



Government of the People's Republic of Bangladesh
Ministry of Shipping
Bangladesh Marine Academy, Barishal



Commandant Temporary Memorandum No: 37/2025

Date: 24 July 2025

ALLOCATION OF DUTIES - OFFICERS

i. Henceforth, following officers will perform under mentioned duties as shown against their names:

SI	Name & Rank	Appointment	Additional Duties	Auto Reliever
1.	Captain S M Atiqur Rahman, (G), NUP, psc, BN	Commandant	a. Deputy Commandant b. CE c. DDO	-
2.	Captain Mohammed Refai Choudhury	CNS	a. Legal Officer b. Cadets Employment Liasson Officer c. Academic Seminar Organizer d. Ancillary Course Coordinator e. Prepare Nautical department Class routine. f. Coordinate with DoS and BMU regarding Nautical department Ancillary and 7/8 Semester g. Coordination and observation of Nautical department class and Exam. h. Arrange Nautical Instructor i. Prepare and Upgradation Lesson Plan (Nautical Dept. & Ancillary) course j. Feedback observation (Nautical Dept.)	Lieutenant Commander Imteaz Alam, (C), BCGM, BN (P No 2629)
3.	Lieutenant Commander Md Anisur Rahman Siddiqui, (G), BN (P No 2307)	Adjutant	a. CEO b. APA focal point c. Innovation Team leader d. Focal point-Right to Information (RTI)	Lieutenant Commander Imteaz Alam, (C), BCGM, BN (P No 2629)

			<ul style="list-style-type: none"> e. Liaison with the BMU and BU f. Arrange Instructor for academic subjects g. Coordinate visiting lecturers' salary h. Conduct exam, Prepare result and associated job 	Lieutenant Commander Kazi Sadiquzzaman Pias,(E),BN(P No 2956)
4.	Lieutenant Commander Imteaz Alam, (C), BCGM, BN (P No 2629)	Nautical Instructor	<ul style="list-style-type: none"> a. Assist CNS b. Routine work observation c. Accounts Officer d. Mess President Cadets Mess e. Execute of all Nautical department activities Focal Point-Grievance Redress System (GRS) f. Mess Secretary (Officer's Mess) 	Lieutenant Commander Kazi Sadiquzzaman Pias, (E), BN (P No 2956)
5.	Lieutenant Commander Kazi Sadiquzzaman Pias, (E), BN (P No 2956)	Engineering Instructor	<ul style="list-style-type: none"> a. Assist CE b. Co-ordinator with DoS and BMU regarding Eng. Dept. c. Prepare Engineering department Class routines d. Routine work observation (Eng. Dept.) e. Arrange Engineering Instructor f. Observation and Execute of all Engineering department activities g. Electrical and Engineering Officer of the academy h. Maintenance Officer. i. Arrange Training visit for Eng. Cadets for practical. j. PRO k. ICT Officer l. Focal Point-Integrity m. In-charge Swimming pool, Demo Hall, Generators, Electrical lab n. Upgradation of Website, Facebook page and YouTube Channel 	Lieutenant Commander Imteaz Alam, (C), BCGM, BN (P No 2629)

6.	Md. Mizanur Rahman, CPO (QRP-1)	Seamanship Instructor	a. Administrative Officer b. Correspondence officer c. Development Officer d. Assistant Maintenance Officer e. All the civil works Monitoring and Look after BMAB f. Gardening g. Look after the routine of casual personnel and their salary casual	Md. Abu Mahmud, SCPO(GI)
7.	Md. Abu Mahmud, SCPO(GI)	Parade Training Instructor	a. Cadet discipline b. Running the cadet routine	Md. Mizanur Rahman, CPO (QRP-1)
8.	Pronay Kumar Haldar, PO(PTI)	Physical Training Instructor	a. Sports Officer b. OIC Gymnasium c. MTO	Md. Mamun Mia, PORS (G)
9.	Md. Mamun Mia, PORS (G)	Signaling Instructor	a. OIC Cadets Mess b. OIC Store c. OIC Officers Mess/Club	Pronay Kumar Haldar, PO(PTI)

2. All previous CTM in this regard are to be superseded.
3. Handing/Taking over as required (where necessary) is to be completed by 01 August 2025.


Capt. S M Atiqur Rahman, BN
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Action:

All Concerned