

MINISTRY OF COMMUNICATIONS
POSTS AND TELE-COM-MUNICATIONS DIVISION I

Allocation of Business :

1. Postal services.
2. Post Office Savings Banks.
3. Postal Life Insurance.
4. Tele-communication services : telegraphs and telephones.
5. Telephone industries.
6. Administration of Bangladesh Civil Service (Postal).
7. Administration of Bangladesh Civil Service (Engineering: Tele-communication).

8. Liaison with international organisations, and protocols and agreements with other countries and international bodies, relating to Postal and Tele-communication services.
9. All laws on subjects allocated to this Division.
10. Inquiries and statistics on any of the subjects allotted to this Division.
11. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

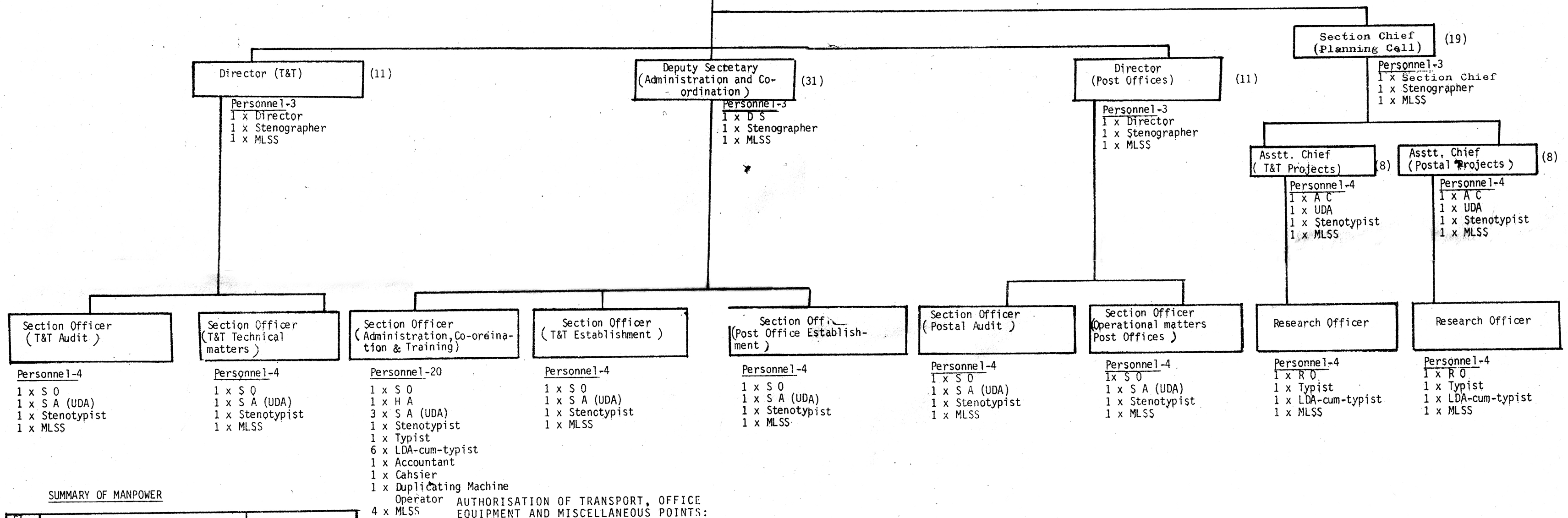
Departments/Offices/Institutes

1. Bangladesh Post Office.
2. Bangladesh Telegraph and Telephone Board.

ORGANISATION
POSTS AND TELE-COMMUNICATIONS DIVISION,
MINISTRY OF COMMUNICATION

Addl. Secy. in-charge (78)

Personnel-6
1 x Addl. Secy. in-charge
1 x S.O. (PS)
1 x Stenographer (PA)
1 x LDA-cum-Typist (Diarist)
2 x MLSS



SUMMARY OF MANPOWER

Sl. No.	Name of Posts	No. of Posts
Class-I		
1.	Addl. Secy. in-charge	1
2.	Deputy Secretary	1
3.	Director	2
4.	Section Chief	1
5.	Asstt. Chief	2
6.	Section Officer	8
7.	Research Officer	2
	Total	17
Class-II		
8.	Class-II	-
9.	Class-III	41
10.	Class-IV	20
	Grant Total	78

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport
 - a. 2 x Car.
 - b. 1 x Micro-bus
 - c. 1 x Motor Cycle.
2. Office equipment
 - a. 1 x Air-Conditioner.
 - b. 1 x Photostate Machine.
 - c. 1 x Telex Machine.
 - d. 1 x Duplicating Machine.
 - e. 22 x Typewriter.
3. Miscellaneous Points.
 - a. Private use of Government Transport on payment will be as per latest Government instructions.

- b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

Signature 26.12.82.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS