



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

REPORT OF THE

**MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP**

PHASE III

**PUBLIC STATUTORY CORPORATIONS (AUTONOMOUS AND
SEMI-AUTONOMOUS) AND ALLIED ORGANISATIONS**

VOLUME IX

(MINISTRY OF COMMUNICATIONS)

PART 2

(PORTS, SHIPPING & IWT DIVISION)

CHAPTER X

(BANGLADESH INLAND WATER TRANSPORT AUTHORITY)

January, 1984

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT
Martial Law and Civil Wing

NOTIFICATION

No. 7002/1/Civ-1 Dated Dhaka, the 10-2-1984.

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

REFERENCE: Chief Martial Law Administrator's Secretariat letter
No. 7002/2/Civ-1, dated 8 May, 1983.

The report of the Martial Law Committee on organisational
set up of the Bangladesh Inland Water Transport Authority
Ports, Shipping & IWT Division, Ministry of Communication

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

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

By order of the President and
Chief Martial Law Administrator



M. ATIQUUR RAHMAN
MAJOR GENERAL
Principal Staff Officer.

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BANGLADESH INLAND WATER TRANSPORT AUTHORITY
PORTS, SHIPPING & IWT DIVISION
MINISTRY OF COMMUNICATIONS

INTRODUCTION

1. The Bangladesh Inland Water Transport Authority is the successor organisation of the erstwhile East Pakistan Inland Water Transport Authority which was set up in 1958 under an Ordinance "The East Pakistan Inland Water Transport Authority Ordinance, 1958 (E. P. Ord. No. LXXV of 1958)". Inland Water system is the major mode of communication in Bangladesh and the present water traffic movement spread over a length of about 8,500 miles of waterways. As such sustained and planned effort for development and maintenance of this mode of communication is an inescapable necessity so that it could play its due role in the economic development of the country.

FUNCTIONS

2. The functions of the Authority as laid down in the Ordinance are given below :
- a. To carry out river conservancy works including river training works for navigational purposes and for provision of aids to navigation, including marks, buoys, lights and semaphore signals.
 - b. To disseminate navigational and meteorological information including publishing river charts.
 - c. To maintain pilotage and hydrographic survey services.
 - d. To draw up programmes of dredging requirements and priorities for efficient maintenance of existing navigable water-ways, and for resuscitation of dead or dying rivers, channels, or canals, including development of new channels and canals for navigation.
 - e. To develop, maintain and operate inland river ports, landing ghats and terminal facilities in such ports or ghats.
 - f. To carry out removal of wrecks and obstructions in inland navigable waterways.
 - g. To conduct traffic surveys to establish passenger and cargo requirements on the main rivers, feeders and creek routes.
 - h. To develop the most economical facilities for passenger traffic to ensure comfort, safety and speed on mechanised craft.
 - i. To fix maximum and minimum fares and freight rates for Inland Water Transport on behalf of the Government (as provided in Section 54A of the Inland Mechanically Propelled Vessels Act, 1917).

- j. To approve time-tables for passengers services.
- k. To develop rural water transport by processing of schemes for modernising and mechanising country crafts.
- l. To ensure co-ordination of Inland Water Transport with other forms of transport with major sea ports, and with trade and agricultural interest for the optimum utilisation of the available Transport capacity.
- m. To conduct research in matters relating to Inland Water transport including development of :
 - (1) Craft design.
 - (2) Technique of towage.
 - (3) Landing and terminal facilities.
 - (4) Port installations.
- n. To arrange programmes of technical training for Inland Water Transport personnel within and outside Bangladesh.
- o. To maintain liaison with the shipyard and ship repair industry to meet the requirements of the Inland Water Transport fleet repairs and new constructions.
- p. To maintain liaison with the Government and facilitate import of repair materials for the Inland Water Transport Industry.
- q. To prepare plans or schemes for carrying out any of the above mentioned functions.
- r. To any other function or functions which the Government may, from time to time, prescribe.

EXISTING ORGANISATION

3. The authority consists of one full-time Chairman and two full-time Members, viz. Member Finance and Member Engineering appointed by the Government. It has 11 (eleven) Departments e. g. Secretariat Department, Planning Department, Ports & Traffic Department, Conservancy and Pilotage Department, Engineering Department, Mechanical and Marine Engineering Department, Purchase and Stores Department, Deck Personnel Training Centre (at Narayanganj), Hydrography Department, Accounts Department, Finance Department and 1 (one) Branch e. g. Audit Branch, one Marine Workshop at Barisal, Field Offices at 13 places e. g. Dhaka, Narayanganj, Chandpur, Khulna, Barisal, Patuakhali, Chittagong, Serajganj, Aricha, Nagarbari, Baghabari, Hatiya, Nilkamal, Decca Chain (Electronic position fixing) stations at 5 (five) places e. g. Gulshan (Dhaka), Moniramapur (Jessore), Sengaon (Comilla), Rupchandrapur (Mymensingh), Dohazari (Chittagong). It has a total sanctioned

strength of 4065 posts. Category-wise break up is 560 officers, 1686 office staff, 850 floating staff, 682 pilotage staff and 287 factory workers. As many as 652 posts are lying vacant as a result of embargo imposed by the Government in filling up of posts.

4. The existing Organisation Chart is given in Annexure 'A'.

CHARTER OF DUTIES

5. The revised charter of duties of Class I officers is given in Annexure 'B'.

WORK-LOAD

6. Apart from being a development organisation the Authority has been carrying out the following functions in addition to what has been described in Para 2.

