by the Deputy Manager.


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Audit Department

Responsibility of Audit Department:

- a) To see implementation of financial/administrative rules and regulations etc.
- b) To arrange internal and external audit regularly.
- c) To check impressed cash of Head Office & Regional Distribution Office.
- d) To report irregularities and suggest measures.
- e) To perform such other activities as per direction of the Company Management.

Deputy General Manager (Audit):

- a) Directly responsible to Managing Director for duties.
- b) To guide and supervise overall activities of the department.
- c) To act as internal auditor and facilitate the implementation of rules & regulations,
- d) To maintain liaison with the external auditors/commercial auditors and corporate internal auditors for quick disposal of audit objections,
- e) To co-ordinate all audit affair and to ensure supply of auditable documents during audit,
- f) To compile, examine & prepare replies on internal, external & commercial audit queries,
- g) To conduct pre-audit of all types of bills as required by the financial rule/regulation,
- h) To conduct routine & surprise checking of impress cash of Head Office & RDO's.
- i) To report irregularities and suggest measures.
- j) To arrange preparation of budget of the Department.
- k) To execute & supervise the administrative & financial control.
- l) To exercise the power of departmental head as per delegation,
- m) To perform such other job as assigned by the MD/CEO from time to time.

Manager (Internal Audit):

- a) To remain responsible to the D.G.M.(Audit) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To guide & supervise overall activities of the section.
- d) To conduct pre-audit of bills and to make regular checking of cash & other auditable documents.
- e) To maintain all documents/ records relating to internal audit of the company,
- f) To arrange timely reply of all internal audit queries for settlement,
- g) To report about irregularities and suggest measures,
- h) To assign/ distribute job to subordinates in consultation with Departmental Head.
- i) To execute & supervise the administrative & financial control,
- j) To exercise the power of sectional head as per delegation,
- k) To perform such other duties assigned by DGM (Audit)/ Higher Authority.

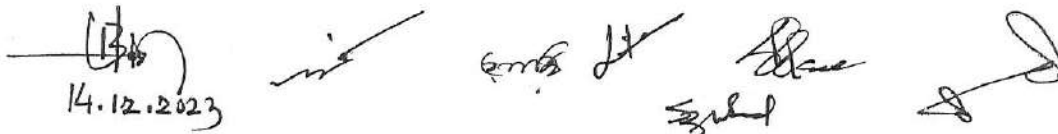
Deputy Manager (Internal Audit):

- a) To remain responsible to the Manager (Internal Audit) for duties.
- b) To conduct pre-audit of bills and other auditable documents, cash etc.
- c) To maintain all files/ documents of internal audit of the company,
- d) To execute & supervise the administrative & financial control.
- e) To perform such other duties as and when assigned by Manager.

Assistant Manager (Internal Audit):

- a) To remain responsible to the Deputy Manager (Internal Audit) for duties.
- b) To conduct pre-audit of bills and other auditable documents, cash etc.
- c) To maintain all files/ documents of internal audit of the company,
- d) To execute & supervise the administrative & financial control.
- e) To perform such other duties as and when assigned by Deputy Manager.

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Manager (Commercial/External Audit):

- a) To remain responsible to the D.G.M.(Audit) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To supply all commercial/ external auditable documents during audit,
- d) To keep & maintain files, records related to commercial/ external audit.
- e) To compile, examine and prepare replies on Commercial & External Audit queries for settlement,
- f) To report about irregularities & suggest measures,
- g) To assign/ distribute job to subordinates in consultation with Departmental Head.
- h) To execute & supervise the administrative & financial control.
- i) To exercise the power of sectional head as per delegation,
- j) To perform such other duties as and when assigned by D.G.M. (Audit).

Deputy Manager (Commercial/ External Audit):

- a) To remain responsible to the Manager (Commercial/ External) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To supply all commercial/ external auditable documents during audit,
- d) To keep & maintain files, records related to commercial/ external audit.
- e) To compile, examine and prepare replies on Commercial & External Audit queries for settlement,
- f) To report about irregularities & suggest measures,
- g) To assign/ distribute job to subordinates in consultation with Departmental Head.
- h) To execute & supervise the administrative & financial control.
- i) To exercise the power of sectional head as per delegation,
- j) To perform such other duties as and when assigned by Manager (Commercial/ External).


Asst. Manager (Commercial/ External Audit):

- a) To remain responsible to the DM (Commercial/ External) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To supply all commercial/ external auditable documents during audit,
- d) To keep & maintain files, records related to commercial/ external audit.
- e) To compile, examine and prepare replies on Commercial & External Audit queries for settlement,
- f) To report about irregularities & suggest measures,
- g) To assign/ distribute job to subordinates in consultation with Departmental Head.
- h) To execute & supervise the administrative & financial control.
- i) To exercise the power of sectional head as per delegation.
- j) To perform such other duties as and when assigned by DM (Commercial/ External).

Vigilance Department

Deputy General Manager (Vigilance Department) :

- a) To remain responsible to the Managing Directors for duties.
- b) To guide and supervise overall activities of the department,
- c) To plan and arrange setting & execution of all kinds of vigilance programme and to see the company interest.
- d) To keep all necessary records concerning vigilance overall activities of the company.
- e) To arrange visit of all kinds of customer premises to compare/examine gas burners/ customer meter/regulator/ appliances etc with the official record to prevent tempering or illegal interference,
- f) To arrange collection of gas consumption data, minimum load, maximum load, Pressure gauge setting etc. of customers through physical inspection and compare with the sanction load .


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- g) To report/recommend necessary action against the illegal/unsolicited activities in line construction/gas connection etc. of relevant incumbent/customers and in special cases arrange enquiry,
- h) To arrange for disconnection of illegal/ unauthorized use of gas/ burner etc when detected with the help of Concerned Marketing Division/RDO and Operation Division.
- i) To arrange the preparation of monthly statement and recommendation of inspection / supervision of the customer premises visited.
- j) To arrange preparation of budget of the Department.
- k) To execute & supervise the administrative & financial control.
- l) To exercise the power of departmental head as per delegation.
- m) To do such other jobs/ functions assigned by Managing Director from time to time.

Deputy Manager, Vigilance (North)

- a) To remain responsible to the DGM (Vigilance) for duties.
- b) To supervise & remain responsible for overall activities of the section.
- c) To visit the customer premises regularly & inspect appliance / the sealing condition of Gas meter/ Regulator/ pressure gauge etc. to prevent illegal use of Gas,
- d) To check the RDO's meter reading calculation & compare it with the sanction load and to recommend action as per rule,
- e) To arrange disconnection of illegal / unauthorized use of gas when detected in collaboration with the concerned Dept/Division,
- f) To arrange monthly vigilance report and to recommends necessary action,
- g) To execute & supervise financial and administrative control.
- h) To assign/distribute job to subordinates in consultation with Departmental Head.
- i) To exercise the power of sectional head as per delegation,
- j) To do such other functions as assigned by DGM (Vigilance) from time to time.

Asst. Engineer, Vigilance (North)

- a) To remain responsible to the Deputy Manager, Vigilance (North) for duties.
- b) To visit the customer premises regularly & inspect appliance/ the sealing condition of Gas meter/ Regulator/ pressure gauge etc to prevent illegal use of Gas,
- c) To maintain the record of all metered customers gas consumption data, i.e. sanction appliance, sanction load, maximum load, minimum load etc,
- d) To check the RDO's meter reading calculation & compare it with the sanction load and to recommend action as per rule,
- e) To arrange disconnection of illegal /unauthorized use of gas when detected in collaboration with the concerned Dept/Division,
- f) To arrange monthly vigilance report and to recommends necessary action,
- g) To execute & supervise financial and administrative control.
- h) To do such other functions as assigned by Deputy Manager, Vigilance (North) from time to time.

Deputy Manager, Vigilance (South)








- a) To remain responsible to the Manager, Vigilance (North) for duties.
- b) To supervise & remain responsible for overall activities of the section.
- c) To visit the customer premises regularly & inspect appliance / the sealing condition of Gas meter/ Regulator/ pressure gauge etc. to prevent illegal use of Gas,
- d) To check the RDO's meter reading calculation & compare it with the sanction load and to recommend action as per rule,
- e) To arrange disconnection of illegal / unauthorized use of gas when detected in collaboration with the concerned Dept/Division,

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- f) To arrange monthly vigilance report and to recommends necessary action,
- g) To execute & supervise financial and administrative control.
- h) To assign/distribute job to subordinates in consultation with Departmental Head.
- i) To exercise the power of sectional head as per delegation,
- j) To do such other functions as assigned by Manager, Vigilance (North) from time to time.

Asst. Engineer, Vigilance (South)

- a) To remain responsible to the Deputy Manager, Vigilance (South) for duties.
- b) To visit the customer premises regularly & inspect appliance/ the sealing condition of Gas meter/ Regulator/ pressure gauge etc to prevent illegal use of Gas,
- c) To maintain the record of all metered customers gas consumption data, i.e. sanction appliance, sanction load, maximum load, minimum load etc,
- d) To check the RDO's meter reading calculation & compare it with the sanction load and to recommend action as per rule,
- e) To arrange disconnection of illegal /unauthorized use of gas when detected in collaboration with the concerned Dept/Division,
- f) To arrange monthly vigilance report and to recommends necessary action,
- g) To execute & supervise financial and administrative control.
- h) To do such other functions as assigned by Deputy Manager, Vigilance (South) from time to time.

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COMPANY SECRETARIAT DIVISION

Responsibilities of Company Secretariat in General:

- a) To assist the Management in performing all activities relating to company affairs.
- b) To maintain share register/arrange share issue as and when necessary & maintain related records etc.
- c) To organize activities relating to Company Board of Directors/its meeting/AGM etc.
- d) To deal with all legal affairs including appointment of Legal Advisor/Panel advocate etc.
- e) To organize Public Relations including Publications of news/ tender notice/ circular etc.
- f) To perform such other activities as per direction of the Company Management.

Company Secretary (Company Secretariat):

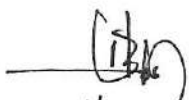
- a) Directly responsible to Managing Director for duties.
- b) To coordinate & supervise overall activities of the division.
- c) To act as Attorney and Agent on behalf of the Company.
- d) To arrange and sign contracts/ agreements as and when necessary on behalf of the Company.
- e) To act as Secretary of the Company Board and arrange & attend meetings of the Board of Directors, record proceedings and prepare minutes & thereof.
- f) To Convey the decision of the Board of Directors.
- g) To keep in custody the common seal of the company, share certificates & such other instruments.
- h) To look after all legal matters of the company & arrange legal advice/action.
- i) To circulate notice of AGM of the Company.
- j) To arrange maintaining of all registers relating to A G M of the Company.
- k) To arrange publication of Tender enquiries, various circular and such other documents/matter.
- l) To arrange maintaining, collection and submission of all return relating to company affairs to the Register of joint stock company & to other agency.
- m) To arrange preparation of budget for the Division.
- n) To execute & supervise the administrative & financial control of the division.
- o) To exercise the power of Divisional head as per delegation.
- p) To examine and put recommendation to the critical cases referred by MD.
- q) To do such other jobs as may be assigned by the MD from time to time.

Deputy General Manager (Company Affairs Department) :

- a) To remain responsible to the Company Secretary for duties.
- b) To guide & supervise all activities of the department.
- c) To arrange Board meeting and prepare minutes and to convey decision.
- d) To arrange co-ordination meeting of the company, record minutes & convey decision.
- e) To maintain all registers relating to AGM of the company.
- g) To arrange publication of Tender enquiries, various circular and such other documents / matter.
- h) To arrange submission of all return relating to company affairs in time to the Register of Joint Stock Company/ other agency.
- i) To arrange preparation of budget for the Department.
- j) To execute & supervise the administrative & financial control of the department.
- k) To exercise the power of departmental head as per delegation.
- l) To perform such other duties as and when assigned by Company Secretary/Higher Authority.


Manager (Board) :

- a) To remain responsible to the DGM (Company Affairs Dept.) for his duties.
- b) To remain responsible for overall activities of the section.



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- c) To arrange Board meeting and prepare Board papers and maintain files & records,
- d) To arrange, submission of all return relating to company affairs in time to the Register of Joint Stock Company/ other agency,
- e) To maintain all registers relating to AGM of the company,
- f) To assign/distribute job to subordinates in consultation with Dept./Divisional Head.
- g) To execute & supervise the administrative & financial control of the section,
- h) To exercise the power of a sectional head as per delegation,
- i) To perform such other duties as and when assigned by DGM (Company Affairs)/Higher Authority.

Deputy Manager (Board) :

- a) To remain responsible to the Manager (Board) for his duties.
- b) To prepare board paper and minutes thereof.
- c) To maintain all registers relating to AGM of the company.
- d) To arrange submission of all return relating to company affairs in time to the Register of Joint Stock Company.
- e) To perform such other duties as and when assigned by the Manager (Board).

Assistant Manager (Board) :

- a) To remain responsible to the Deputy Manager (Board) for his duties.
- b) To prepare board paper and minutes thereof.
- c) To maintain all registers relating to AGM of the company.
- d) To arrange submission of all return relating to company affairs in time to the Register of Joint Stock Company.
- e) To perform such other duties as and when assigned by the Deputy Manager (Board).

Deputy Manager (Public Relation) :

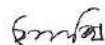
- a) To remain responsible to the DGM (Company Affairs Dept.) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange publication of Tender enquiries, various circulars and such other documents/matter.
- d) To assign/distribute job to subordinates in consultation with Dept./Head.
- e) To execute & supervise the administrative & financial control,
- f) To exercise the power of a sectional head as per delegation,
- g) To arrange & prepare the progress report as per the decision taken in the co-ordination meeting of the Petrobangla & Energy and Mineral Resources Division.
- h) To perform such other duties as and when assigned by DGM (Company Affairs Dept.) /Higher Authority.

Asstt. Manager (Public Relation) :

- a) To remain responsible to the DM (Public Relation) for his duties.
- b) To keep the records & files relating to PR & publications and process files.
- c) To assist to Deputy Manager (Public Relation) to arrange publication of Tender enquiries, various circulars and such other documents/matter.
- d) To arrange & prepare the progress report as per the decision taken in the co-ordination meeting Petrobangla & Energy and Mineral Resources Division.
- e) To perform such other duties as and when assigned by the DM (Public Relation).


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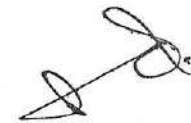












Deputy General Manager (Legal Affairs Department) :

- a) To remain responsible to the Company Secretary for duties.
- b) To guide & supervise all activities of the department.
- c) To arrange appointment of Legal Adviser/Panel Advocate and look after all legal matters of the company and take necessary action.
- d) To keep contract with legal adviser and panel advocate of the Company,
- e) To provide/arrange legal advice on legal matters,
- f) To arrange preparation of budget for the Department.
- g) To execute & supervise the administrative & financial control.
- h) To exercise the power of departmental head as per delegation,
- i) To perform such other duties as and when assigned by Company Secretary/Higher Authority.

Manager (Legal Section) :

- a) To remain responsible to the DGM (Legal Affairs Dept.) for his duties.
- b) To maintain all files relating to legal matters of the company & process files,
- c) To arrange appointment of Legal Adviser/Panel Advocate and look after legal matters of the company and take necessary action.
- d) To keep contract with legal adviser and panel advocate of the Company,
- e) To provide/arrange legal advice on legal matters,
- f) To frame and finalize the legal documents/contract/agreement as and when necessary,
- g) To prepare and send case related monthly report to Petrobangla.
- h) To perform such other duties as and when assigned by DGM (Legal Affairs Dept.).

Deputy Manager (Legal Section) :

- a) To remain responsible to the Manager (Legal Affairs Dept.) for his duties.
- b) To maintain all files relating to legal matters of the company & process files,
- c) To arrange appointment of Legal Adviser/Panel Advocate and look after legal matters of the company and take necessary action.
- d) To keep contract with legal adviser and panel advocate of the Company,
- e) To provide/arrange legal advice on legal matters,
- f) To frame and finalize the legal documents/contract/agreement as and when necessary,
- g) To prepare and send case related monthly report to Petrobangla.
- h) To perform such other duties as and when assigned by Manager (Legal Affairs Dept.).

Asstt. Manager (Legal Section) :

- a) To remain responsible to the Deputy Manager (Legal Section) for his duties.
- b) To keep & maintain all files relating to legal matters of the company & process files,
- c) To arrange contract with legal adviser and panel advocate of the Company,
- d) To assist to Dy Manager(Legal Section) frame and finalize the legal documents/contract/ agreement, as and when necessary,
- e) To prepare and send case related monthly report to Petrobangla.
- f) To perform such other duties as and when assigned by the DM (Legal Section).



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ADMINISTRATION DIVISION :

Responsibilities of Administrative Division in General:

- a) To assist the Management in performing all administrative affairs.
- b) To plan and prepare organizational chart.
- c) To recruit manpower / posting & arrange promotion etc.
- d) To arrange training for skill development of human resources.
- e) To maintain important files and records etc.
- f) To organize & manage medical services.
- g) To look after the employees welfare including sports & cultural activities etc.
- h) To manage & monitor management surveillance and
- i) To perform such other activities as per direction of the Company Management.

General Manager (Administration):


- a) Directly responsible to the Managing Director.
- b) To coordinate & supervise the activities of the Division.
- c) To set the policy framework for administration & human resource development.
- d) To arrange recruitment of officers and staffs as and when required.
- e) To arrange negotiation with collective bargaining agents.
- f) To supervise the general services related works.
- g) To arrange preparation of budget of the division.
- h) To execute & supervise the administrative & financial control.
- i) To exercise the power of Divisional Head as per delegation and
- j) To do such other jobs assigned by the MD/Higher Authority from time to time.

Deputy General Manager (Administration):

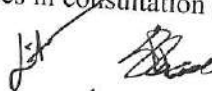
- a) To remain responsible to the GM (Admin.) for his duties.
- b) To guide & supervise all activities of the department including general administration.
- c) To arrange setting & implement the personnel policy and direct subordinates accordingly.
- d) To keep all matters relating to personnel affairs & general administration according to the direction of GM (Admin).
- e) To arrange Promotion & Transfer of the officers as and when necessary.
- f) To deal with the disciplinary cases of the officers.
- g) To arrange preparation of budget for the department.
- h) To execute & supervise the administrative & financial control.
- i) To exercise the power of departmental head as per delegation.
- j) To do such other jobs assigned by the GM (Admin) / Higher Authority from time to time.

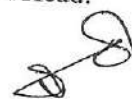
Manager (Personnel, Admin.) :

- a) To remain responsible to the DGM (Admin.) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To deal with the promotion & transfer of the officers.
- d) To arrange the fixation of pay scale, pay & allowances of the officers.
- e) To deal with disciplinary cases of the officers and take necessary actions as per concerned rules.
- f) To arrange verification of character, antecedent & confirmation of services of the officers.
- g) To maintain and keep in custody the personal files of officers and all other relevant records & documents.
- h) To assign/distribute job to subordinates in consultation with Dept./Head.


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- i) To execute & supervise the administrative & financial control.
- j) To exercise the power of a sectional head as per delegation.
- k) To do such other jobs assigned by DGM (Admin) / Higher Authority from time to time.

Deputy Manager (Personnel, Admin.):

- a) To remain responsible to the Manager (Personnel) for his duties.
- b) To keep and maintain personal files & leave records of officers & process files.
- c) To arrange fixation of scale, pay & allowances of the officers.
- d) To deal with the disciplinary cases of the officers.
- e) To arrange verification of character, antecedent and confirmation of services of officers.
- f) To perform such other duties as and when assigned by Manager (Personnel).

Assistant Manager (Personnel, Admin.):

- a) To remain responsible to the DM (Personnel) for his duties.
- b) To keep and maintain personal files & leave records of officers & process files,
- c) To arrange fixation of scale, pay & allowances of the officers,
- d) To arrange verification of character, antecedent and confirmation of services of officers,
- e) To perform such other duties as and when assigned by DM (Personnel).

Deputy Manager (Dossier Sub-Section):


- a) To remain responsible to the DGM (Admin) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To maintain & process ACRs of the officers.
- d) To assign/distribute job to subordinates in consultation with Dept./Head.
- e) To execute & supervise the administrative & financial control.
- f) To exercise the power of a sub-sectional head as per delegation.
- g) To do such other jobs assigned by DGM (Admin)/Higher Authority from time to time.

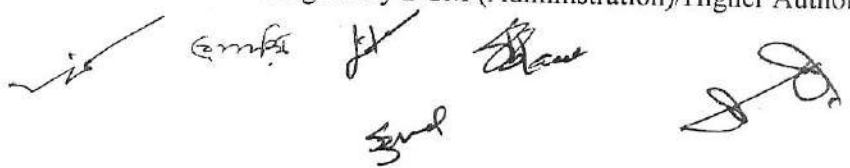
Assistant Manager (Dossier):

- a) To remain responsible to the DM (Dossier) for his duties.
- b) To keep and maintain personal files & leave records of officers & process files.
- c) To maintain & process ACRs of the staff.
- d) To perform such other duties as and when assigned by DM (Dossier).

Manager (General Administration) :

- a) To remain responsible to the DGM (Administration) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To keep the manpower position updated & prepare all reports regarding manpower.
- d) To arrange and to provide various reports including manpower report to Petrobangla / Ministry etc.
- e) To supervise & monitor the activities of Central Despatch.
- g) To prepare and circulate various kinds of office order as per approval.
- h) To process organogram related work as the direction of GM (admin) / Higher Authority.
- i) To deal with CSR related activities.
- j) To process festival bonus, incentive bonus, liveries and ex-gratia etc.
- k) To maintain all files & documents relating to General Administration as custodian.
- l) To assign/distribute job to subordinates in consultation with Dept./Head.
- l) To execute & supervise the administrative & financial control.
- m) To exercise the power of a sectional head as per delegation.
- n) To perform such other duties assigned by DGM (Administration)/Higher Authority.


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Deputy Manager (General Administration) :

- a) To remain responsible to the Manager (General Administration) for his duties.
- b) To keep manpower position updated & to prepare various manpower reports.
- c) To send various reports including manpower report to Petrobangla/Ministry etc.
- d) To maintain all files & documents of General Administrative matters.
- e) To process the festival bonus, incentive bonus, liveries of employees.
- f) To process and maintain the CSR related activities.
- g) To supervise the activities of Central Despatch.
- h) To perform such other duties assigned by Manager (General Administration).

Assistant Manager (General Administration) :

- a) To remain responsible to the DM (General Administration) for his duties.
- b) To prepare various reports including manpower report in order to send Petrobangla/Ministry etc.
- c) To keep and maintain all files & documents of General Administrative matters.
- d) To process the CSR related activities.
- e) To process the festival bonus, incentive bonus, liveries of employees.
- f) To assist Deputy Manager (General Admin) in performing various tasks of the section
- g) To perform such other duties assigned by DM (General Administration).

Manager (Pension) :

- a) To remain responsible to the DGM (Admin) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To prepare and keep the update information of the Pensioner,
- d) To take steps for administrative order for pension holders
- e) To follow the order of the governments for pension holders.
- f) To keep update the recent issues of pensioner.
- g) To exercise the power of Sectional Head as per delegation.
- h) To do such other functions assigned by DGM (Admin) /Higher Authority from time to time.

Dy. Manager (Pension) :

- a) To remain responsible to the Manager (Pension) for his duties.
- b) To prepare and keep the updated information of the Pensioner.
- c) To take steps for administrative order for pension holders.
- d) To follow the order of the government for pension holders.
- e) To do such other functions assigned by Manager (Pension)/Higher Authority from time to time.

Assistant Manager (Pension) :

- a) To remain responsible Deputy Manager (Pension) for his duties.
- b) To prepare and keep the update information of the Pensioner,
- c) To take steps for administrative order for pension holders
- d) To follow the order of the governments for pension holders.
- e) To do such other functions assigned by DM (Pension) /Higher Authority from time to time.

Deputy General Manager (Human Resources) :

- a) To remain responsible to the GM (Admin) for his duties.
- b) To guide & supervise all activities of the department.
- c) To arrange setting & implement the HR policy and direct subordinates accordingly.
- d) To arrange setting the rules of recruitment & arrange recruitment of officers, staffs & outsourcing.
- e) To set training guide & arrange local & foreign training for the employees.
- f) To prepare Annual Training program and budget for training.
- g) To inform GM (Admin) about all HR & training related affairs of the employee.
- h) To encourage innovation, creativity and flexibility necessary to enhance competitiveness.

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- i) To manage and utilize people effectively.
- j) To develop competencies to enhance individual and company's performance
- k) To provide information of existing manpower for preparation of budget for the department.
- i) To exercise the power of departmental head as per delegation
- j) To do such other jobs assigned by the G.M(Admin.) /Higher Authority from time to time.

Manager (Recruitment) :

- a) To remain responsible to the Deputy General Manager (HR).
- b) To perform the officer & staff recruitment related works & process files,
- c) To keep & maintain the recruitment rules and regulation properly.
- d) To keep update the manpower and vacant position,
- e) To keep & maintain all related documents and files.
- f) To manage and utilize people effectively.
- g) To develop competencies to enhance individual and company's performance
- h) To perform such other duties assigned by DGM (HR)/Higher Authority
- i) To maintain updated record of manpower recruitment.

Deputy Manager (Recruitment) :

- a) To remain responsible to the Manager (Recruitment).
- b) To perform the officer & staff recruitment related work & process files,
- c) To keep up-date the manpower report and vacant position,
- d) To develop competencies to enhance individual and company's performance
- e) To perform such other duties as and when assigned by Manager (Recruitment).

Assistant Manager (Recruitment):


- a) To remain responsible to the Deputy Manager (Recruitment).
- b) To perform the officer & staff recruitment related work & process files,
- c) To maintain updated record of manpower recruitment.
- d) To prepare the manpower list and vacant position,
- e) To perform such other duties as and when assigned by Deputy Manager (Recruitment).

Manager (Training):

- a) To remain responsible to the DGM (HR).
- b) To remain responsible for overall activities of the section.
- c) To prepare of Annual Training program and budget for training,
- d) To arrange training for the employees both local and foreign.
- e) To keep liaison with local and foreign Training Institute and collect brochure/Proposal,
- f) To exercise the power of a sectional head as per delegation,
- g) To execute & supervise the administrative control.
- h) To perform such other duties as and when assigned by DGM (HR)/Higher authority.

Deputy Manager (Training):

- a) To remain responsible to the Manager (Training) for his duties.
- b) To assist Manager to prepare the Annual Training programme on the basis of training needs.
- c) To assess the training expenditure as per training schedule.
- d) To arrange training for the employees both local and foreign.
- e) To keep & maintain all training related documents and file.
- f) To perform such other duties as and when assigned by Manager (Training)


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Assistant Manager (Training) :

- a) To remain responsible to the Deputy Manager (Training) for his duties.
- b) To assist in preparation of Annual Training programme on the basis of training needs.
- c) To assess the training expenditure as per training schedule.
- d) To prepare monthly training reports for sending Petrobangla and Ministry.
- e) To perform such other duties as and when assigned by DM(Training).

Deputy General Manager (Establishment):

- a) To remain responsible to the G.M.(Admin) for his duties.
- b) To guide & supervise all activities of the department.
- c) To arrange setting & implement the personnel policy and direct subordinates accordingly,
- d) To inform G.M.(Admin) about all matters related to employee (staffs) affairs ,
- e) To look after welfare of the employees, CBA/Union matters and such other activities,
- f) To arrange preparation of budget for the department.
- g) To execute & supervise the administrative & financial control,
- h) To exercise the power of departmental head as per delegation,
- i) To do such other jobs assigned by the G.M(Admin.) /Higher Authority from time to time.

Manager (Personnel, Est.) :


- a) To remain responsible to the DGM (Establishment) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To deal with the promotion & transfer of the staff and remain responsible for personnel files,
- d) To arrange and fix-up pay scale, pay & allowances of the staff,
- e) To arrange and deal with disciplinary cases of the staffs,
- f) To take necessary steps for the confirmation of newly recruited staffs.
- g) To maintain and keep in custody the personal files of staff and all other relevant records & documents,
- h) To assign/distribute job to subordinates in consultation with Dept./Head.
- i) To exercise the power of a sectional head as per delegation,
- j) To do such other jobs assigned by DGM(Establishment)/Higher Authority from time to time.


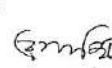

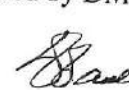


Deputy Manager (Personnel, Est.):

- a) To remain responsible to the Manager (Personnel) for his duties.
- b) To maintain personal files & leave records of staff & process files,
- c) To arrange and fix-up pay scale, pay & allowances of the staffs,
- d) To deal with disciplinary cases of the staffs,
- e) To take necessary steps for the confirmation of newly recruited staffs.
- f) To execute & supervise the administrative & financial control.
- g) To perform such other duties as and when assigned by Manager (Personnel).

Assistant Manager (Personnel, Est.):

- a) To remain responsible to the DM (Personnel) for his duties,
- b) To keep and maintain personal files & leave records of staffs & process files,
- c) To arrange and fix-up pay scale, pay & allowances of the staffs,
- d) To perform such other duties as and when assigned by DM (Personnel).


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Deputy Manager (Dossier Sub-Section) :

- a) To remain responsible to the Manager (Establishment) for his duties,
- b) To remain responsible for overall activities of the section.
- c) To maintain & process ACRs of the staff,
- d) To assign/distribute job to subordinates in consultation with Section head.
- e) To do such other jobs assigned by Manager (Establishment)/Higher Authority from time to time.

Assistant Manager (Dossier Sub-Section) :

- a) To remain responsible to the DM (Dossier) for his duties.
- b) To maintain ACRs of the staff
- c) To assist the Deputy Manager (Dossier) for the collection and preservation of ACR.
- d) To perform such other duties as and when assigned by Deputy Manager (Dossier).

Manager (Employee relation & Welfare) :


- a) To remain responsible to the DGM (Establishment) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To deal with all sorts of CBA/Union matters ,
- d) To look after welfare of employees & do such other activities.
- e) To process files related to house building loan/land purchase loan,computer purchase loan and motorcycle purchase loan following admissible facilities in the company.
- f) To prepare the budget of the section,
- g) To assign/distribute job to subordinates in consultation with Dept./Head.
- h) To execute & supervise the administrative & financial control,
- i) To exercise the power of a sectional head as per delegation,
- j) To do such other jobs assigned by DGM(Establishment)/Higher Authority from time to time.

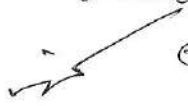
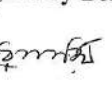
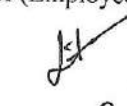
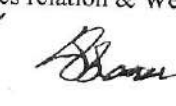
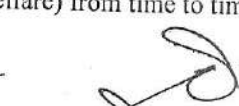

Deputy Manager (Employee relation & Welfare) :

- a) To remain responsible to the Manager (Employees relation & Welfare) for his duties.
- b) To deal with all sorts of CBA/Union matters ,
- c) To deals with welfare of employees & perform such other activities.
- d) To process files related to house loan,computer loan and motorcycle loan following admissible facilities in the company.
- e) To assist Manager to prepare the budget of the section,
- f) To keep & Maintain all documents and files of the section.
- g) To assign/distribute job to subordinates in consultation with section head.
- h) To do such other jobs assigned by Manager (Employees relation & Welfare) from time to time.

Assistant Manager (Employee relation & Welfare) :

- a) To remain responsible to the DM (Employees relation & Welfare) for his duties.
- b) To deals with CBA/Union matters, and perform such other activities.
- c) To deal with welfare of employees & such other activities.
- d) To place notes related to house loan, computer loan and motorcycle loan following admissible facilities in the company.
- e) To assist DM/ Manager to prepare the budget of the section,
- f) To do such other jobs assigned by DM (Employees relation & Welfare) from time to time.


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Manager (Medical) :

- a) To remain responsible to the DGM (Establishment) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To look after and provide Medical services/advice to the officers & staff and their eligible dependants,
- d) To ensure smooth functioning of Medical rules and arrange updating ,
- e) To arrange placement of indent for medicines, medical equipment etc and ensure proper recording, storing & distribution of medicine.
- f) To co-ordinate the activities of Medical Officers of Regional offices,
- g) To recommend sick-leave/medical bill etc,
- h) To assign/distribute job to subordinates in consultation with Dept./Head.
- i) To execute & supervise the administrative & financial control,
- j) To exercise the power of a sectional head as per delegation,
- k) To perform such other duties assigned by DGM (Establishment) /Higher Authority.

Deputy Manager (Medical):


- a) To remain responsible to the Manager (Medical) for his duties.
- b) To look after and provide Medical services/advice to the officers & staff and their eligible dependants,
- c) To help Manager(Medical) for smooth functioning of Medical service/Store,
- d) To place indent for purchasing Medicine and Medical equipment etc,
- e) To maintain patients file with Medical declaration card etc,
- f) To execute & supervise the administrative & financial control,
- g) To perform such other duties as and when assigned by Manager (Medical).

Assistant Medical Officer:

- a) To remain responsible to the DM (Medical) for his duties.
- b) To help DM(Medical) for smooth functioning of Medical service/Store,
- c) To place indent for purchasing Medicine and Medical equipment etc,
- d) To maintain patients file with Medical declaration card etc,
- e) To execute & supervise the administrative & financial control,
- f) To perform such other duties as and when assigned by DM (Medical).

Deputy General Manager (General Services):


- a) To remain responsible to the GM (Admin.) for his duties.
- b) To guide & supervise all activities of the department.
- c) To set/recommend the rules/regulations relating to office space, housing, telephone, transport, rest house etc and other issues relating to General Services & supervise implementation,
- d) To arrange & supervise security matters of the company.
- e) To manage & supervise the general services related all works.
- f) To arrange & supervise allocation of office space, furniture-fixture etc & the telephone/intercom services,
- g) To manage & control the transport and issue of transport for official/private use,
- h) To manage & supervise the General Maintenance related works of Head Office complex / Housing Complex & Rest house of the company.
- i) To arrange repairing of all furniture, fixture and office equipment of the company,
- j) To arrange preparation of budget for the department.
- k) To execute & supervise the administrative & financial control,
- l) To exercise the power of departmental head as per delegation,
- m) To perform such other duties as and when assigned by GM (Admin) /Higher Authority.


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Manager (Common Service):

- a) To remain responsible to the DGM (General services) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To manage and facilitate office space with other facilities, telephone/intercom services, housing etc and other elements of general services.
- d) To maintain & updates all the relevant rules & regulations and ensure implementation,
- e) To arrange hiring of office accommodation and go down etc,
- f) To manage & supervise the General Maintenance related works of Head Office complex, Housing Complex etc.
- g) To arrange repairing of all furniture, fixture and office equipment of the company,
- h) To deal with the affairs of housing facilities of officers & staff including allotment etc,
- i) To assign/distribute job to subordinates in consultation with Dept./Head.
- j) To execute & supervise the administrative & financial control,
- k) To exercise the power of a sectional head as per delegation,
- l) To do such other jobs as and when assigned by DGM(General services)/ Higher Authority.

Deputy Manager(Common Services) :

- a) To remain responsible to the Manager (Common Service) for his duties.
- b) To manage & facilitate general services, housing, telephone services etc. and maintain rules and regulations & process files,
- c) To arrange payment of Phone/Telex/Fax/Electricity/Water/Gas/Municipal Taxes etc,
- d) To arrange allotment of house/flat & perform such other related work,
- e) To execute & supervise the administrative & financial control,
- f) To do such other jobs as may be assigned by Manager (Common Service).

Assistant Manager (Common Services):


- a) To remain responsible to the Deputy Manager (Common Service) for his duties.
- b) To manage & facilitate general services, housing, telephone services etc. and maintain rules and regulations & process files,
- c) To arrange payment of Phone/Telex/Fax/Electricity/Water/Gas/Municipal Taxes etc,
- d) To arrange allotment of house/flat & perform such other related work,
- e) To execute & supervise the administrative & financial control,
- f) To do such other jobs as may be assigned by Deputy Manager (Common Service).

Manager (Protocol & House Keeping Section):

- a) To remain responsible to the Deputy General Manager (General Service) for his duties.
- b) To perform protocol services to VIP & other guests of the company,
- c) To deal with the affairs of rest house service of the company,
- d) To keep/maintain rules-regulations and process files,
- e) To execute & supervise the administrative & financial control.
- f) To do such other jobs as may be assigned by Deputy General Manager (General Service)/Higher Authority.

Deputy Manager (Protocol & House Keeping) :

- a) To remain responsible to the Manager (Protocol & House Keeping) for his duties.
- b) To perform protocol services to VIP & other guests of the company,
- c) To deal with the affairs of rest house service of the company,
- d) To keep/maintain rules-regulations and process files,
- e) To execute & supervise the administrative & financial control.
- f) To do such other jobs as may be assigned by DM (Protocol & House Keeping).


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Assistant Manager (Protocol & House Keeping):

- a) To remain responsible to the DM (Protocol & House Keeping) for his duties.
- b) To perform protocol services to VIP & other guests of the company,
- c) To deal with the affairs of rest house service of the company,
- d) To keep/maintain rules-regulations and process files,
- e) To execute & supervise the administrative & financial control.
- f) To do such other jobs as may be assigned by DM (Protocol & House Keeping).

Manager (Security):

- a) To remain responsible to the DGM (General services) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To maintain the company's office complexes secured and safe with recruited security forces.
- d) To supervise all sorts of security activities of security personnel & process files.
- e) To arrange to send all kinds of report regarding security to Corporation/Ministry.
- f) To execute & supervise the administrative & financial control,
- g) To do such other jobs as and when assigned by DGM(General services)/Higher Authority

Deputy Manager (Security) :


- a) To remain responsible to the Manager (Security) for his duties.
- b) To maintain the company's office complexes, secured and safe with recruited security forces.
- c) To supervise all sorts of security activities of security personnel & process files.
- d) To arrange to send all kinds of report regarding security to Corporation/Ministry.
- e) To execute & supervise the administrative & financial control,
- f) To do such other jobs as and when assigned by Manager (Security) /Higher Authority

Assistant Manager (Security) :

- a) To remain responsible to the Deputy Manager (Security) for his duties.
- b) To maintain the company's office complexes, secured and safe with recruited security forces.
- c) To supervise all sorts of security activities of security personnel & process files.
- d) To arrange to send all kinds of report regarding security to Corporation/Ministry.
- e) To execute & supervise the administrative & financial control,
- f) To do such other jobs as and when assigned by Deputy Manager (Security) /Higher Authority

Manager (Transport Management) :

- a) To remain responsible to the DGM (General services) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange & facilitate transport services and to keep & updates rules regulations,
- d) To arrange the allocation of vehicle among the senior officers of company.
- e) To arrange registration, insurance, fitness certificate etc of vehicles and updates,
- f) To assign/distribute job to subordinates in consultation with Dept./Head.
- g) To execute & supervise the administrative & financial control.
- h) To exercise the power of a sectional head as delegated to him.
- i) To perform such other duties as and when assigned by DGM(General services)/Higher Authority.


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Deputy Manager(Transport Management) :

- a) To remain responsible to the Manager (Transport Management) for his duties.
- b) To arrange transport & process files.
- c) To arrange registration, insurance, fitness certificate etc of vehicles and updates
- d) To arrange payment of fuel bill.
- e) To keep all files/records and process files,
- f) To execute & supervise the administrative & financial control,
- g) To perform such other duties as and when assigned by Manager (Transport Management).

Assistant Manager (Transport Management):

- a) To remain responsible to the Deputy Manager (Transport Management) for his duties.
- b) To arrange transport & process files.
- c) To arrange registration, insurance, fitness certificate etc of vehicles and updates
- d) To keep all files/records and process files,
- e) To execute & supervise the administrative & financial control,
- f) To perform such other duties as and when assigned by DM (Transport Management)).

The block contains several handwritten signatures and a date. On the left, there is a signature with the date '14.12.2023' written below it. To the right of this signature are four other distinct handwritten signatures, each appearing to be a different individual's name or initials.

FINANCE DIVISION

Responsibilities of Finance Division in General :

- a) To assist the Management in performing all Financial activities.
- b) To Prepare budget and organize budgetary control etc.
- c) To maintain financial discipline and all books of accounts etc.
- d) To manage the fund in good manner as the custodian.
- e) To arrange all payments and receipts of the company and
- f) To perform such other activities as per direction of the Company Management.

General Manager (Finance) :

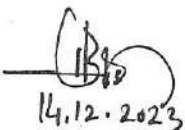
- a) Directly responsible to the Managing Director.
- b) To coordinate & supervise the activities of the division
- c) To set the policy framework for finance, budget, taxes & insurance and accounting services,
- d) To arrange necessary information available to the internal audit,
- e) To arrange & supervise keeping secure all the financial assets of the Company,
- f) To implement financial rules & regulations applicable and to arrange budgetary control of the division,
- g) To arrange preparation of budget of the company and its follow up action.
- h) To assist & suggest MD/CEO about all matters relating to finance, budget & accounts and act as financial adviser,
- i) To execute & supervise the administrative & financial control of the Division ,
- j) To exercise the power of Divisional head as per delegation,
- k) To do such other jobs as may be assigned by the MD/Higher Authority from time to time.

Deputy General Manager (Accounts) :

- a) To remain responsible the G.M. (Finance) for his duties.
- b) To guide & supervise all activities of the department.
- c) To act as financial adviser/controller and arrange maintenance of code/rules of regulations,
- d) To ensure accounts are kept for all moneys payable and receivable as per rules,
- e) To maintain accounting of all income, realization, expenditure as reflected in the books of accounts,
- f) To coordinate & supervise the activities regarding bill & pay, taxes & insurance inter office revenue & other accounting activities, and ensure corrections,
- g) To arrange for payroll records and process all salary payments,
- h) To keep & maintain Books of Accounts, all records, information and produce before audit as and when asked for and arrange audit reply,
- i) To prepare reports, balance sheet etc as and when necessary and ensure correctness,
- j) To arrange audit report etc for presentation in the AGM and for other purposes,
- k) To arrange preparation of budget of the department.
- l) To execute & supervise the administrative & financial control of the Division,
- m) To exercise the power of departmental head as per delegation,
- n) To do such other job as may be assigned by G.M. (Finance) /Higher Authority from time to time.

Manager (General Accounts) :

- a) To remain responsible to the D.G.M. (Accounts) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To supervise the activities regarding ledger / impressed accounts, plant register etc.
- d) To meet up all audit queries internal/external/ commercial in connection with the audit of the company accounts,


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- e) To make physical inventory of all assets including project's, process inventory report, suggest action and to maintain the registers etc,
- f) To arrange reconciliation of accounts and to take follow up action in all matters,
- g) To supervise & ensure maintenance of Books of Accounts and preparation of financial statements etc. including system operation of computerized accounting,
- h) To assign/distribute job to subordinates in consultation with departmental head.
- i) To execute & supervise the administrative & financial control of the Section .
- j) To exercise the power of a sectional head as per delegation,
- k) To do such other jobs assigned by D.G.M (Accounts) /Higher Authority from time to time.

Deputy Manager (General Accounts) :

- a) To remain responsible to the Manager (General Accounts) for his duties.
- b) To maintaining the up-to-date accounts of the company,
- c) To arrange inventory physical inventory, produce report & recommend actions,
- d) To maintain all the ledgers/registers & other books of accounts/computer entry etc,
- e) To prepare financial reports, statement regarding project, impressed accounts and such other related work,
- f) To do such other functions assigned by Manager (General Accounts) from time to time.

Assistant Manager (General Accounts) :

- a) To remain responsible to the Deputy Manager (General Accounts) for his duties.
- b) To maintaining the up-to-date accounts of the company,
- c) To arrange inventory physical inventory, produce report & recommend actions,
- d) To maintain all the ledgers/registers & other books of accounts/computer entry etc,
- e) To prepare financial reports, statement regarding project, impressed accounts and such other related work,
- f) To do such other functions assigned by Deputy Manager (General Accounts) from time to time.

Manager (Bill and pay section) :

- a) To remain responsible to the DGM (Accounts) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To supervise and check salary bills on the basis of relevant papers/to the officer & staff issue payment advice/voucher,
- d) To check, pass/forward bills for payment,
- e) To ensure that the payment made as per rule/regulation and keep records,
- f) To arrange preparation of final settlement of accounts of officers/staff as per rule and recommend
- g) To ensure correctness of all payments with approval of the appropriate authority,
- h) To assign/distribute job to subordinates in consultation with Dept./Head.
- i) To execute & supervise the administrative & financial control of the Section.
- j) To exercise the power of Sectional Head as per delegation,
- k) To do such other job assigned by DGM (Accounts) /Higher Authority from time to time.

Deputy Manager (Bill and pay section) :

- a) To remain responsible to the Manager (Bill and pay section) for his duties.
- b) To supervise and check salary bills on the basis of relevant papers/to the officer & staff issue payment advice/voucher,
- c) To make & supervise the adjustment realization against advance,
- d) To supervise the payments of Salary, loan & advances to the officer and staff,
- e) To prepare final settlement of accounts of officers and employees ,
- f) To do such other functions assigned by the Manager(Bill) from time to time.
- g) To supervise the activities of subordinate officer & Staff,



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Assistant Manager (Bill and pay section) :

- a) To remain responsible to the DM (Bill and pay section) for his duties.
- b) To supervise and check bills on the basis of relevant papers/work order etc before issue payment advice/Voucher
- c) To make & supervise the adjustment realization against advance,
- d) To supervise the payments of Salary, loan & advances to the officer and staff,
- e) To prepare final settlement of accounts of the officers and employees ,
- f) To do such other functions assigned by the DM (Bill and pay section) from time to time.

Manager (Tax & Insurance) :

- a) To remain responsible to the DGM (Accounts) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange and supervise all the Tax and Insurance related matters.
- d) To arrange Marine Insurance and related works.
- e) To execute & supervise the administrative & financial control of the Section.
- f) To exercise the power of Sectional Head as per delegation,
- g) To do such other functions assigned by DGM (Accounts) /Higher Authority from time to time.

Deputy Manager (Tax & Insurance) :

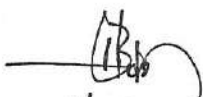
- a) To remain responsible to the Manager (Tax & Insurance) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange and supervise all the Tax and Insurance related matters.
- d) To arrange Marine Insurance and related works.
- e) To exercise the power of Sectional Head as per delegation,
- f) To do such other functions assigned by Manager (Taxes & Insurance) /Higher Authority from time to time.

Assistant Manager (Tax & Insurance):

- a) To remain responsible to the Deputy Manager (Tax & Insurance) for his duties.
- b) To arrange all the Tax & Insurance related matters and maintain its records.
- c) To arrange Marine Insurance and related works.
- d) To do such other job assigned by Deputy Manager (Tax & Insurance) from time to time.

Deputy General Manager (Finance) :

- a) To remain responsible to the GM (Finance) for his duties.
- b) To guide & supervise all activities of the department.
- c) To act as financial adviser/manager
- d) To arrange & ensure maintenance of assets register & its up dating,
- e) To supervise the activities regarding budget & finance etc.
- f) To arrange & supervise all types of work relating to Banking & its records/statement,
- g) To arrange store accounts and determine the value of the total stock of store from time to time and ensure accountability,
- h) To prepare all financial reports as and when necessary and ensure correctness,
- i) To arrange and ensure cashier service, and maintain proper records,
- j) To arrange preparation & submissions of budget and follow up.
- k) To execute & supervise the administrative & financial control of the Department,
- l) To exercise the power of Departmental head as per delegation,
- m) To do such other jobs assigned by G.M (Finance)/Higher Authority from time to time.


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Manager (Bank) :

- a) To remain responsible to the DGM (Finance) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange deposit of cheque, pay order etc. in Company accounts.
- d) To ensure preparation of payment vouchers against approved bills.
- e) To ensure preparation of journal of all debit and credit bank transaction during the month.
- f) To execute & supervise the administrative & financial control of the Section,
- g) To exercise the power of a Sectional Head as per delegation,
- h) To do such other jobs assigned by DGM(Finance) /Higher Authority from time to time.

Deputy Manager (Bank) :

- a) To remain responsible to the Manager (Bank) for his duties.
- b) To arrange deposit of cheque, pay order etc. in Company accounts.
- c) To prepare payment vouchers against approved bills.
- d) To prepare journal of all debit and credit bank transaction during the month.
- e) To do such other functions assigned by Manager (Bank) from time to time.

Assistant Manager (Bank) :

- a) To remain responsible to the Deputy Manager (Bank) for his duties.
- b) To assist the Manager to check the cash and bank journals prepared for every cash and bank transaction and the end of the month.
- c) To oversee cash vouchers for payment petty cash and physical verification of cash at the end of days transaction.
- d) To arrange deposit of cheque, pay order etc. in Company accounts.
- e) To do such other functions assigned by Manager (Bank) from time to time.

Manager (Store Accounts) :

- a) To remain responsible to the DGM (Finance) for duties.
- b) To remain responsible for overall activities of the section.
- c) To maintain and update the store accounts/arrange annual inventory & report thereon,
- d) To arrange & supervise ledgers/assets register of store accounts & costs etc,
- e) To assign/distribute job to subordinates in consultation with Dept./Head.
- f) To execute & supervise the administrative & financial control of the Section,
- g) To exercise the power of a sectional head as per delegation,
- h) To do such other jobs assigned by DGM (Finance) /Higher Authority from time to time.

Deputy Manager (Store Accounts) :

- a) To remain responsible to the Manager (Store Accounts) for his duties.
- b) To maintain the store accounts & keep it upto date.
- c) To maintain ledgers/ assets register of store accounting ,
- d) To assist the Manager (Store Accounts) in pricing and other related matter.
- e) To supervise the activities of subordinate officers and staff,
- f) To do such other functions assigned by Manager (Store Accounts) from time to time.

Assistant Manager (Store Accounts) :

- a) To remain responsible to the Deputy Manager (Store Accounts) for duties.
- b) To maintain the store accounts & keep it upto date.
- c) To maintain ledgers/registers of store accounting ,
- d) To assist the Manager (Store Accounts) in pricing and other related matter.
- e) To supervise the activities of subordinate officers and staff,
- f) To do such other functions assigned by Deputy Manager (Store Accounts) from time to time.

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Manager (Budget) :

- a) To remain responsible to the DGM (Finance) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To raise periodical debit note for interest on amount of ADP project and follow up for its collection.
- d) To prepare different monthly statement on ADP fund utilization,
- e) To maintain proper record of funds incurred against L/C.
- f) To prepare Annual Budget & ensure all expenditures are made as per budget availability,
- g) To maintain accounts of the projects/activities under taken under development financing.
- h) To prepare statement/reports & return on development financing as and when required.
- i) To assign/distribute job to subordinates in consultation with Dept./Head.
- j) To execute & supervise the administrative & financial control,
- k) To exercise the power of a Sectional Head as per delegation,
- l) To do such other jobs assigned by DGM(Finance) /Higher Authority from time to time,
- m) To prepare monthly Statement and cheque voucher on all IOC margin, GTCL margin as per BERC Rules/Regulation.

Deputy Manager (Budget):


- a) To remain responsible to the Manager (Budget) for his duties.
- b) To assist the Manager (Budget) in preparing the budget of the Company.
- c) To prepare different monthly statement on ADP fund utilization,
- d) To maintain proper record of funds incurred against L/C.
- e) To maintain accounts of the projects/activities under taken under development financing.
- f) To prepare statement/reports & return on development financing as and when required.
- g) To supervise the activities of subordinate officers and staff,
- h) To execute & supervise the administrative & financial control of the Section,
- i) To do such other functions assigned by Manager (Budget) from time to time.
- j) To prepare monthly Statement and cheque voucher on all margin against approved Volume/consumption as per BERC/Consumption as per BERC-Rules require.

Asst. Manager (Budget) :

- a) To remain responsible to the Deputy Manager (Budget) for his duties.
- b) To assist the Manager (Budget) in preparing the budget of the Company.
- c) To prepare different monthly statement on ADP fund utilization,
- d) To maintain proper record of funds incurred against L/C.
- e) To maintain accounts of the projects/activities under taken under development financing.
- f) To prepare statement/reports & return on development financing as and when required.
- g) To supervise the activities of subordinate officers and staff,
- h) To do such other functions assigned by Manager (Budget) from time to time.

Deputy General Manager (Fund) :

- a) To remain responsible to the G.M. (Finance) for his duties.
- b) To guide & supervise all activities of the department.
- c) To prepare and keep Record the up-to-date statements of PF/BF/Pension of employee,
- d) To ensure that amount of PF/BF realized from the officers and staff are deposited in the particular account regularly,
- e) To ensure interest accrued on the PF fund are credited to the officers/staff account,
- f) To make sure the payment of pension of regularly,
- g) To arrange the payment of welfare fund, group insurance & WPPF,
- h) To make the report of trial balance, final account and balance sheet of all accounts of the department,
- i) To execute & supervise the administrative & financial control of the Department,


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- j) To assign/distribute job to subordinates in consultation with Gm Finance/Higher Authority from time to time,
- k) To set the policy frame work for fund, budget of related accounting Services,
- l) To arrange/maintain the Fund to the employees' need as per Govt. Rules/Regulation or related policy,
- m) To exercise the power of Department Head as per delegation,
- n) To do such other functions assigned by G.M. (Finance) /Higher Authority from time to time.

Manager (General Fund) :


- a) To remain responsible to the DGM (Fund) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To prepare and keep Record the up-to-date statements of PF/BF fund of employee,
- d) To ensure that amount of BF realized from the officers and staff are deposited in the particular account regularly,
- e) To arrange the payment of welfare fund, group insurance & WPPF,
- f) To make the report of trial balance, final account and balance sheet of all accounts,
- g) To execute & supervise the administrative & financial control of the section,
- h) To assign/distribute job to subordinates in consultation with Dept./Head.
- i) To exercise the power of Sectional Head as per delegation,
- j) To do such other functions assigned by DGM (Fund) /Higher Authority from time to time.

Deputy Manager (General Fund) :

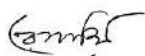
- a) To remain responsible to the Manager (General Fund) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To prepare and keep the up-to-date statements of PF/BF fund of employee,
- d) To ensure that amount of BF realized from the officers and staff are deposited in the particular account regularly,
- e) To arrange the payment of welfare fund, group insurance & WPPF,
- f) To make the report of trial balance, final account and balance sheet of all accounts,
- g) To assign/distribute job to subordinates in consultation with manager.
- h) To exercise the power of Sectional Head as per delegation,
- i) To do such other job assigned by Manager (Fund) from time to time.

Assistant Manager (General Fund) :

- a) To remain responsible to the Deputy Manager (General Fund) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To prepare and keep Record the up-to-date statements of PF/BF fund of employee,
- d) To ensure that amount of BF realized from the officers and staff are deposited in the particular account regularly,
- e) To arrange the payment of welfare fund, group insurance & WPPF,
- f) To make the report of trial balance, final account and balance sheet of all accounts,
- g) To exercise the power of Sectional Head as per delegation,
- h) To do such other job assigned by Deputy Manager (Fund) from time to time.


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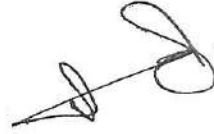












Manager (Pension) :


- a) To remain responsible the DGM (Fund) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To prepare and keep Record the up-to-date statements of Pension of employee,
- d) To make sure the payment of pension of regularly
- e) To pay the allowances of pensioner as per declaration of the governments.
- f) To exercise the power of Sectional Head as per delegation,
- g) To Arrange & prepare Final Settlement of accounts to permanent employees of the Company,
- h) To ensure Final Settlement of accounts of pensioner as per Rules/Regulations,
- i) To do such other functions assigned by DGM (Fund) /Higher Authority from time to time.
- j) To make the report of trial balance, Final account and balance Sheet of all accounts of the Section,
- k) To assign/distribute job to subordinate in consultation with DGM (Fund).

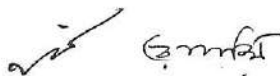
Deputy Manager (Pension) :

- a) To remain responsible to the Manager (Pension) for his duties.
- b) To prepare and keep Record the up-to-date statements of Pension of employee,
- c) To make sure the payment of pension of regularly
- d) To pay the allowances of pensioner as per declaration of the Governments.
- e) To do such other functions assigned by Manager (Pension) /Higher Authority from time to time.

Assistant Manager (Pension) :

- a) To remain responsible Deputy Manager (Pension) for his duties.
- b) To prepare and keep Record the up-to-date statements of Pension of employee,
- c) To make sure the payment of pension of regularly
- d) To pay the allowances of pensioner as per declaration of the governments.
- e) To do such other functions assigned by DM (Pension) /Higher Authority from time to time.

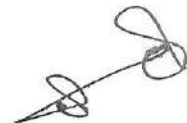

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REVENUE DIVISION

Responsibilities of Revenue Division in General :

- a) To assist the Management in performing all Revenue related activities.
- b) To monitor revenue collection,
- c) To ensure preparation of monthly accounts receivable statement in time,
- d) To ensure preparation of management information reports in time,
- e) To supervise up-to-date revenue accounts,
- f) To perform such other activities as per direction of the Company Management,

General Manager (Revenue) :


- a) Directly responsible to the Managing Director.
- b) To coordinate & supervise the activities of the division
- c) To assist the management in performing all revenue activities,
- d) To arrange & supervise maintaining of up to -date revenue accounts.
- e) To arrange, supervise and monitor the revenue collection and its recording,
- f) To supervise & monitor revenue collection and its recording,
- g) To arrange preparation of management information, reports in time and its evaluation,
- h) To execute & supervise the administrative & financial control,
- i) To exercise the power of Divisional head as per delegation,
- j) To do such other jobs as may be assigned by the MD/Higher Authority from time to time.

Deputy General Manager (Revenue) :

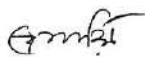
- a) To remain responsible to the GM (Revenue) for duties.
- b) To coordinate & supervise the activities of the division
- c) To assist the management in performing all revenue activities,
- d) To arrange & supervise maintaining of up to -date revenue accounts.
- e) To arrange, supervise and monitor the revenue collection and its recording,
- f) To supervise & monitor revenue collection and its recording,
- g) To arrange preparation of management information, reports in time and its evaluation,
- h) To execute & supervise the administrative & financial control,
- i) To exercise the power of Divisional head as per delegation,
- j) To do such other jobs as may be assigned by the GM (Revenue)/Higher Authority from time to time.

Manager (Central Revenue) :

- a) To remain responsible to the DGM (Revenue) for duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange & supervise maintaining of upto-date revenue accounts,
- d) To arrange, supervise and monitor the revenue collection and its recording,
- e) To control and supervise the work of category wise monthly gas sales and bill collection,
- f) To ensure preparation of monthly sales, collection, journal voucher and accounts in time,
- g) To manage & supervise record keeping of S/D of various categories of customers,
- h) To manage & supervise reconciliation of monthly collection statement with banks and outstanding position of customers,
- i) To manage & supervise maintaining sub-subsidiary ledger of different types of customer,
- j) To assign/distribute job to subordinates in consultation with Dept./Head.
- k) To execute & supervise the administrative & financial control,
- l) To exercise the power of a sectional head as per delegation,
- m) To do such other jobs assigned by DGM (Revenue) /Higher Authority from time to time.

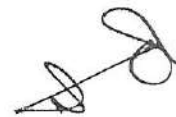

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Deputy Manager (Central Revenue) :

- a) To remain responsible to Manager (Central Revenue) for duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,
- e) To check & supervise up to date record keeping of security deposits of customers,
- f) To execute & supervise the administrative & financial control,
- g) To perform such other jobs assigned by Manager (Central Revenue) from time to time.

Assistant Manager (Central Revenue) :


- a) To remain responsible to Deputy Manager (Central Revenue) for duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,
- e) To check & supervise up to date record keeping of security deposits of customers,
- f) To execute & supervise the administrative & financial control,
- g) To perform such other jobs assigned by Deputy Manager (Central Revenue) from time to time.

Manager (Revenue, Sylhet Metro) :

- a) To remain responsible to the DGM (Revenue) for duties.
- b) To remain responsible for overall activities of the section.
- c) To manage & supervise the monthly gas sales & bill collection(category wise),
- d) To responsible for the collection of bill with the logistic support of respective regional distribution offices Manager/Chief.
- e) To ensure preparation of monthly accounts receivable statement in time.
- f) To manage & checking record keeping of S/D of various categories of customers.
- g) To control reconciliation of monthly collection statement with Banks and outstanding position of customers under RDD, Sylhet Metro Sales Department.
- h) To monitor and supervise maintaining sub-subsidiary ledger for different customers,
- i) To assign/distribute job to subordinates in consultation with Dept./Head.
- j) To execute & supervise the administrative & financial control,
- k) To exercise the power of a sectional head as per delegation,
- l) To do such other functions assigned by DGM (Revenue)/Higher Authority from time to time.

Asstt. Manager (Revenue, Sylhet Metro) :

- a) To remain responsible to Manager (Revenue, Sylhet Metro) for duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,
- e) To support Manager for the collection of bill as per information of respective regional distribution offices.
- f) To check & supervise up to date record keeping of security deposits of customers,
- g) To execute & supervise the administrative & financial control,
- h) To perform such other jobs assigned by Manager (Revenue, Sylhet Metro) from time to time.


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Manager (Revenue, Sylhet) :

- a) To remain responsible to the DGM (Revenue) for duties.
- b) To remain responsible for overall activities of the section.
- c) To manage & supervise the monthly gas sales & bill collection(category wise),
- d) To responsible for the collection of bill with the logistic support of respective regional distribution offices Manager/Chief.
- e) To ensure preparation of monthly accounts receivable statement in time.
- f) To manage & checking record keeping of S/D of various categories of customers.
- g) To control reconciliation of monthly collection statement with Banks and outstanding position of customers under RDD, Sylhet & Sylhet Sales Department.
- h) To monitor and supervise maintaining sub-subsidiary ledger for different customers,
- i) To assign/distribute job to subordinates in consultation with Dept./Head.
- j) To execute & supervise the administrative & financial control,
- k) To exercise the power of a sectional head as per delegation,
- l) To do such other functions assigned by DGM (Revenue)/Higher Authority from time to time.

Asstt. Manager (Revenue,Sylhet) :


- a) To remain responsible to Manager (Revenue, Sylhet) for duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,
- e) To support Manager for the collection of bill as per information of respective regional distribution offices.
- f) To check & supervise up to date record keeping of security deposits of customers,
- g) To execute & supervise the administrative & financial control,
- h) To perform such other jobs assigned by Manager (Revenue, Sylhet north)from time to time.

Manager (Revenue, Moulvibazar) :


- a) To remain responsible to the DGM (Revenue) for duties.
- b) To remain responsible for overall activities of the section.
- c) To manage & supervise the monthly gas sales & bill collection(category wise),
- d) To responsible for the collection of bill with the logistic support of respective regional distribution offices Manager/Chief.
- e) To ensure preparation of monthly accounts receivable statement in time.
- f) To manage & checking record keeping of S/D of various categories of customers.
- g) To control reconciliation of monthly collection statement with Banks and outstanding position of customers under RDD, Moulvibazar Sales Department.
- h) To monitor and supervise maintaining sub-subsidiary ledger for different customers,
- i) To assign/distribute job to subordinates in consultation with Dept./Head.
- j) To execute & supervise the administrative & financial control,
- k) To exercise the power of a sectional head as per delegation,
- l) To do such other functions assigned by DGM (Revenue)/Higher Authority from time to time.

Asstt. Manager (Revenue, Moulvibazar) :

- a) To remain responsible to Manager (Revenue, Moulvibazar) for duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,


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- e) To support Manager for the collection of bill as per information of respective regional distribution offices.
- f) To check & supervise up to date record keeping of security deposits of customers,
- g) To execute & supervise the administrative & financial control,
- h) To perform such other jobs assigned by Deputy Manager (Revenue, south) from time to time.

Deputy Manager (Revenue, Hobigonj) :

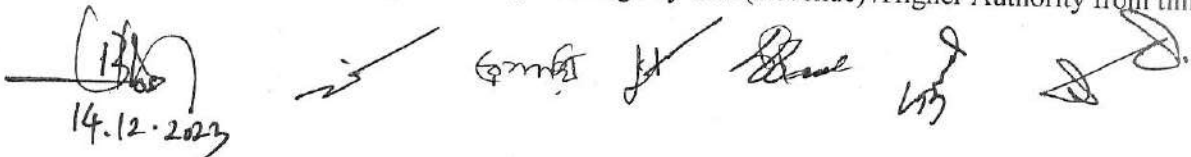
- a) To remain responsible to the DGM (Revenue) for duties.
- b) To remain responsible for overall activities of the section.
- c) To manage & supervise the monthly gas sales & bill collection(category wise),
- d) To responsible for the collection of bill with the logistic support of respective regional distribution offices Manager/Chief.
- e) To ensure preparation of monthly accounts receivable statement in time.
- f) To manage & checking record keeping of S/D of various categories of customers.
- g) To control reconciliation of monthly collection statement with Banks and outstanding position of customers under RDD, Moulvibazar Sales Department.
- h) To monitor and supervise maintaining sub-subsidiary ledger for different customers,
- i) To assign/distribute job to subordinates in consultation with Dept./Head.
- j) To execute & supervise the administrative & financial control,
- k) To exercise the power of a sectional head as per delegation,
- l) To do such other functions assigned by DGM (Revenue)/Higher Authority from time to time.

Asstt. Manager (Revenue, Hobigonj) :

- a) To remain responsible to Deputy Manager (Revenue, Hobogonj) for duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,
- e) To support Manager for the collection of bill as per information of respective regional distribution offices.
- f) To check & supervise up to date record keeping of security deposits of customers,
- g) To execute & supervise the administrative & financial control,
- h) To perform such other jobs assigned by Deputy Manager (Revenue, south) from time to time.

Deputy General Manager (MIS) :

- a) To remain responsible to the GM (Revenue) for duties.
- b) To remain responsible for overall activities of the department.
- c) To assist the GM (Revenue) in formulating plans for providing up-to-date data/ information.
- d) To ensure update web site and upload important information on the web site of company.
- e) To monitor operations on a database.
- f) To monitor writing programs and develop application of software of the company.
- g) To ensure preparation of monthly MIS & Progress report in time.
- h) To monitoring information, action information, assist in responding inquiries, analyze data and provide possible solutions for management evaluation.
- i) Monitor preparation of reports and arrange sending.
- j) Monitor operations on database and ensure that it is maintain efficiently.
- k) Monitor and supervise for updating website of the company and visit Petrobangla web site to ensure uploading various information of the company in their web site.
- m) To execute & supervise the administrative & financial control.
- n) To exercise the power of departmental head as per delegation.
- o) To do any other jobs as may be assign by GM (Revenue) /Higher Authority from time to time.



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Manager (MIS) :

- a) To remain responsible to the DGM (MIS) for duties.
- b) To guide & supervise all activities of the Section.
- c) To work as a focal point of Petrobangla and JGTDSL web site.
- d) To assist the DGM (Revenue) in formulating plans for providing up-to-date data/information.
- e) To ensure update web site and upload important information on the web site of company.
- f) To monitor writing programs and develop application of software of the company.
- g) To monitoring information, action information, assist in responding inquiries, analyze data and provide possible solutions for management evaluation.
- h) Monitor preparation of reports and arrange sending.
- i) Monitor operations on database and ensure that it is maintain efficiently.
- j) Monitor and supervise for updating website of the company and visit Petrobangla web site to ensure uploading various information of the company in their web site.
- k) To execute & supervise the administrative & financial control.
- m) To exercise the power of departmental head as per delegation.
- n) To do any other jobs as may be assign by DGM (MIS) /Higher Authority from time to time.

Deputy Manager (MIS) :

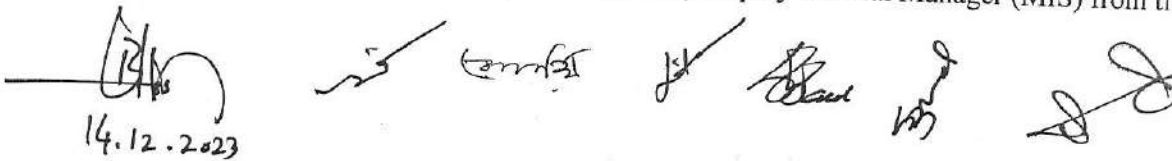
- a) To remain responsible to the Manager (MIS) for his duties.
- b) To arrange collection & sorting of data's and prepare reports and such other works.
- c) To prepare all queries regarding MIS and arrange sending.
- d) To analyze data and design structure of database etc.
- e) To supervise the activities of subordinated officers and staff.
- f) To execute & supervise the administrative & financial control.
- g) To perform such other jobs assigned by Manager (MIS) from time to time.

Assistant Manager (MIS) :

- a) To remain responsible to the Deputy Manager (MIS) for his duties.
- b) To arrange collection & sorting of data's and prepare reports and such other works.
- c) To prepare all queries regarding MIS and arrange sending.
- d) To analyze data and design structure of database etc.
- e) To supervise the activities of subordinated officers and staff.
- f) To execute & supervise the administrative & financial control.
- g) To perform such other jobs assigned by Deputy Manager (MIS) from time to time.

Deputy Manager (Library & Archive) :

- a) To remain responsible to the DGM (MIS) for his duties.
- b) To Design and develop database of the company.
- c) To maintain security of the database.
- d) To ensure update web site and upload important information on the web site of company.
- e) To Arrange and supervise the filing and cataloging systems for library administration and keep records.
- f) To Arrange to issue and receive books, collection of new books and prepare budget.
- g) To ensure proper running of library of the company.
- h) To execute & supervise the administrative & financial control.
- i) To perform such other jobs assigned by Deputy General Manager (MIS) from time to time.



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Assistant Manager, General (Library & Archive) :

- a) To remain responsible to the Deputy Manager (MIS) for his duties.
- b) To Design and develop database of the company.
- c) To maintain security of the database.
- d) To ensure update web site and upload important information on the web site of company.
- e) To Arrange and supervise the filing and cataloging systems for library administration and keep records.
- f) To Arrange to issue and receive books, collection of new books and prepare budget.
- g) To ensure proper running of library of the company.
- h) To execute & supervise the administrative & financial control.
- i) To perform such other jobs assigned by Deputy Manager (MIS) from time to time.


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PLANNING & ICT DIVISION :

Responsibilities of Planning & ICT Division in General :

- a) To assist the Management in performing all planning, development, ICT related activities of the Company.
- b) To plan, organize, coordinate and process of gas network, project proposal, procurement of gas materials, Contractor Management the organization.
- c) To plan, coordinate, develop and oversee all ICT related activities such as software and hardware using in the company.
- d) To perform any other activities as per direction of the Company Management.

General Manager (Planning & ICT Division) :

- a) Directly responsible to the Managing Director.
- b) To coordinate & supervise the overall divisional activities mentioned above.
- c) To keep the CEO informed on all matters relating to the division.
- d) To execute & supervise the administrative & financial control.
- e) To exercise the power of Divisional head as per delegation.
- f) To provide development information of the company in against to the government demand.
- g) To do such other jobs as may be assigned by the MD/Higher Authority.
- h) To execute and supervise the administrative and financial control of the Division.

Deputy General Manager (Planning) :

- a) To remain responsible to the General Manager (Planning) for duties.
- b) To plan, organize & supervise all activities of the department.
- c) To do all strategic planning/analysis including development project (DPP/RDPP/TAPP etc.) activities.
- d) To prepare and keep all information & reports for the company as per direction of General Manager Planning.
- e) To plan, monitor contractor management activities (enlistment, renewal, disciplinary actions etc.) and its related works of the company.
- f) To design, estimate and engineering works for the Gas Stations and pipelines of the company.
- g) To plan, organize and oversee land related all activities (including acquisition, requisition, lease etc.) of the company.
- h) To arrange preparation of budget for the Department.
- i) To exercise the power of departmental head as delegated to him.
- j) To do such other functions assigned from time to time by the GM (Planning)/Higher Authority.
- k) To execute and supervise the administrative and financial control of the Department.

Manager (Corporate Planning & Contractor Enlistment) :

- a) To remain responsible to the DGM (Planning) for duties.
- b) To remain responsible for overall activities of the section.
- c) To plan policy related to engineering works of the company.
- d) To plan, monitor contractor management activities (enlistment, renewal, disciplinary actions etc.) related works of the company.
- e) To plan, prepare policy and all reports for higher authority as per direction of DGM (Planning).
- f) To execute and supervise the administrative and financial control.
- g) To do such other job assigned by DGM (Planning) from time to time.

Deputy Manager (Corporate Planning & Contractor Enlistment) :

- a) To remain responsible to the Manager (Corporate Planning & Contractor Enlistment) for duties.
- b) To remain responsible for overall activities of the section.

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- c) To arrange survey in order to extend gas supply to the new areas.
- d) To verify drawing, design etc. in order to gas supply of probable new consumers.
- e) To assess the probable number of customers & do such other related works.
- f) To arrange the gas pipe line construction contractor enlistment /renewal.
- g) To arrange for monitoring the contractors performance, investigate the illegal works, or any dispute arises against the contractor
- h) To arrange fitter test/ Welder test/ other test arrange issue the certificate to contractor, fitter/welder and its renewal.
- i) To execute and supervise the administrative and financial control.
- j) To do such other job assigned by manager from time to time.

Assistant Engineer (Corporate Planning & Contractor Enlistment):


- a) To remain responsible to the Deputy Manager for duties.
- b) To arrange survey in order to extend Gas supply to the new areas.
- c) To prepare drawing, design etc. of gas pipeline network in order to gas supply in certain areas for probable new consumers.
- d) To asses the probable number of consumers & do such other related works .
- e) To arrange the gas pipe line construction contractor enlistment /renewal.
- f) To arrange for monitoring the contractors performance, investigate the illegal works, or any dispute arises against the contractor
- g) To arrange fitter test/ Welder test/ other test arrange issue the certificate to contractor, fitter/welder and its renewal.
- h) To keep and maintain related records & file.
- i) To execute and supervise the administrative and financial control.
- j) To do such other job assigned by Deputy Manager from time to time.

Manager (Material Planning & Design Section):

- a) To remain responsible to the DGM (Planning) for duties.
- b) To remain responsible for overall activities of the section.
- c) To plan & design, engineering, estimate, scheduling for the gas stations/pipeline materials.
- d) To plan & prepare specification, standards & codes for pipelines, gas stations, equipment etc..
- e) To plan, prepare material indent for procurement, control material quality of the company.
- f) To plan and control material stock position and issue MIV/MTV/MTO, material inventory, inter-company material issue.
- g) To keep & update monthly stock position, material specification regularly and prepare budget for materials accordingly.
- h) To design, estimate for gas stations as per engineering and prepare tender for related works.
- i) To assign/distribute job to the subordinates in consultation with Dept./Head.
- j) To execute and supervise the administrative & financial control.
- k) To exercise the power of Sectional head as per delegation.
- l) To prepare the list of materials requirement & arrange procurement process.
- m) To do such other jobs assigned by DGM(Planning)/ Higher Authority from time to time.

Deputy Manager (Material Planning & Design Section) :

- a) To remain responsible to the Manager (Material Planning & design) for duties.
- b) To plan, design & prepare specification of gas Materials / Equipments .
- c) To maintain & preserve the latest material specification and to suggest for procurement.
- d) To execute and supervise the administrative and financial control.
- e) To do such other job assigned by Manager from time to time.
- f) To remain responsible to the Manager (Material Planning) for duties.


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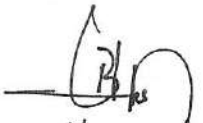
- g) To design & estimate for the modification/up gradation of existing CMS/RMS.
- h) To design & estimate for the gas stations/ pipeline materials.
- i) To maintain tendering process of CP, NDT and above mentioned works.
- j) To execute and supervise the administrative and financial control.
- k) To design, estimate for gas stations as per engineering and prepare tender for related works.
- l) To verify material stock and control material stock position and issue MIV/MTV/MTO, material inventory, inter-company material issue.
- m) To do such other job assigned by Manager from time to time.

Assistant Engineer (Material Planning & Design Section) :

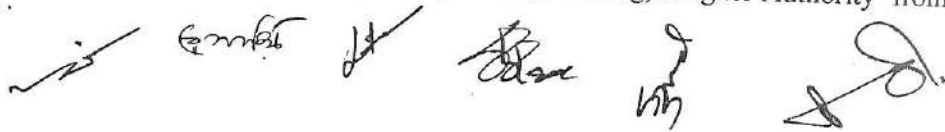
- d) To remain responsible to the Deputy Manager (Material Planning & design) for duties.
- e) To plan, design & prepare specification of gas Materials / Equipments.
- f) To maintain & preserve the latest material specification and to suggest for procurement.
- d) To execute and supervise the administrative and financial control.
- e) To do such other job assigned by Manager from time to time.
- f) To remain responsible to the Manager (Material Planning) for duties.
- g) To design & estimate for the modification/up gradation of existing CMS/RMS.
- h) To design & estimate for the gas stations of bulk consumers.
- i) To maintain tendering process of CP, NDT and above mentioned works.
- j) To execute and supervise the administrative and financial control.
- k) To design, estimate for gas stations as per engineering and prepare tender for related works.
- l) To verify material stock and control material stock position and issue MIV/MTV/MTO, material inventory, inter-company material issue.
- m) To do such other job assigned by Deputy Manager (Material Planning & design) from time to time.

Manager (Project Planning Section) :

- a) To remain responsible to the DGM (Planning) for duties.
- b) To remain responsible for overall activities of the section.
- c) To plan, design, estimate & prepare development project proposal (DPP/RDDP/TAPP etc.) for the company.
- d) To plan, design, monitor all project related activities such as financial & economic analysis, feasibility study, clearance/permit from respective department, engagement of consulting firms, fund allocation, ADP/RADP, project closure etc.
- e) To prepare all projects related reports, keep and update all records of implemented project of the company.
- f) To arrange & handover the "As laid drawing" of projects to the concerned Department
- g) To assign/distribute job to the subordinates in consultation with Dept./Head.
- h) To execute and supervise the administrative & financial control.
- i) To exercise the power of sectional head as per delegation.
- j) To do such other functions assigned by DGM(Planning) /Higher Authority from time to time.



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Deputy Manager (Project Planning Section) :

- a. To remain responsible to the Manager (Project Planning) for duties.
- b. To plan, design, estimate & prepare development project proposal (DPP/RDDP/TAPP etc.) for the company.
- c. To prepare plan, design, monitor all project related activities such as financial & economic analysis, feasibility study, clearance/permit from respective department, engagement of consulting firms, fund allocation, ADP/RADP, project closure etc.
- d. To prepare all projects related reports, keep and update all records of implemented project of the company.
- e. To arrange & handover the "As laid drawing" of projects to the concerned Department.
- f. To execute and supervise the administrative & financial control.
- g) To do such other job assigned by Manager from time to time .

Assistant Engineer (Project Planning Section) :

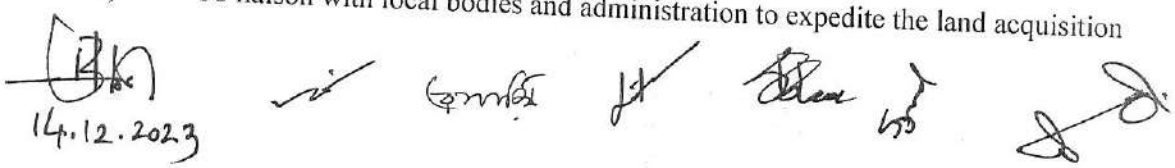
- a. To remain responsible to the Deputy Manager (Project Planning) for duties.
- b. To prepare plan, design, estimate & prepare development project proposal (DPP/RDDP/TAPP etc.) for the company
- c. To assist section head for the preparation of plan, design, monitor all project related activities such as financial & economic analysis, feasibility study, clearance/permit from respective department, engagement of consulting firms, fund allocation, ADP/RADP, project closure etc.
- d. To prepare all projects related reports, keep and update all records of implemented project of the company
- e. To arrange & handover the "As laid drawing" of projects to the concerned Department.
- f. To supervise & monitoring implementation/development of the project.
- g. To arrange handing over of project fund its files/records drawing etc.
- h. To do such other job assigned by Manager from time to time .

Manager (Land & Estate) :

- a) To remain responsible to the DGM (Planning) for duties.
- b) To remain responsible for overall activities of the section.
- c) To supervise & control sectional works.
- d) To plan, prepare, arrange & monitor land acquisition, land requisition, land lease, right of way, edgemont, permit etc. and update payment of land kazna, tax and others levies etc.
- e) To keep & maintain all the records of the land related documents of the company.
- f) To update the records and files of all land and land related documents of the company.
- h) To assign/distribute job to subordinates in consultation with Departmental Head.
- i) To exercise the power of Sectional head as delegated to him.
- j) To execute and supervise the administrative and financial control .
- k) To do such other jobs as assigned by DGM (Planning) from time to time.

Deputy Manager (Land & Estate) :

- a) To remain responsible to the Manager (Land & Estate) for duties.
- b) To plan, prepare, arrange & monitor land acquisition, land requisition, land lease, right of way, edgemont, permit etc. and update payment of land kazna, tax and others levies etc.
- c) To keep & maintain all the records of the land related documents of the company.
- d) To keep update the records and files of all land and land related documents of the company.
- e) To arrange land acquisition, land lease etc.
- f) To arrange the payment of land khazna, tax and others levies etc.
- g) To keep & maintain the records and files of all land and land related documents of the company.
- i) To liaison with local bodies and administration to expedite the land acquisition

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- j) To prepare /examine the proposal for land acquisition/lease with justification.
- k) To do such other jobs as assigned by Manager (Estate) from time to time

Assistant Manager (Land & Estate) :

- a) To remain responsible to the Deputy Manager (Land & Estate) for duties.
- b) To take initiative to perform section related works.
- c) To assist the Manager to arrange land acquisition, land lease etc.
- d) To liaison with local bodies and administration to expedite the land acquisition.
- e) To prepare the proposal for land acquisition/lease with justification.
- g) To preserve the documents, files, papers drawing etc. properly.
- h). To arrange the payment of land khazna, tax and others levies etc
- i) To do such other jobs as assigned by Deputy Manager (Estate) from time to time.

Deputy General Manager (Research & Development Department) :

- a) To remain responsible to the General Manager (Planning) for duties.
- b) To guide & supervise overall activities of the department.
- c) To plan, analyze, design, engineering, budget of the gas pipeline network (transmission, distribution gas pipelines etc.)
- d) To examine and analyze different types of gas fittings, gas burners etc. to optimize natural gas usage and develop innovative different activities for the betterment of the company.
- e) To keep the records of all latest trend in gas distribution process and reports it to the management
- f) To design, estimate and engineering of the tendering process for the gas networks development activities.
- g) To keep and maintain all networks drawings and update it accordingly.
- h) To execute & supervise the administrative and financial control.
- i) To exercise the power of departmental head as delegated to him.
- j) To do such other functions assigned from time to time by the GM(Planning)/Higher Authority.
- k) To execute and supervise the administrative and financial control of the Department.

Deputy Manager (Research & Monitoring Sec.) :

- a) To remain responsible to the Deputy General Manager (Research & Development) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To Supervise and control the affairs of the sub-sections placed under him.
- d) To engage to develop and innovate different activities for the betterment of the company.
- e) To calculate the amount of revenue that will be earned from those probable consumers.
- f) To calculate the net amount of profit which will be earned from the prospected consumers
- g) To perform the above mentioned work & to prepare the realistic report on the same.
- h) To assign/distribute job to the subordinates in consultation with Dept./Head.
- i) To execute & supervise the administrative and financial control.
- j) To exercise the power of sectional head as delegated to him.
- k) To do such other functions assigned by Manager(Research & Monitoring) from time to time.

Assistant Engineer (Research & Monitoring Sec.) :

- a) To remain responsible to the Deputy Manager (Research & Monitoring) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To Supervise and control the affairs of the sub-sections placed under him.
- d) To engage to develop and innovate different activities for the betterment of the company.
- e) To calculate the amount of revenue that will be earned from those probable consumers.
- f) To calculate the net amount of profit which will be earned from the prospected consumers
- g) To perform the above mentioned work & to prepare the realistic report on the same.
- h) To assign/distribute job to the subordinates in consultation with Dept./Head.



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- i) To execute & supervise the administrative and financial control.
- j) To exercise the power of sectional head as delegated to him.
- k) To do such other functions assigned by Deputy Manager(Research & Monitoring) from time to time.

Manager (Network Planning & Implementation Section) :

- a) To remain responsible to the DGM (Research & Development) for his duties.
- b) To remain responsible for overall activities of the section.
- c) To Supervise and control the affairs of the sub-sections placed under him.
- d) To plan, design, analyze and develop the gas network of the organization and organize the tendering process for gas network development/upgradation.
- e) To keep and maintain all gas networks drawings and update it accordingly.
- f) To design, monitor and analyze the gas connection, load extension etc. proposal of the customers of the company and assist the technical standing committee accordingly.
- g) To assign/distribute job to the subordinates in consultation with Dept./Head.
- h) To execute & supervise the administrative and financial control.
- i) To exercise the power of sectional head as delegated to him.
- j) To do such other functions assigned by DGM (Research) from time to time.

Deputy Manager (Network Planning & Implementation Section) :

- a) To remain responsible to the Manager (Network Planning & Implementation) for duties.
- b) To Supervise and control the affairs of the sub-sections placed under him.
- c) To prepare plan, design, analyze and develop the gas network of the organization and organize the tendering process for gas network development/upgradation.
- d) To keep and maintain all gas networks drawings and update it accordingly.
- e) To prepare design, monitor and analyze the gas connection, load extension etc. proposal of the customers of the company and assist the technical standing committee accordingly.
- f) To do such other functions assigned by Manager (Network Planning & Implementation) from time to time

Assistant Engineer (Network Planning & Implementation Section) :

- a) To remain responsible to the Deputy Manager (Network Planning & Implementation) for duties
- b) To Supervise and control the affairs of the sub-sections placed under him.
- c) To prepare plan, design, analyze and develop the gas network of the organization and organize the tendering process for gas network development/upgradation.
- d) To keep and maintain all gas networks drawings and update it accordingly.
- e) To prepare design, monitor and analyze the gas connection, load extension etc. proposal of the customers of the company and assist the technical standing committee accordingly.
- f) To do such other job assigned by Deputy Manager (Network Planning & Implementation) in time.


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Deputy General Manager (IT Department) :


- a) To remain responsible to the GM (Planning) for his duties.
- b) To guide and supervise overall activities of the department.
- c) To ensure smooth operation of the IT based services such as servers, web system, Data Center, Data Recovery Center, ERP, computer hardware & software, CCTV surveillance system, digitalization & automation etc. of company.
- d) To plan, design and develop hardware and software backbone of the company and organize tendering process for it.
- e) To ensure cyber security for the company website, database, software, server etc. and ensure data confidentiality.
- f) To plan, budget, prepare all latest software, database & hardware related information and update the system accordingly.
- g) To assign/distribute job/works among the subordinates.
- h) To execute & supervise the administrative & financial control.
- o) To execute and supervise the administrative and financial control of the Department.
- p) To exercise the power as department head as per delegation.
- q) To perform other duties as assigned by the GM (Planning) and higher authority.

Manager (Software & System Development Section) :

- a) To remain responsible to the DGM (IT) for his duties.
- b) To design and develop databases for the company activities and softwares.
- c) To maintain security of the databases used in the company.
- d) To ensure regular update and upload important information on the web site of the company.
- e) To maintain eNothi system of the company.
- f) To manage software used in the company and provide necessary support to the software users.
- g) To assist for introducing new necessary software for the company.
- h) To maintain confidentiality of company information/data.
- i) To ensure cyber security for the company website, database, software, server etc.
- j) To execute & supervise the administrative & financial control.
- k) To take initiatives to update software used in the company.
- l) To take initiatives for regular maintenance of the software used in the company.
- m) To do other assignments assigned by the DGM(IT) and higher authority from time to time

Deputy Manager (Software & System Development Section) :

- a) To remain responsible to the Manager (Software & System Development) for his duties.
- b) To design and develop databases for the company activities and softwares.
- c) To maintain security of the databases used in the company.
- d) To ensure regular update and upload important information on the web site of the company.
- e) To maintain eNothi system of the company.
- f) To manage software used in the company and provide necessary support to the software users.
- g) To assist for introducing new necessary software for the company.
- h) To maintain confidentiality of company information/data.
- i) To ensure cyber security for the company website, database, software, server etc.
- j) To execute & supervise the administrative & financial control.
- k) To do other assignments assigned by the Manager (Software & System Development) and higher authority from time to time.


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Assistant Engineer (CSE/ICT), (Software & System Development Section) :

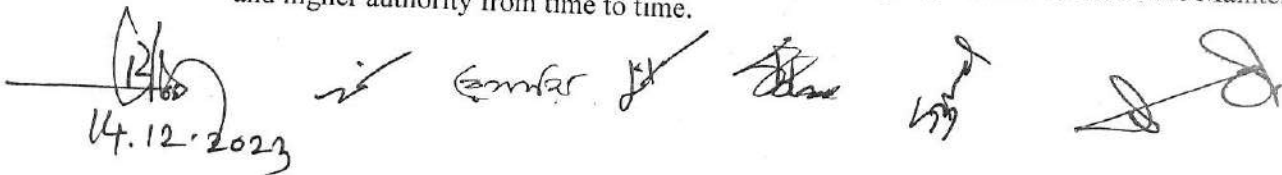
- a) To remain responsible to the Deputy Manager (Software & System Development) for his duties.
- b) To design and develop databases for the company activities and softwares.
- c) To maintain security of the databases used in the company.
- d) To ensure regular update and upload important information on the web site of the company.
- e) To maintain dNothi system of the company.
- f) To manage software used in the company and provide necessary support to the software users.
- g) To assist for introducing new necessary software for the company.
- i) To maintain confidentiality of company information/data.
- h) To ensure cyber security for the company website, database, software, server etc.
- j) To do other assignments assigned by the Deputy Manager (Software & System Development Section) and higher authority from time to time.

Deputy Manager (Network & Hardware Maintenance Section) :

- a) To remain responsible to the DGM (IT) for his duties.
- b) To maintain IT equipment like all servers, web system, Data Center, Data Recovery Center, ERP, computer hardware & software, hotline, CCTV surveillance system etc.
- c) To take initiatives to update IT equipment like computer hardware, network equipment/ accessories used in the company
- d) To take initiatives for regular/preventive maintenance of the IT equipment used in the company.
- e) To ensure better computer network/internet services among different departments/sections of the company.
- f) To keep maintaining uninterrupted internet connectivity and uninterrupted CCTV surveillance system in operation.
- g) To maintain confidentiality of company information/data.
- h) To ensure cyber security for the company website, database, software, server etc.
- i) To execute & supervise the administrative & financial control.
- j) To do other assignments assigned by the DGM (IT) and higher authority from time to time.

Assistant Engineer (CSE/ICT/EE/EEE) (Network & Hardware Maintenance Section) :

- a) To remain responsible to the Deputy Manager (Network & Hardware Maintenance) for his duties.
- b) To maintain IT equipment like all servers, web system, Data Center, Data Recovery Center, ERP, computer hardware & software, hotline, CCTV surveillance system etc.
- c) To take initiatives to update IT equipment like computer hardware, network equipment/ accessories used in the company
- d) To take initiatives for regular/preventive maintenance of the IT equipment used in the company.
- e) To ensure better computer network/internet services among different departments/sections of the company.
- f) To keep maintaining uninterrupted internet connectivity and uninterrupted CCTV surveillance system in operation.
- g) To maintain confidentiality of company information/data.
- h) To maintain web hosting, DNS configuration of website of the company.
- i) To ensure cyber security for the company website, database, software, server etc.
- j) To do other assignments assigned by the Deputy Manager (Network & Hardware Maintenance) and higher authority from time to time.

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Deputy General Manager (Procurement) :

- a) To remain responsible to the GM (Planning) for his duties.
- b) To guide and supervise overall activities of the department.
- c) To arrange setting rules/regulations of purchase & ensure implementation
To plan, prepare APP, budget, organize tendering process for the procurement of the company.
- d) To plan, arrange and coordinate local & foreign purchases of the company and maintain records.
- e) To arrange enlistment of suppliers/contractors, maintain its records.
To plan, arrange & co-ordinate the C & F, PSI, CD-VAT, handling & transportation related work.
- f) To maintain procurement related rules, regulations etc., prepare audit answer and keep purchase related information and update it accordingly.
- g) To assign/distribute job to subordinates.
- h) To execute & supervise the administrative & financial control,
- i) To exercise the power of departmental head as per delegation,
- j) To perform such other duties as and when assigned by G.M. (Planning)

Manager (Foreign Procurement) :

- a) To remain responsible to the DGM (Procurement).
- b) To remain responsible for overall activities of the section.
- c) To arrange setting rules/regulations of foreign purchase & ensure implementation,
- d) To arrange foreign purchase and maintain records.
- e) To arrange enlistment of suppliers/contractors, transport contractors, C& F agents etc. and maintain records accordingly.
- f) To plan, arrange & coordinate the C & F, PSI, CD-VAT, Handling & transportation, LC related work for smooth procurement process of the company.
- g) To assign/distribute job to subordinates in consultation with Dept./Head.
- h) To execute & supervise the administrative & financial control,
- i) To exercise the power of a sectional head as per delegation,
- j) To perform such other duties as and when assigned by DGM (Procurement).

Deputy Manager (Foreign Procurement) :


- a) To remain responsible to the Manager (Foreign Procurement).
- b) To arrange all kinds of foreign purchase and maintain records & process files,
- c) To deals with C & F activities & related affairs,
- d) To co-ordinate with indenter & other dept & process files maintaining respective rules,
- e) To execute & supervise the administrative & financial control,
- f) To perform such other duties as and when assigned by Manager (Foreign Procurement).

Assistant Engineer (CHE) (Foreign Procurement) :

- a) To remain responsible to the Deputy Manager (Foreign Procurement).
- b) To arrange all kinds of foreign purchase and maintain records & process files,
- c) To deals with C & F activities & related affairs,
- d) To co-ordinate with indenter & other dept & process files maintaining respective rules,
- e) To perform such other duties as and when assigned by Deputy Manager (Foreign Procurement).

Deputy Manager (Clearing & Forwarding Sub-Section) :

- a) To remain responsible to the Manager (Foreign Procurement).
- b) To arrange all kinds of foreign purchase and maintain records & process files,
- c) To deals with C & F activities & related affairs,
- d) To co-ordinate with indenter & other dept & process files maintaining respective rules,
- e) To execute & supervise the administrative & financial control,
- f) To perform such other duties as and when assigned by Manager (Foreign Procurement).

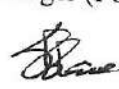

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Assistant Engineer (CSE/ICT Clearing & Forwarding Sub-Section) :

- a) To remain responsible to the Deputy Manager (Clearing & Forwarding).
- b) To arrange all kinds of foreign purchase and maintain records & process files,
- c) To deals with C & F activities & related affairs,
- d) To co-ordinate with indenter & other dept & process files maintaining respective rules,
- e) To perform such other duties as and when assigned by Manager (Clearing & Forwarding).

Manager (Local Procurement) :

- a) To remain responsible to the DGM (Procurement).
- b) To remain responsible for overall activities of the section.
- c) To plan, arrange APP for local purchases and maintain records.
- d) To plan, budget and organize tendering process for local purchase of the company
- e) To keep updated local market price, all purchase related respective information and update accordingly.
- f) To assign/distribute job to subordinates in consultation with Dept./Head.
- g) To execute & supervise the administrative & financial control.
- h) To exercise the power of a sectional head as per delegation,
- i) To perform such other duties as and when assigned by DGM (Procurement) /Higher Authority.

Deputy Manager (Local Procurement) :

- a) To remain responsible to the Manager (Local Procurement).
- b) To remain responsible for overall activities of the section.
- c) To plan, arrange APP for local purchases and maintain records.
- d) To plan, budget and organize tendering process for local purchase of the company
- e) To keep updated local market price, all purchase related respective information and update accordingly.
- f) To execute & supervise the administrative & financial control.
- g) To perform such other duties as and when assigned by Manager(Local Procurement).

Assistant Manager (Local Procurement) :

- a) To remain responsible to the Deputy Manager (Local Procurement).
- b) To remain responsible for overall activities of the section.
- c) To plan, arrange APP for local purchases and maintain records.
- d) To plan, budget and organize tendering process for local purchase of the company
- e) To keep updated local market price, all purchase related respective information and update accordingly.
- f) To perform such other duties as and when assigned by Deputy Manager (Local Procurement).

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MARKETING DIVISION (NORTH) :

Responsibilities of Marketing Division, North in General :

- a) To assist the Management in performing all Marketing activities.
- b) To plan, organize and oversee Gas sales activities to different categories of consumers,
- c) To provide gas connections , keep records of sales and send bills to the customers etc.
- d) To coordinate revenue collection etc, and
- e) To perform such other activities as per direction of the Company Management,

General Manager (Marketing North) :

- a) Directly responsible to the Managing Director.
- b) To coordinate & supervise the activities of the division,
- c) To plan, oversee the execution of policy decision relating to Marketing Division.
- d) To plan, monitor the yearly gas sales and purchase for different categories of customers.
- e) To assist & suggest the Managing Director about gas marketing & provide all necessary information.
- f) To co-ordinate all activities of the department/sections/Regional Distributions offices under Marketing Division.
- g) To execute and supervise the administrative and financial control.
- h) To exercise the power of divisional head as per delegation.
- j) To do such other jobs as may be assigned by the M.D/Higher Authority from time to time.

Deputy General Manager (Regional Distribution Department, Sylhet Metro) :

- a) To remain responsible to the General Manager (Marketing, North) for his duties.
- b) To guide & supervise all activities of the department.
- c) To arrange & monitor the customer gas connections, disconnections, alteration, change & revenue collection etc.
- d) To plan, survey and take necessary steps for smooth customer services to all categories of customers.
- e) To plan, prepare, monitor gas load & Pressure applied, gas materials required, internal pipeline, ensure approved process for gas connection, sign gas sales agreement etc.
- d) To monitor Gas Purchase and Gas sales, revenue collection & disconnection drive, security etc.
- e) To examine and control the statement of sector wise breakdown of monthly gas purchase.
- f) To check the gas consumption pattern of Industrial and commercial customers random basis and to make surprise checking of Meters/DRS etc.
- g) To liaison with existing customers and actively seek new customers for gas connection/reconnection or disconnection. Also taken necessary steps for legal procedures if any.
- h) To inspect of customer premises/Meter/RMS/installation of different category customers and control excess or unauthorized usage of gas.
- i) To plan, prepare and keep all gas connection information and update it according.
- j) To execute and supervise the administrative and financial control.
- k) To exercise the power of Departmental head as delegated to him.
- l) To do such other jobs assigned by GM (Marketing, North) /Higher Authority from time to time.

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14.12.2023

Deputy General Manager (Regional Distribution Department, Sylhet)


- a) To remain responsible to the General Manager (Marketing, North) for his duties.
- b) To guide & supervise all activities of the department.
- c) To arrange & monitor the customer gas connections, disconnections, alteration, change & revenue collection etc.
- d) To plan, survey and take necessary steps for smooth customer services to all categories of customers.
- e) To plan, prepare, monitor gas load & Pressure applied, gas materials required, internal pipeline, ensure approved process for gas connection, sign gas sales agreement etc.
- d) To monitor Gas Purchase and Gas sales, revenue collection & disconnection drive, security etc.
- e) To examine and control the statement of sector wise breakdown of monthly gas purchase.
- f) To check the gas consumption pattern of Industrial and commercial customers random basis and to make surprise checking of Meters/DRS etc.
- g) To liaison with existing customers and actively seek new customers for gas connection/reconnection or disconnection. Also taken necessary steps for legal procedures if any.
- h) To inspect of customer premises/Meter/RMS/installation of different category customers and control excess or unauthorized usage of gas.
- i) To plan, prepare and keep all gas connection information and update it according.
- j) To execute and supervise the administrative and financial control.
- k) To exercise the power of Departmental head as delegated to him.
- l) To do such other jobs assigned by GM (Marketing, North) /Higher Authority from time to time.






Manager(s)/Head of the Regional Distribution Offices Under Marketing Division, North :

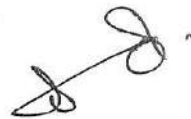
- a) To remain responsible to the respective Deputy General Manager for duties.
- b) To remain responsible for overall activities of the respective RDO
- c) To plan, survey and take necessary steps to sale gas to all categories of customers.
- d) To plan, prepare, monitor gas load & Pressure applied, gas materials required, internal pipeline, ensure approved process for gas connection, sign gas sales agreement etc.
- e) To ensure quick disposal and processing of application for gas connection
- f) To arrange monthly meter reading, gas consumption data, gas load etc. and send monthly gas bill is sent to customers in time, control and supervise the revenue collection activities and cooperate concerned RDD Revenue Manager to collect of arrear/dues as per category of customer
- g) To examine and monitor monthly gas bill collection & outstanding statement and MIS report.
- h) To liaison with existing customers and actively seek new customers for gas connection/reconnection or disconnection. Also taken necessary steps for legal procedures if any.
- i) To inspect of customer premises/Meter/RMS/installation of different category customers and control excess or unauthorized usage of gas.
- j) To plan, prepare and keep all gas connection information and update it according.
- k) To execute and supervise the administrative and financial control
- l) To exercise power and authorities as per delegation.
- m) To assign/distribute jobs to subordinates in consultation with respective DGM(RDD).
- n) To do such other job assigned by Concerned DGM(RDD) /Higher Authority from time to time.

Deputy Manager (Technical), All Regional Distribution Offices Under Marketing Division, North :

- a) To remain responsible to the concerned Manager for duties.
- b) To take initiative and necessary action on the related works.
- c) To check the drawing of the proposed route or service line and location of the Riser/RMS/ Installation, estimate & process file & supervise work.
- d) To arrange pressure test of pipelines & Commissioning properly.


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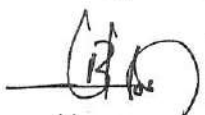
- e) To inspect the Riser/RMS/Meter of existing customers periodically and maintain a register of such inspection and disconnected customer from time to time to prevent unauthorized use of gas and check & report sanction load etc.
- f) To inspect the site physically and report regarding ownership of the land for proposed service line/riser, complaint, if any.
- g) To execute and supervise the administrative and financial control.
- h) To do such other job assigned to him from time to time.

Asstt. Engineer/ATO, Regional Distribution Offices Under Marketing Division, North :

- a) To remain responsible to the Deputy Manager / Head of RDO for his duties.
- b) To take initiative on the affairs of related works & process file.
- c) To check all the documents along with application form submitted by customer and give necessary instructions to survey the concerned site.
- d) To survey and prepare the estimate of proposed service line & RMS, Security money, drawings, list of required materials etc. for customer.
- e) To prepare the demand note for customer showing the head-wise cost.
- f) To supervise the construction works of pipeline after RMS and certify the works. After deposit the money against demand note and road cutting permission (if any), to place the proposal for approval of drawing.
- g) To inspect the site and pressure test of internal G.I pipeline is done after getting the work completion report from the contractor.
- h) To check the drawing for internal G.I pipeline submitted by the contractor.
- i) To survey the site and prepare estimate, drawing etc. of customers like Govt. colony/ complex/ offices etc. under customer finance.
- j) To examine and recommend for increasing/decreasing the gas load of existing customer on the basis of application received.
- k) To fill up the gas sales contract form.
- l) To assist at the time of gas commissioning of customer and prepare report on it.
- m) To keep and maintain all files, records as custodian.
- n) To assist the office Head in any kind of activities.
- o) To carry out such other jobs as assigned to him from time to time.

Asstt. Engineer/Sub-Asstt. Engineer(Metering) Regional Distribution Offices Under Marketing Division, North :

- a) To collect daily meter reading of DRS of his area and calculate the daily gas consumption through individual DRS with a view to find out daily position of Gas purchase and sales (provisional)
- b) To collect monthly meter reading as well as to check meter sealing condition and record the reading in the prescribed book.
- c) To calculate the monthly gas consumption of individual customer on the basis of collected meter reading, record the same in the register book and compare the gas consumption the previous month.
- d) To prepare the statement containing the meter reading of previous month & current month, pressure factor and monthly gas consumption for individual customer for the purpose of sending it to Revenue section for billing.
- e) To collect meter reading of some specific doubtful customer frequently/ weekly in addition to monthly reading as per instruction of his controlling officer.
- f) To prepare the report after checking the cases of those customer whose gas consumption varies from the previous month to a remarkable extent.
- g) To keep and maintain files & records.
- h) To perform any other jobs as assigned to him by his controlling officer/Higher Authority.


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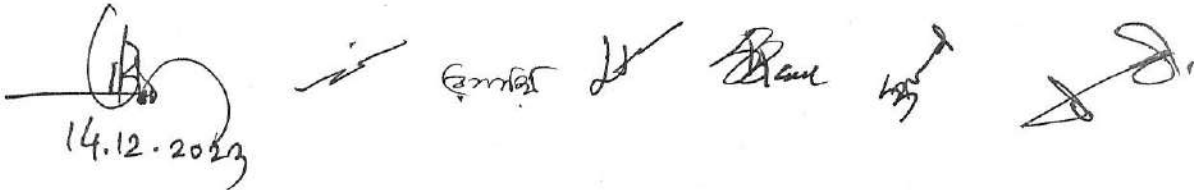
     

Deputy Manager (Revenue) Regional Distribution Offices Under Marketing Division, North :

- a) To remain responsible to the concerned Manager / Head of the RDO for his duties.
- b) To remain responsible for overall accounts & revenue related activities of the section.
- c) To manage & supervise the monthly gas sales & bill collection(category wise),
- d) To ensure preparation of monthly accounts receivable statement in time,
- e) To ensure preparation of monthly gas bill of commercial, Industrial, colony & domestic metered Customers.
- f) To prepare the list of default Customers time to time for disconnection.
- g) To manage & check up to date record keeping of categories of security deposit (cash and bank guarantee)customers,
- h) To manage & check reconciliation of monthly collection statement with Banks and outstanding position of customers under Regional Distribution Department.
- i) To manage and supervise maintaining sub-subsidiary ledger for different customers,
- j) To assign/distribute job to subordinates in consultation with Manager / Head of the RDO
- k) To execute & supervise the administrative & financial control,
- l) To do such other jobs assigned by Manager/Head of the RDO/Higher Authority from time to time

Asstt. Manager (Revenue) Regional Distribution Offices Under Marketing Division, North :

- a) To remain responsible to the concerned Deputy Manager (Revenue) / Head of the RDO for his duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,
- e) To check & supervise up to date record keeping of security deposits of customers,
- f) To execute & supervise the administrative & financial control,
- g) To perform such other jobs assigned by Dy Manager (Revenue) / Head of the RDO from time to time.

A series of handwritten signatures and dates. On the left, there is a signature and the date "14.12.2023". To the right, there are several other signatures, some with initials, and a date "14/12/23".

MARKETING DIVISION (SOUTH) :

Responsibilities of Marketing Division in General :

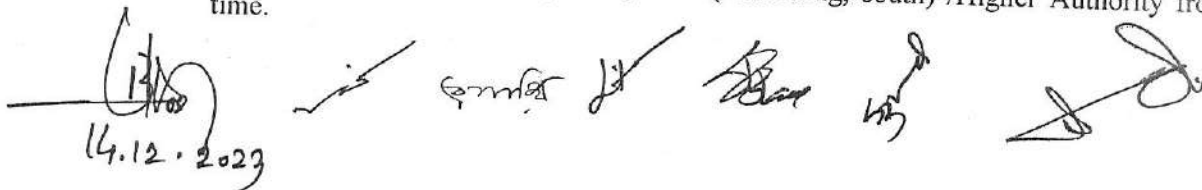
- a) To assist the Management in performing all Marketing activities.
- b) To plan, organize and oversee Gas sales activities to different categories of consumers,
- c) To provide gas connections , keep records of sales and send bills to the customers etc.
- d) To coordinate revenue collection etc, and
- e) To perform such other activities as per direction of the Company Management,

General Manager (Marketing, South) :

- a) Directly responsible to the Managing Director.
- b) To coordinate & supervise the activities of the division,
- c) To plan, oversee the execution of policy decision relating to Marketing Division.
- d) To plan, monitor the yearly gas sales and purchase for different categories of customers.
- e) To assist & suggest the Managing Director about gas marketing & provide all necessary information.
- f) To co-ordinate all activities of the department/sections/Regional Distributions offices under Marketing Division.
- g) To execute and supervise the administrative and financial control.
- h) To exercise the power of divisional head as per delegation.
- j) To do such other jobs as may be assigned by the M.D/Higher Authority from time to time.

Deputy General Manager (Regional Distribution Department, Moulvibazar)

- a) To remain responsible to the General Manager (Marketing, South) for his duties.
- b) To guide & supervise all activities of the department.
- c) To arrange & monitor the customer gas connections, disconnections, alteration, change & revenue collection etc.
- d) To plan, survey and take necessary steps for smooth customer services to all categories of customers.
- e) To plan, prepare, monitor gas load & Pressure applied, gas materials required, internal pipeline, ensure approved process for gas connection, sign gas sales agreement etc.
- d) To monitor Gas Purchase and Gas sales, revenue collection & disconnection drive, security etc.
- e) To examine and control the statement of sector wise breakdown of monthly gas purchase.
- f) To check the gas consumption pattern of Industrial and commercial customers random basis and to make surprise checking of Meters/DRS etc.
- g) To liaison with existing customers and actively seek new customers for gas connection/reconnection or disconnection. Also taken necessary steps for legal procedures if any.
- h) To inspect of customer premises/Meter/RMS/installation of different category customers and control excess or unauthorized usage of gas.
- i) To plan, prepare and keep all gas connection information and update it according.
- j) To execute and supervise the administrative and financial control.
- k) To exercise the power of Departmental head as delegated to him.
- l) To do such other jobs assigned by GM (Marketing, south) /Higher Authority from time to time.

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14.12.2023

Deputy General Manager (Regional Distribution Department Habiganj) :

- a) To remain responsible to the General Manager (Marketing, South) for his duties.
- b) To guide & supervise all activities of the department.
- c) To arrange & monitor the customer gas connections, disconnections, alteration, change & revenue collection etc.
- d) To plan, survey and take necessary steps for smooth customer services to all categories of customers.
- e) To plan, prepare, monitor gas load & Pressure applied, gas materials required, internal pipeline, ensure approved process for gas connection, sign gas sales agreement etc.
- d) To monitor Gas Purchase and Gas sales, revenue collection & disconnection drive, security etc.
- e) To examine and control the statement of sector wise breakdown of monthly gas purchase.
- f) To check the gas consumption pattern of Industrial and commercial customers random basis and to make surprise checking of Meters/DRS etc.
- g) To liaison with existing customers and actively seek new customers for gas connection/reconnection or disconnection. Also taken necessary steps for legal procedures if any.
- h) To inspect of customer premises/Meter/RMS/installation of different category customers and control excess or unauthorized usage of gas.
- i) To plan, prepare and keep all gas connection information and update it according.
- j) To execute and supervise the administrative and financial control.
- k) To exercise the power of Departmental head as delegated to him.
- l) To do such other jobs assigned by GM (Marketing, south) /Higher Authority from time to time.

Manager(s)/Head of the Regional Distribution Offices Under Marketing Division, South:

- a) a) To remain responsible to the respective Deputy General Manager for duties.
- b) b) To remain responsible for overall activities of the respective RDO
- c) c) To plan, survey and take necessary steps to sale gas to all categories of customers.
- d) To plan, prepare, monitor gas load & Pressure applied, gas materials required, internal pipeline, ensure approved process for gas connection, sign gas sales agreement etc.
- e) To ensure quick disposal and processing of application for gas connection
- f) To arrange monthly meter reading, gas consumption data, gas load etc. and send monthly gas bill is sent to customers in time, control and supervise the revenue collection activities and cooperate concerned RDD Revenue Manager to collect of arrear/dues as per category of customer
- g) To examine and monitor monthly gas bill collection & outstanding statement and MIS report.
- h) To liaison with existing customers and actively seek new customers for gas connection/reconnection or disconnection. Also taken necessary steps for legal procedures if any.
- i) To inspect of customer premises/Meter/RMS/installation of different category customers and control excess or unauthorized usage of gas.
- j) To plan, prepare and keep all gas connection information and update it according.
- k) To execute and supervise the administrative and financial control
- l) To exercise power and authorities as per delegation.
- m) To assign/distribute jobs to subordinates in consultation with respective DGM(RDD).
- n) To do such other job assigned by Concerned DGM(RDD) /Higher Authority from time to time.

14.12.2023

Deputy Manager (Technical), All Regional Distribution Offices Under Marketing Division, South:


- a) To remain responsible to the concerned Manager for duties.
- b) To take initiative and necessary action on the related works.
- c) To check the drawing of the proposed route or service line and location of the Riser/RMS/ Installation, estimate & process file & supervise work.
- d) To arrange pressure test of pipelines & Commissioning properly ,
- e) To inspect the Riser/RMS/Meter of existing customers periodically and maintain a register of such inspection and disconnected customer from time to time to prevent unauthorized use of gas and check & report sanction load etc.
- f) To inspect the site physically and report regarding ownership of the land for proposed service line/riser, complaint, if any.
- g) To execute and supervise the administrative and financial control.
- h) To do such other job assigned to him from time to time.

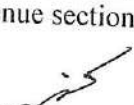
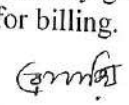
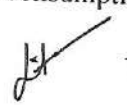
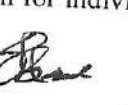
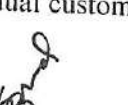
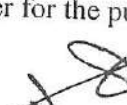
Asstt. Engineer/ATO, Regional Distribution Offices Under Marketing Division, South:

- a) To remain responsible to the Deputy Manager / Head of RDO for his duties.
- b) To take initiative on the affairs of related works & process file.
- c) To check all the documents along with application form submitted by customer and give necessary instructions to survey the concerned site.
- d) To survey and prepare the estimate of proposed service line & RMS, Security money, drawings, list of required materials etc. for customer.
- e) To prepare the demand note for customer showing the head-wise cost.
- f) To supervise the construction works of pipeline after RMS and certify the works.
- g) After deposit the money against demand note and road cutting permission (if any), to place the proposal for approval of drawing.
- h) To inspect the site and pressure test of internal G.I pipeline is done after getting the work completion report from the contractor.
- i) To check the drawing for internal G.I pipeline submitted by the contractor.
- J) To survey the site and prepare estimate, drawing etc. of customers like Govt. colony/ complex/ offices etc. under customer finance.
- k) To examine and recommend for increasing/decreasing the gas load of existing customer on the basis of application received.
- l) To fill up the gas sales contract form.
- m) To assist at the time of gas commissioning of customer and prepare report on it.
- n) To keep and maintain all files, records as custodian.
- o) To assist the office Head in any kind of activities.
- p) To carry out such other jobs as assigned to him from time to time to him from time to time.

Asstt. Engineer/Sub-Asstt. Engineer(Metering) Regional Distribution Offices Under Marketing Division, South:

- a) To collect daily meter reading of DRS of his area and calculate the daily gas consumption through individual DRS with a view to find out daily position of Gas purchase and sales (provisional)
- b) To collect monthly meter reading as well as to check meter sealing condition and record the reading in the prescribed book.
- c) To calculate the monthly gas consumption of individual customer on the basis of collected meter reading, record the same in the register book and compare the gas consumption the previous month.
- d) To prepare the statement containing the meter reading of previous month & current month, pressure factor and monthly gas consumption for individual customer for the purpose of sending it to Revenue section for billing.


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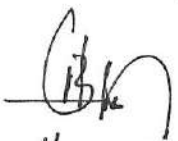
- e) To collect meter reading of some specific doubtful customer frequently/ weekly in addition to monthly reading as per instruction of his controlling officer.
- f) To prepare the report after checking the cases of those customer whose gas consumption varies from the previous month to a remarkable extent.
- g) To keep and maintain files & records.
- h) To perform any other jobs as assigned to him by his controlling officer/Higher Authority


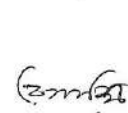



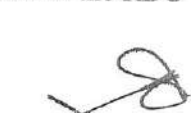
Deputy Manager (Revenue) Regional Distribution Offices Under Marketing Division, South:

- a) To remain responsible to the concerned Manager / Head of the RDO for his duties.
- b) To remain responsible for overall accounts & revenue related activities of the section.
- c) To manage & supervise the monthly gas sales & bill collection(category wise),
- d) To ensure preparation of monthly accounts receivable statement in time,
- e) To ensure preparation of monthly gas bill of commercial, Industrial, colony & domestic metered Customers.
- f) To prepare the list of default Customers time to time for disconnection.
- g) To manage & check up to date record keeping of Security deposit(cash and bank guarantee) of various h)categories of customers,
- h) To manage & check reconciliation of monthly collection statement with Banks and outstanding position of customers under Regional Distribution Department.
- i) To manage and supervise maintaining sub-subsidiary ledger for different customers,
- j) To assign/distribute job to subordinates in consultation with Manager / Head of the RDO
- k) To execute & supervise the administrative & financial control,
- l) To do such other jobs assigned by Manager/Head of the RDO/Higher Authority from time to time

Asstt. Manager (Revenue) Regional Distribution Offices Under Marketing Division, South:

- a) To remain responsible to the concerned Deputy Manager (Revenue) / Head of the RDO for his duties.
- b) To prepare monthly accounts receivable statement and gas sales & bill collection (category wise),
- c) To manage & check maintaining sub-subsidiary ledger for all types of customer,
- d) To check and supervise reconciliation of monthly bill collection statement of bank and outstanding position of customers,
- e) To check & supervise up to date record keeping of security deposits of customers,
- f) To execute & supervise the administrative & financial control,
- g) To perform such other jobs assigned by Dy Manager (Revenue) / Head of the RDO from time to time.


14.12.2023

CONSTRUCTION DIVISION

Responsibilities of Construction Division in General :

- a. To assist the Management in performing all Civil & Pipeline Construction related activities.
- b. To do all strategic planning/analysis including Construction works etc,
- c. To organize the drawing, design, estimate etc. of the respective works.
- d. To organize the Civil & Pipeline Construction related works.
- e. To perform such other activities as per direction of the Company Management.
- f. To do such other jobs as may be assigned by the M.D/Higher Authority from time to time.

General Manager, Construction Division :

- a. Directly responsible to the Managing Director.
- b. To co-ordinate & supervise overall activities of the division
- c. To plan for civil Design, estimate, Construction & maintenance and also pipeline Construction works.
- d. To set targets and monitor achievement against targets.
- e. To organize the tendering of all civil construction/repair/maintenance works as well as pipelines, gas stations construction works etc.
- f. To arrange preparation of Tender Schedule/Documents updates, Terms & Conditions of all kinds of Tender/Quotations, as and when necessary.
- g. To keep the CEO informed on all matters relating to the division.
- h. To execute & supervise the administrative & financial control.
- i. To exercise the power of Divisional head as per delegation.
- j. To do such other jobs as may be assigned by the MD/Higher Authority from time to time.

Deputy General Manager, Civil Construction Department :

- a. To remain responsible to the General Manager (Construction) for duties.
- b. To guide & supervise all activities of the department.
- c. To arrange set the parameters for planning & implementing civil work.
- d. To prepare & control the budget of the civil engineering work
- e. To arrange plan, design, estimate, drawing of civil construction & maintenance works and to arrange all work related to tendering etc.
- f. To arrange preparation of budget of the Department.
- g. To arrange reporting and handover the completed works to respective department/ Division ,
- h. To execute and supervise the administrative and financial control,
- i. To exercise the power of departmental head as per delegation,
- j. To do such other jobs as may be assigned by GM (Construction) /Higher Authority from time to time.

MANAGER, Civil Design & Estimate Section :

- a. To remain responsible to the Deputy General Manager (CCD) for duties.
- b. To remain responsible for overall activities of the section.
- c. To plan, design, estimate of civil construction & maintenance works
- d. To prepare & examine the tender Document, Tender notices, Notification of Award/Agreement
- e. To monitor & check measurement & bills for payment.
- f. To arrange preservation of the drawing, Design & estimate.
- g. To assign/distribute job to subordinates in consultation with Departmental Head.
- h. To execute and supervise the administrative and financial control.

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- i. To exercise the power of sectional head as per delegation.
- j. To do such other jobs assigned by DGM (CCD) /Higher Authority from time to time.

Deputy Manager, Civil Design & Estimate Section :

- a. To remain responsible to the Manager (Civil Design & Estimate) for duties.
- b. To take initiative in the affairs of the section's related work & maintain keep records & files,
- c. To prepare & examine the tender Document, Tender notices, Notification of Award/Agreement
- d. To execute and supervise the administrative and financial control.
- e. To do such other jobs assigned by Manager (Civil Design & Estimate) from time to time.

Assistant Engineer, Civil Design & Estimate Section :

- a. To remain responsible to the Deputy Manager (Civil Design & Estimate) for duties.
- b. To take initiative in the affairs of the section's related work & maintain keep records & files,
- c. To prepare the design, drawing & estimates of the related work
- d. To prepare & examine the tender Document, Tender notices, Notification of Award/Agreement
- e. To execute and supervise the administrative and financial control.
- f. To do such other jobs assigned by Deputy Manager (Civil Design & Estimate) from time to time.

Manager, Civil Construction & Maintenance Section :

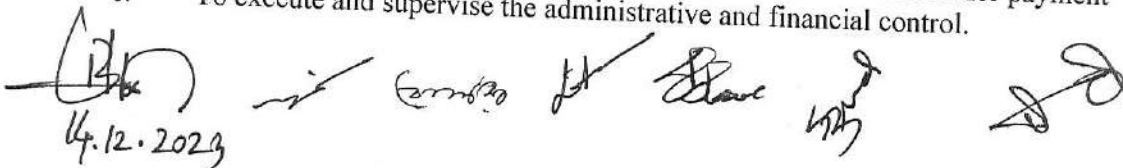
- a. To remain responsible to the Deputy General Manager (CCD) for duties
- b. To remain responsible for overall activities of the section.
- c. To supervise & control affairs of sectional work.
- d. To supervise & execute the civil construction & maintenance works.
- e. To maintain & keep the execution of works, measurement, bill checking & forward for payment
- f. To preserve the documents, files, papers etc properly.
- g. To assign/distribute job to subordinates in consultation with Departmental Head.
- h. To execute & supervise administrative and financial control.
- i. To exercise the power of sectional head as delegated to him.
- j. To do such other jobs assigned by Deputy General Manager (CCD) /Higher Authority from time to time.

Deputy Manager, Civil Construction & Maintenance Section :

- a. To remain responsible to the Manager (Civil Construction & Maintenance) for duties ;
- b. To take initiative the affairs of the sub-sections related work;
- c. To supervise & execute the civil Construction & maintenance works
- d. To maintain & keep the records, file and check measurement bill for payment
- e. To execute and supervise the administrative and financial control.
- f. To preserve the documents, files, papers drawing etc. properly.
- g. To do such other jobs as assigned by Manager (Civil Construction & Maintenance) from time to time

Assistant Engineer, Civil Construction & Maintenance Section:

- a. To remain responsible to the Deputy Manager (Civil Construction & Maintenance) for duties.
- b. To take initiative the affairs of the sub-sections related work.
- c. To supervise & execute the civil Construction & maintenance works.
- d. To maintain & keep the records, file and check measurement bill for payment
- e. To execute and supervise the administrative and financial control.



- f. To preserve the documents, files, papers drawing etc. properly.
- g. To do such other jobs as assigned by Deputy Manager (Civil Construction & Maintenance) from time to time.

Deputy General Manager, Pipeline Construction Department :

- a. To remain responsible to the General Manager (Construction) for duties.
- b. To guide & supervise all activities of the department.
- c. To arrange for implementing pipeline Construction works.
- d. To prepare & control the budget of the pipeline engineering work,
- e. To arrange plan, design, estimate, drawing of Pipeline construction works and to arrange all work related to tendering etc.
- f. To arrange preparation of budget of the Department.
- g. To arrange reporting and handing over the completed works to respective department/ Division.
- h. To execute and supervise the administrative and financial control,
- i. To exercise the power of departmental head as per delegation,
- j. To do such other jobs as may be assigned by GM (Construction) /Higher Authority from time to time.

Manager, Pipeline Construction Section:

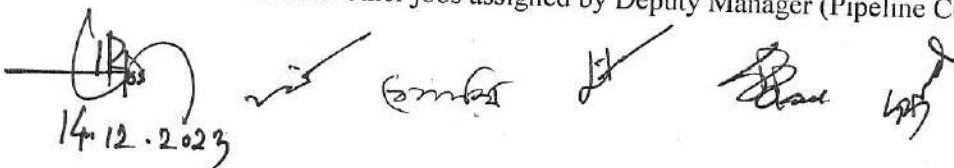
- a. To remain responsible to the Deputy General Manager (Pipeline Construction) for duties.
- b. To remain responsible for overall activities of the section.
- c. To plan, design, estimate & arrange execution of Pipeline construction works
- d. To prepare & examine the tender Document, Tender notices, Notification of Award/Agreement
- e. To monitor & check measurement & bills for payment.
- f. To arrange preservation of the drawing, Design & estimate.
- g. To assign/distribute job to subordinates in consultation with Departmental Head.
- h. To execute and supervise the administrative and financial control.
- i. To exercise the power of sectional head as per delegation.
- j. To do such other jobs assigned by Deputy General Manager (Pipeline Construction) /Higher Authority from time to time.

Deputy Manager, Pipeline Construction Section:

- a. To remain responsible to the Manager (Pipeline Construction) for duties.
- b. To take initiative in the affairs of the section's related work & maintain keep records & files,
- c. To prepare & examine the tender Document, Tender notices, Notification of Award/Agreement
- d. To execute and supervise the administrative and financial control.
- e. To do such other jobs assigned by Concerned Manager (Pipeline Construction) from time to time.

Assistant Engineer, Pipeline Construction Section:

- a. To remain responsible to the Deputy Manager (Pipeline Construction) for duties.
- b. To take initiative in the affairs of the section's related work & maintain keep records & files,
- c. To prepare the design, drawing & estimates of the related work
- d. To prepare & examine the tender Document, Tender notices, Notification of Award/Agreement
- e. To execute and supervise the administrative and financial control.
- f. To do such other jobs assigned by Deputy Manager (Pipeline Construction) from time to time.



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Manager, Transport Maintenance :

- a. To remain responsible to the Deputy General Manager (Pipeline Construction) for duties.
- b. To remain responsible for overall activities of the section.
- c. To deal with affairs of maintenance/repairing work of transport/motor cycles etc.
- d. To arrange regular calibration , assess requirement & issue POL,
- e. To assign/distribute job to subordinates in consultation with Department Head.
- f. To execute & supervise the administrative & financial control.
- g. To exercise the power of a sectional head as delegated to him.
- h. To perform such other duties as and when assigned by Deputy General Manager (Pipeline Construction)/Higher Authority from time to time.

Deputy Manager, Transport Maintenance:

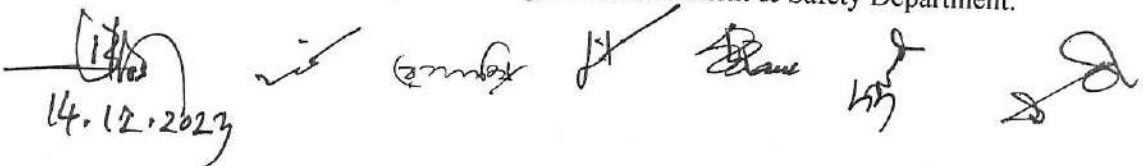
- a. To remain responsible to the Manager (Transport Maintenance) for duties.
- b. To arrange transport & process files.
- c. To deal with affairs of maintenance/repairing work of transport/ motor cycles etc and maintain all such records/registrar & process files,
- d. To arrange registration, insurance, fitness certificate etc of vehicles and updates
- e. To arrange regular calibration, assess requirement & issue POL.
- f. To keep all files/records and process files,
- g) To execute & supervise the administrative & financial control,
- h) To perform such other duties as and when assigned by Manager (Transport Maintenance) from time to time.

Assistant Manager, Transport Maintenance :

- a) To remain responsible to the Deputy Manager (Transport Maintenance)) for duties.
- b) To arrange transport & process files.
- c) To deal with affairs of maintenance/repairing work of transport/MC etc and maintain all such records/registrar & process files,
- d) To arrange registration, insurance, fitness certificate etc of vehicles and updates
- e) To arrange regular calibration, assess requirement & issue POL.
- f) To keep all files/records and process files,
- g) To execute & supervise the administrative & financial control,
- h) To perform such other duties as and when assigned by Deputy Manager (Transport Maintenance) from time to time.

Deputy General Manager, Environment & Safety :

- a) To remain responsible to the General Manager (Construction) for his duties.
- b) To guide & supervise all activities of the department.
- c) To arrange for setting the standard parameter in connection with safety and environment protection of gas stations and pipelines, CP System etc in reference to Environment & safety policy.
- d) To supervise & assist implementation of safety rules and regulations during construction and maintenance works of RMS/CMS/DRS/Pipelines/CP system etc and to establish & monitor safety key performance indicators (KPI's).
- e) To make annual plan & budget of Environment & Safety Department.

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- f) To arrange the identification of the Hazards, prioritized & manage according to risk and to ensure the personal protective equipment.
- g) To maintain the Accident/ Incident Reports and safety statistics on ESMS database and to develop the emergency Response procedure.
- h) To execute and supervise the administrative & financial control.
- i) To exercise the power of departmental head as per delegation
- j) To do such other job assigned by General Manager (Construction)/Higher Authority from time to time.

Manager, Environment & Safety :

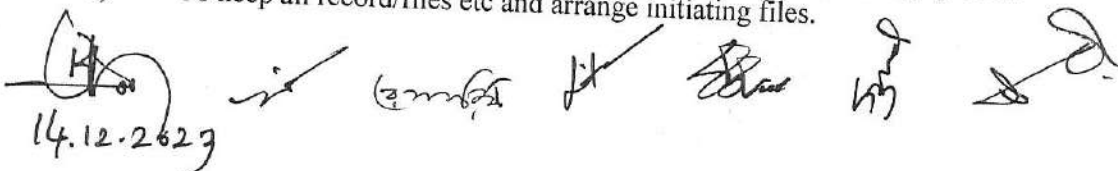
- a) To remain responsible to the DGM (Environment & Safety) for duties.
- b) To remain responsible for overall activities of the section.
- c) To set objectives and target and preparation of environment action plan.
- d) To supervise & assist implementation of safety rules and regulations during construction and maintenance works of RMS/CMS/DRS/Pipelines /CP system etc.
- e) To inspect & monitor the installations/systems to ensure safety and environmental conditions being followed at the RMS/CMS/DRS/Pipelines /CP systems.
- f) To prepare annual plan & budget of ES reports etc process all related files.
- g) To incorporate ES protection measure in Design and Construction of Gas Installations.
- h) To initiate programs to encourage employee/ contractors & participation in ES Improvement and to ensure use of personal protective equipments.
- i) To define and ES responsibilities for Relevant employees.
- j) To do regular testing and maintenance of Safety and environmental control equipment/ system.
- k) To identify, assess & manage occupational health risk & to identify high risk job types and communicate hazards.
- l) To distribute job of the section among the subordinates in consultation with D/Head.
- m) To execute & supervise the administrative & financial control
- n) To do such other job assigned by Deputy General Manager (Environment & Safety) /Higher Authority from time to time

Deputy Manager, Environment & Safety :

- a) To remain responsible to Manager (Environment & Safety) for duties.
- b) To remain responsible for overall activities of the sub-section.
- c) To carryout periodical checking of RMS/CMS/DRS, Rail/Road/River crossings,CP Systems and other installations and prepare the report on the basis of observation and arrange follow up actions.
- d) To co-ordinate consumers in getting permission from Department of environment.
- e) To do regular testing and maintenance of safety and control equipment.
- f) To keep all record/files etc and arrange initiating files.
- g) To execute and supervise the administrative & financial control.
- h) To do such other job assigned by Manager (Environment & Safety) from time to time.

Assistant Manager, Environment & Safety :

- a) To remain responsible to DM (Environment & Safety) for duties.
- b) To remain responsible for overall activities of the sub-section.
- c) To carryout periodical checking of RMS/CMS/DRS, Rail/ Road/River crossings, CP Systems and other installations and prepare the report on the basis of observation and arrange follow up actions.
- d) To co-ordinate consumers in getting permission from Department of environment.
- e) To do regular testing and maintenance of safety and control equipment.
- f) To keep all record/files etc and arrange initiating files.



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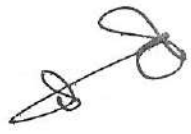
- g) To execute and supervise the administrative & financial control.
- h) To do such other job assigned by DM (Environment & Safety) from time to time.
- i) To keep all record/files etc and arrange initiating files.
- j) To execute and supervise the administrative & financial control.
- k) To do such other job assigned by DGM (Environment & Safety) from time to time



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OPERATION DIVISION

Responsibilities of operation Division in General :


- a) To assist the Management in performing all Operational activities.
- b) To implement the gas network/pipelining program etc.
- c) To maintaining the gas network including DRS/CMS/TBS/RMS/Valve station etc for smooth supply of gas,
- d) To organize the emergency repairing/ maintenance for ensuring gas supply and
- e) To perform such other activities as per direction of the Company Management,

General Manager (Operation) :

- a) To remain responsible to the Managing Director for duties.
- b) To coordinate & supervise the activities of the division
- c) To assist the management in formulation of policies, rules and regulations of operational activities observing Government policies, orders etc. and its execution.
- d) To execute & co-ordinate construction work of gas pipelines, Gas Stations and its maintenance and to ensure uninterrupted supply of gas to end-users.
- e) To coordinate plan, design, estimate, drawing of all transmission of pipeline operation and maintenance of bulk customer metering station.
- f) To supervise procured materials for the smooth operation and maintenance of the pipeline network and CP system
- g) To supervise the operation and maintenance of the cathodic protection system of the pipeline networks including gas stations.
- h) To supervise the quality testing activities of gas pipeline fixing-fitting materials such as regulator, lock wing cock, service tee etc.
- i) To set corrosion mechanism for pipeline and CP system.
- j) To guide, monitor and ensure overall telecommunication system of the Company.
- k) To plan & execute safety system.
- l) To coordinate all types of quality testing activities of the company.
- m) To guide and coordinate the electrical and mechanical maintenance works of company's head office complex, Raynagor staff quarter and khadimnagor rest house.
- n) To monitor technical equipments for smooth operation of hotline.
- o) To supervise the maintenance of RMS, CMS etc. to ensure a safe & smooth gas supply.
- p) To supervise the routine check and maintenance of Lift, Generator, A/C & maintenance of other electrical/mechanical installation including water supply.
- q) To set policy for proper storing of materials and remain responsible for storing & issue of materials and remain responsible for inventory control.
- r) To supervise preparation of Budget of the Division.
- s) To prepare and examine the tender schedule, notices, work order and letter of intent
- t) To execute and supervise the administrative & financial control.
- u) To exercise the power of Divisional head as per delegation.
- v) To do such other job assigned by MD/Higher Authority from time to time.

Deputy General Manager (Pipeline Operation Department) :

- a) To remain responsible to the GM (Operation) for duties.
- b) To guide & supervise all activities of the department.
- c) To arrange and supervise the operational & maintenance works of transmission and distribution gas pipelines.
- d) To guide about plan, design, estimate, drawing of all transmission of pipeline operation and maintenance of bulk customer metering station.
- d) To monitor the preparation of the list of materials to be procured for the smooth operation and maintenance of the pipe line network and CP system.


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- f) To arrange and supervise the operation and maintenance of the cathodic protection system of the pipeline networks including gas stations.
- g) To guide and supervise the works of installation upgrading and maintenance of radio sets, PABX and other necessary equipment for telecommunication system of the Company.
- h) To prepare budget of the Department.
- i) To execute and supervise the administrative & financial control.
- j) To exercise the power of a departmental head as per delegation.
- k) To do such other job assigned by GM (Operation)/higher authority from time to time.

Manager (Pipeline Operation & Maintenance Sec.) :

- a) To remain responsible to the DGM (Pipeline Operation) for duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange and supervise the maintenance works of Transmission & Distribution pipeline maintaining the Specified standard.
- d) To arrange plan, design, estimate, drawing of all transmission of pipeline operation.
- e) To ensure the proper inspection, maintenance, safety and emergency repair of the pipelines as and when required.
- f) To prepare list of materials to be procured for the maintenance & operational activities.
- g) To distribute job of the section among the subordinates in consultation with D/Head.
- h) To execute and supervise the administrative & financial control.
- i) To exercise the power of a sectional head as per delegation.
- j) To do such other job assigned by DGM (Pipeline Operation) /Higher Authority from time to time.

Deputy Manager (Pipeline Operation & Maintenance Sec.) :

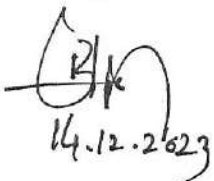
- a) To remain responsible to the Manager (Pipeline Operation & Maintenance) for duties.
- b) To arrange and guide the maintenance works of Transmission & Distribution pipeline.
- c) To ensure the proper inspection, maintenance, safety and emergency repair of the Pipelines as and when required.
- d) To prepare list of materials to be procured for the maintenance & operational activities.
- e) To distribute job of the section among the subordinates in consultation with section head/manager.
- f) To execute and supervise the administrative & financial control.
- g) To do such other job assigned by Manager (Pipeline Operation) from time to time.

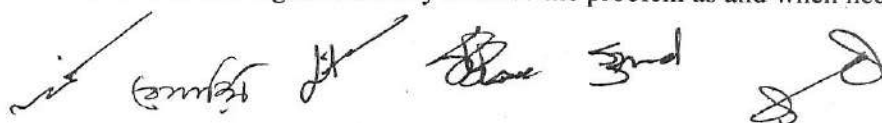
Assistant Engineer (Pipeline Operation & Maintenance Sec.) :

- a) To remain responsible to the Deputy Manager (Pipeline Operation & Maintenance) for duties.
- b) To arrange and guide the maintenance works of Transmission & Distribution pipeline.
- c) To ensure the proper inspection, maintenance, safety and emergency repair of the pipelines as and when required.
- d) To prepare list of materials to be procured for the maintenance & operational activities.
- e) To engage field level pipeline operation work in the company
- g) To do such other job assigned by Manager (Pipeline Operation) from time to time.

Manager (Emergency & Hot Line Section) :

- a) To remain responsible to the DGM (Pipeline Operation) for duties.
- b) To arrange attending the emergency call for the Low pressure pipeline repairing maintenance & supervise the solution of the problem.
- c) To inform and co-ordinate higher authority to solve the problem as and when necessary.


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- d) To prepare the list of materials, tools & spare parts for emergency works and maintain its record/register properly.
- e) To check the emergency complain register and monitor regularly.
- f) To monitor duty roaster of hotline executives.
- g) To support technical equipments for smooth operation of hotline.
- h) To repair & maintain equipments of hotline.
- i) To execute and supervise the administrative & financial control.
- j) To do such other function assigned by DGM (Pipeline Operation) from time to time.

Deputy Manager (Emergency & Hot Line Section) :

- a) To remain responsible to the Manager (Emergency & Hot Line Section) for duties.
- b) To attend the emergency call for the Low pressure pipeline repairing maintenance & supervise the solution of the problem.
- c) To inform and co-ordinate higher authority to solve the problem as and when necessary.
- d) To prepare the list of materials, tools & spare parts for emergency works and maintain its record / register properly.
- e) To check the emergency complain register and monitor regularly.
- f) To monitor duty roaster of hotline executives.
- g) To support technical equipments for smooth operation of hotline.
- h) To repair & maintain equipments of hotline.
- i) To take proper action against emergency calls from customers.
- j) To do such other function assigned by Manager (Emergency & Hot Line Section) from time to time.

Assistant Engineer (Emergency & Hot Line Section) :

- a) To remain responsible to the Deputy Manager (Emergency & Hot Line Section) for duties.
- b) To arrange attending the emergency call for the Low pressure pipeline repairing maintenance & supervise the solution of the problem.
- c) To inform and co-ordinate higher authority to solve the problem as and when necessary.
- d) To prepare the list of materials, tools & spare parts for emergency works and maintain its record / register properly.
- e) To check the emergency complain register and monitor regularly.
- f) To monitor duty roaster of hotline executives.
- g) To support technical equipments for smooth operation of hotline.
- h) To repair & maintain equipments of hotline.
- i) To do such other function assigned by Deputy Manager (Emergency & Hot Line Section) from time to time.

Manager (Cathodic Protection) :

- a) To remain responsible to the DGM (Pipeline Operation) for duties.
- b) To remain responsible for overall activities of the section.
- c) To guide and supervise the design of the cathodic protection system, implementation /maintenance & ensure its operation etc.
- d) To implement the effective corrosion measures for CP stations
- e) To ensure data collection, compile information and monitor cathodic protection.
- f) To ensure the preparation of the list of materials, tools & spare parts for CP works and maintain its record.
- g) To distribute job of the section among the subordinates in consultation with D/Head.
- h) To execute and supervise the administrative & financial control.
- i) To exercise the power of a sectional head as per delegation.
- j) To do such other functions assigned by DGM (Pipeline Operation) from time to time.

Deputy Manager (Cathodic Protection) :

- a) To remain responsible to the Manager (CP) for duties.
- b) To supervise the design & implementation of the CP system.
- c) To collect data and compile information on cathodic protection regularly & report.
- d) To supervise the maintenance works and to prepare the material list for CP system.
- e) To process files for procurement of CP materials when required
- i) To do such other job assigned by Manager (CP) from time to time.

Assistant Engineer (Cathodic Protection) :

- a) To remain responsible to the Deputy Manager (CP) for duties.
- b) To supervise the design & implementation of the CP system.
- c) To collect data and compile information on cathodic protection regularly & report.
- d) To supervise the maintenance works and to prepare the material list for CP system.
- e) To do such other job assigned by deputy Manager (CP) from time to time.

Deputy General Manager (Technical Services Dept.) :

- a) To remain responsible to the General Manager (Operation) for duties.
- b) To guide & supervise all activities of the department.
- c) To execute & supervise the maintenance works of RMS, CMS etc.
- c) To maintain the operational activities of Power plant/ Bulk Consumer for uninterrupted gas supply.
- d) To supervise the quality testing activities of gas pipeline fixing -fitting materials such as regulator, lock wing cock, service tee etc.
- e) To supervise work shop related activities such as repairing/maintenance of meter, Regulator, Strainer, valves etc and calibration of the equipment.
- d) To supervise the maintenance of RMS, CMS etc. to ensure a safe & smooth gas supply.
- e) To arrange preparation of list of materials required for Regulating & Metering Stations.
- f) To arrange and monitor the repair/maintenance/testing of gas equipments.
- g) To check and make sure that the fire fighting system of Gas Bhaban is in working condition and arrange its operation during necessity.
- h) To ensure uninterrupted water supply and electric supply in Gas Bhaban.
- i) To arrange & supervise the quality control of the material procured.
- j) To arrange and supervise maintenance of electrical/mechanical installations.
- k) To exercise the administrative & financial control.
- l) To exercise the power of departmental head as per delegation.
- m) To do such other function assigned by GM(Operation) /Higher Authority from time to time.

Manager (Quality Control Sec.) :

- a) To remain responsible to the DGM (TSD) for duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange the Quality Test of materials as and when required.
- d) To process all files & keep records of tools & equipment etc.
- e) To maintain work shop for repairing/maintenance of meter, Regulator, Strainer, valves etc and to calibrate the equipment as per requirement.
- g) To control the total system of gas purchase & sales and maintain a better standard in controlling.
- h) To improve the gas volume measurement system keeping conformity with the measurement system of the production company.
- i) To maintain a routine check-up of Bulk Consumers gas metering system, recording & calibration etc.


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- j) To arrange & supervise repairing/maintenance, testing of gas meter, regulator, strainer, valves and other equipment as per requirement.
- k) To distribute job of the section among the subordinates in consultation with D/Head.
- l) To arrange and monitor the Non-destructive Testing of the high pressure transmission pipe line and Gas regulating/metering stations.
- m) To execute and supervise the administrative & financial control.
- n) To do such other function assigned by DGM (TSD) /Higher Authority from time to time.

Deputy Manager (Quality Control Sec.) :

- a) To remain responsible to the Manager (Quality Control) for duties.
- b) To perform the Quality test of materials/equipments/tools etc. maintaining the specific standard.
- c) To maintain work shop for repairing/maintenance of meter, Regulator, Strainer, valves etc and to calibrate the equipment as per requirement.
- d) To arrange & supervise repairing/maintenance, testing of gas meter, regulator, strainer, valves and other equipment as per requirement.
- e) To arrange & supervise the non-destructive test for the construction/maintenance of the high pressure pipelines and Gas station and maintain records.
- f) To process all files & keep records, drawings etc.
- g) To execute & supervise the administrative & financial control.
- h) To do such other job assigned from time to time.

Assistant Engineer (Quality Control Sec.) :

- a) To remain responsible to the Deputy Manager (Quality Control) for duties.
- b) To perform the Quality test of materials/equipments/tools etc. maintaining the specific standard.
- c) To arrange & supervise the non-destructive test for the construction/maintenance of the high pressure pipelines and Gas station and maintain records.
- d) To process all files & keep records, drawings etc.
- e) To maintain work shop for repairing/maintenance of meter, Regulator, Strainer, valves etc and to calibrate the equipment as per requirement.
- f) To arrange & supervise repairing/maintenance, testing of gas meter, regulator, strainer, valves and other equipment as per requirement.
- g) To do such other job assigned from time to time.

Assistant Engineer (Workshop Sub Sec.) :

- a) To remain responsible to the Manager (Quality Control) for duties.
- b) To look after and maintain the work shop facilities and to process & keep files/records.
- c) To arrange & supervise repairing/maintenance of gas meter, regulator, strainer, valves and other equipment as per requirement.
- d) To arrange the routine check up and maintenance different machineries (Welding-Generator, Compressor etc.) for its smooth operation.
- e) To do such other job assigned to him from time to time from the authority.

Manager (Bulk Consumer & Load Management Sec.) :

- a) To remain responsible to the Deputy General Manager (Technical Services) for duties.
- b) To guide & supervise all activities of the section.
- c) To arrange plan design estimate drawing of all transmission pipeline operation and maintenance of bulk customer metering station.
- d) To prepare and examine the tender schedule, notices, work order and letter of intent.
- e) To monitor & supervise the works into arrange proper supervision check measurement & bills for payment.



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- f) To arrange preservation/ of the drawing, documents of executed/completed work.
- g) To assign/distribute job to subordinates in consultation with Departmental Head.
- h) To execute and supervise the administrative & financial control.
- i) To exercise the power of sectional head as per delegation.
- j) To do such other jobs as may be assigned by DGM (Technical Services) /Higher Authority from time to time.

Deputy Manager (Bulk Consumer & Load Management Sec.)

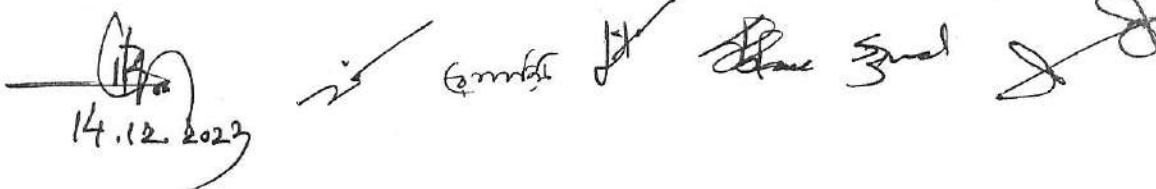
- a) To remain responsible to the Manager (Bulk Consumer & Load Management) for duties.
- b) To guide & supervise all activities of the section.
- c) To arrange plan design estimate drawing of all transmission pipeline operation and maintenance of bulk customer metering station.
- d) To prepare and examine the tender schedule, notices, work order and letter of intent.
- e) To monitor & supervise the works into arrange proper supervision check measurement & bills for payment.
- f) To arrange preservation/ of the drawing, documents of executed/completed work.
- g) To assign/distribute job to subordinates in consultation with Departmental Head.
- h) To do such other jobs as may be assigned by Manager (Bulk Consumer) from time to time.

Assistant Engineer (Bulk Consumer & Load Management Sec.)

- a) To remain responsible to the Deputy Manager (Bulk Consumer & Load Management) for duties.
- b) To guide & supervise all activities of the section.
- c) To arrange plan design estimate drawing of all transmission pipeline operation and maintenance of bulk customer metering station.
- d) To prepare and examine the tender schedule, notices, work order and letter of intent.
- e) To monitor & supervise the works into arrange proper supervision check measurement & bills for payment.
- f) To arrange preservation/ of the drawing, documents of executed/completed work.
- g) To do such other jobs as may be assigned by Deputy Manager (Bulk Consumer) from time to time.

Manager (Stations Maintenance Sec.) :

- a) To remain responsible to the DGM (TSD) for duties.
- b) To remain responsible for overall activities of the section.
- c) To arrange execution & the supervision of construction works of R & M station as per design, drawing & standard.
- d) To execute & supervise the supervision of the maintenance works of the R & M Station regularly.
- e) To arrange proper Inspection, Maintenance, Safety & emergency repair of the R & M Stations as per requirement.
- f) To monitor round the clock load dispatch system with a view to ensure the smooth and uninterrupted supply of gas.
- g) To arrange routine maintenance work and to maintain the M & R Station for safe & Steady Gas supply.
- h) To assess the list of materials to be procured for the smooth running of the load despatch system and to process files & maintain records.
- i) To distribute job of the section among the subordinate offices in consultation with D/Head.
- j) To execute & supervise the administrative & financial control.
- k) To exercise the power of the Sectional Head as per delegation.
- l) To do such other job assigned by DG.M (TSD) /Higher Authority from time to time.


 14.12.2023

Deputy Manager (Stations Maintenance Sec.) :

- a) To remain responsible to the Manager (Stations Maintenance) for duties.
- b) To supervise Inspect the construction & Installation work of Regulating & Metering Station.
- c) To monitor closely the large Stations to ensure the uninterrupted gas supply to the system.
- d) To maintain the M & R Station for safe & steady gas supply.
- e) To prepare the list of tools & equipment to be procured for the maintenance of M & R Stations.
- f) To supervise the activities of the subordinates placed under him.
- g) To do such other functions assigned by Manager (Station Maintenance) from time to time.

Asstt. Engineer (Stations Maintenance Sec.) :

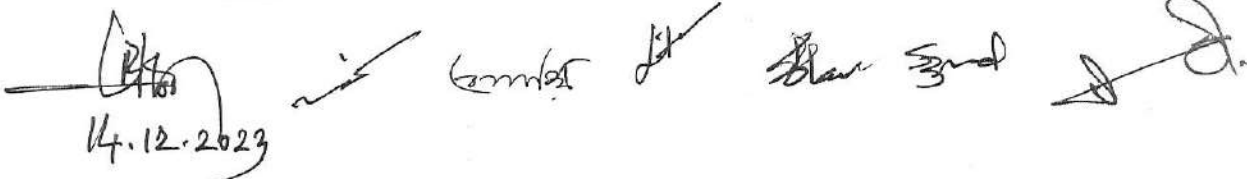
- a) To remain responsible to the Deputy Manager (Stations Maintenance) for duties.
- b) To supervise Inspect the construction & Installation work of Regulating & Metering Station.
- c) To monitor closely the large Stations to ensure the uninterrupted gas supply to the system.
- d) To maintain the M & R Station for safe & steady gas supply.
- e) To prepare the list of tools & equipment to be procured for the maintenance of M & R Stations.
- f) To supervise the activities of the subordinates placed under him.
- g) To do such other functions assigned by Deputy Manager (Station Maintenance) from time to time.

Manager (Electrical & Mechanical Maintenance) :

- a) To remain responsible to the DGM (TSD) for duties.
- b) To arrange the routine check and maintenance of Lift, Generator, A/C & maintenance of other electrical/mechanical installation including water supply.
- c) To supervise the electrical & mechanical maintenance work of Head Office complex/Housing Complex/RDO (Sylhet-south, Sylhet-west), RDD Sylhet Metro, Sylhet office Complex, rest house.
- d) To install telecom system and similar equipments at different offices as per policy.
- e) To arrange the maintenance of telecom equipment/sets etc regularly and ensure its smooth operation.
- f) To assign/distribute job to subordinates in consultation with Sectional Head.
- g) To execute & supervise the administrative & financial control.
- h) To do such other job assigned by DGM (TSD)/ Higher Authority from time to time.

Deputy Manager (Electrical & Mechanical Maintenance) :

- a) To remain responsible to the Manager (Electrical & Mechanical Maintenance) for duties.
- b) To arrange the routine check and maintenance of Lift, Generator, A/C & maintenance of other electrical/mechanical installation including water supply.
- c) To supervise the electrical & mechanical maintenance work of Head Office complex/Housing Complex/RDO (Sylhet-south, Sylhet-west), RDD Sylhet Metro, Sylhet office Complex, rest house.
- d) To install telecom system and similar equipments at different offices as per policy.
- e) To arrange the maintenance of telecom equipment/sets etc regularly and ensure its smooth operation.
- f) To execute & supervise the administrative & financial control.
- g) To do such other job assigned by Manager (Electrical & Mechanical Maintenance) from time to time.

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Asstt. Engineer (Electrical & Mechanical Maintenance) :

- a) To remain responsible to the Deputy Manager (Electrical & Mechanical Maintenance) for duties.
- b) To arrange the routine check and maintenance of Lift, Generator, A/C & maintenance of other electrical/mechanical installation including water supply.
- c) To supervise the electrical & mechanical maintenance work of Head Office complex/Housing Complex /RDO (Sylhet-south, Sylhet-west), RDD Sylhet Metro, Sylhet office Complex, rest house.
- d) To install telecom system and similar equipments at different offices as per policy.
- e) To arrange the maintenance of telecom equipment/sets etc regularly and ensure its smooth operation.
- f) To do such other job assigned by Deputy Manager (Electrical & Mechanical Maintenance) from time to time.

Deputy General Manager (Store) :

- a) To remain responsible to the GM (Operation) for his duties.
- b) To guide & supervise all activities of the department.
- c) To set policy for proper storing of store materials and oversee the receiving, issuing and inventory control
- d) To coordinate the records keeping works of store materials and Inventory control
- e) To take steps for scrap materials auction as and when necessary
- f) To coordinate all types of safety stock maintaining works and preparing indent accordingly
- g) To take proper steps for providing stock information to planning division
- h) To oversee the smooth running the Inventory Management software.
To coordinate all sorts of tasks relating to MRR,MTV,MTO and SRM
- i) To assign/distribute job to the subordinates.
- j) To execute & supervise the administrative & financial control.
- k) To exercise the power of a sectional head as per delegation.
- l) To do such other functions assigned from time to time by the GM(Operation)/Higher Authority.

Manager (Store, General) :

- a) To remain responsible to the DGM (Store) for duties.
- b) To remain responsible for overall activities of the section.
- c) To set policy for proper storing of general materials and remain responsible for storing & issue of materials.
- d) To arrange receive and issue general materials observing all other formalities.
- e) To keep and maintain the stock & records.
- f) To arrange and supervise the proper storing of general materials & remain responsible for inventory control.
- g) To assign/distribute job to the subordinates in consultation with Departmental Head.
- h) To execute & supervise the administrative & financial control.
- i) To exercise the power of a sectional head as per delegation.
- j) To do such other jobs as may be assigned by DGM (Store) Higher Authority.

Deputy Manager (Store, General) :

- a) To remain responsible to the Manager (Store, General) for duties.
- b) To receive and issue general materials observing all other formalities.
- c) To perform MRR and keep stock records.
- d) To arrange the proper storing of general materials & remain responsible for inventory control.
- e) To maintain proper receipt of general materials to maintain bin cards etc.
- f) To issue general materials as per MIV maintaining rules.

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- g) To execute & supervise the administrative & financial control.
- h) To do such other jobs as may be assigned by Manager (Store, General) /Higher Authority.

Assistant Manager (Store, General) :

- a) To remain responsible to the Deputy Manager (Store, General) for duties.
- b) To receive and issue general materials observing all other formalities.
- c) To perform MRR and keep stock records.
- d) To arrange the proper storing of general materials & remain responsible for inventory control.
- e) To maintain proper receipt of general materials to maintain bin cards etc.
- f) To issue general materials as per MIV maintaining rules.
- g) To do such other jobs as may be assigned by Manager (Store, General) /Higher Authority.

Manager (Store, Pipeline Materials) :

- a) To remain responsible to the DGM (Store) for duties.
- b) To receive and issue materials observing all other formalities.
- c) To perform MRR and keep stock records.
- d) To arrange the proper storing of materials & remain responsible for inventory control.
- e) To maintain proper receipt of materials to maintain bin cards etc.
- f) To issue and preserve materials as per MIV, MTO and MTV maintaining rules.
- g) To execute & supervise the administrative & financial control.
- h) To do such other jobs as may be assigned by Deputy General Manager (Store) /Higher Authority.

Deputy Manager (Store, Pipeline Materials) :

- a) To remain responsible to the Manager (Store, Pipeline Materials) for duties.
- b) To receive and issue materials observing all other formalities.
- c) To perform MRR and keep stock records.
- d) To arrange the proper storing of materials & remain responsible for inventory control.
- e) To maintain proper receipt of materials to maintain bin cards etc.
- f) To issue and preserve materials as per MIV, MTO and MTV maintaining appropriate documents.
- g) To execute & supervise the administrative & financial control.
- h) To do such other jobs as may be assigned by Manager (Store, Pipeline) /Higher Authority.

Assistant Manager (Store, Pipeline Materials) :

- a) To remain responsible to the Deputy Manager (Store, Pipeline Materials) for duties.
- b) To receive and issue materials observing all other formalities.
- c) To perform MRR and keep stock records.
- d) To arrange the proper storing of materials & remain responsible for inventory control.
- e) To maintain proper receipt of materials to maintain bin cards etc.
- f) To issue and preserve materials as per MIV, MTO and MTV maintaining appropriate documents.
- g) To do such other jobs as may be assigned by Deputy Manager (Store, Pipeline) /Higher Authority.


 A series of handwritten signatures and a date. From left to right: a signature with the date '14.12.2023' written below it; a signature that appears to be 'if'; a signature that appears to be 'Gurpreet'; a signature that appears to be 'J. Singh'; a signature that appears to be 'B. Singh'; a signature that appears to be 'S. Singh'; and a final signature that appears to be 'S. Singh'.