- a. Conduct hydrographic survey of Pussur River on behalf of Port of Chalna Authority.
- b. Evaluate Special Course to suit the requirements as per following table:—

	1980	1981	1982
(1) River-traffic police from Police Directorate.	100	100	100
(2) Fresher Seamen and Firemen for Deep-sea Vessels from Department of Shipping.	80	194	200
(3) Conducting I. S. O. Examination	588	735	767

OTHER DETAILS

7. Officers: State of Class I officers is given in Annexure 'C'.

8. Transport: State of transport is given in Annexure 'D'.

OBSERVATION AND RECOMMENDATIONS

9. Organisation: The manpower strength of the IWTA has been increased from the existing strength of 3412 to 3978 in the revised organisation (Annexure E). All the dredgers of Bangladesh WDB shall be transferred to the BIWTA where the manpower of those dredgers is to be absorbed.

CONCLUSION

10. While examining the set up, consideration has been given to make the organisation more functional and effective.

CHARTER OF DUTIES

CHAIRMAN

- a. To act as administrative head and is responsible for overall administration of the Organisation.
- b. To be responsible for formulation of policies concerning the Organisation.
- c. To finally co-ordinate efforts and activities of all the departments of the Authority at his level.
- d. To preside over meeting of the Authority consisting of one Chairman and two Members, BIWTA Advisory Committee meeting, ADP review meeting, Principal Officers' meeting.
- e. To preside over the Time-Table Review Board meeting which is an appellate quasijudicial Board to look into the grievances of the recipients of approved time-table.
- f. To act as Conservator of all Inland River Ports.
- g. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
- h. To represent the Authority to various conference/seminar/workshop, etc.
- i. Any other duty assigned by the Government from time to time.

MEMBER (FINANCE)

- a. To be responsible for overall smooth functioning of four departments of the Authority viz. (i) Accounts, (ii) Finance, (iii) Purchase & Stores and (iv) Audit Branch.
- b. To be responsible for efficient financial administration of the Organisation having control over its fund.
- c. To be responsible for exercising general supervision and accord concurrence on overall financial matters relating to budget, revenue, expenditure, Accounts, Audit and Purchase & Stores.
- d. To deal with/scrutinize all matters relating to finance of the Organisation directly or indirectly (i) Preparation of the Annual Budget and proposals for reappropriation, additional grant, revised budget etc., (ii) Annual Report and Audited statement of Accounts and Audit report to

be submitted to the Govt., (iii) Alteration in the method of compilation of Accounts or of the Budget Estimate, (iv) Receipt or Expenditure of foreign exchange already authorised, (v) Proposal for declaring goods, stores, machines, transports, etc. unserviceable and disposal thereof, and (vi) Agreements of foreign loans, grants and investment.

- a. Any other duty assigned by the Authority from time to time.

MEMBER (ENGINEERING)

- a. To be responsible for overall smooth functioning of the four departments viz. (i) Engineering, (ii) Planning, (iii) Mechanical & Marine Engineering and (iv) Hydrography. The Heads of these Departments will report direct to the Member (Engineering) who will give, as and when required, overall directions regarding the planning, execution and appraisal of the works.
- b. To be responsible for exercising general supervision and accord in his discretion concurrence on overall activities of these four departments.
- c. Any other duty assigned by the Authority from time to time.

SECRETARY

- a. To deal with the policy matters and important subjects relating to the Govt., Autonomous, Semi-autonomous and Non-Government organisations.
- b. To be responsible for co-ordination among the Departments and between the Departments and the Authority.
- c. To be responsible to communicate with the Government on behalf of the Authority and sign contracts, agreements on behalf of the Authority and is spokesman of the Authority.
- d. To act as Secretary of the BIWTA Advisory Committee.
- e. To act as a member of the "Time-Table Review Board".
- f. To act as adviser to the Authority on all policy matters.
- g. Any other duty assigned by the Authority from time to time.

JOINT SECRETARY

- a. To supervise workings of various sections of the Secretariat.
- b. To examine the proposals for creation of posts in respect of officers and staff of the Authority.
- c. To determine work load of each individual officer and staff, and suggest equitable distribution of work.

- d. To assist the Secretary in finalising working papers for Advisory Committee, Principal Officers' and Authority meetings and draw up minutes thereon.
- e. To advise Secretary to finalise cases pertaining to Administrative and Establishment matters.
- f. To advise the Secretary on the acquisition of experts & consultant services.
- g. To interpret, modify and formulate various rules, regulations and order.
- h. To be directly responsible for the Private Sector Cell of the Authority.
- i. Any other duty assigned by the Authority from time to time.

DEPUTY SECRETARY (ADMN.)

- a. To deal with cases of general administration, maintenance of rules, and regulations etc.
- b. To prepare proposals for creation of posts of the Authority.
- c. To prepare Annual Administrative Report of the Authority for submission to the Govt.
- d. To be responsible for finalisation of all cases of office as well as residential accommodation and drawing up of lease deeds.
- e. To be responsible for shifting and maintenance of PABX, PBX Boards, direct office and residential telephones and Inter-com set.
- f. To supervise work of the (i) Administration Section (ii) Co-ordination Section (iii) Transport Section (iv) Law Section and (v) Estate Section.
- g. To draw up minutes of the Authority meeting, Principal Officers' meeting and any other meetings held.
- h. Any other duty assigned by the Authority from time to time.

DEPUTY SECRETARY (ESTABLISHMENT)

- a. To deal with the cases relating to recruitment, posting, transfer, pay & allowances, increments, leave, etc. in respect of Class-III & IV employees.
- b. Any other duty assigned by the Authority from time to time.

PUBLIC RELATIONS OFFICER

- a. To deal with cases relating to public relation and labour welfare work.
- b. To maintain liaison with other organisations with regard to public relation jobs.
- c. Any other duty assigned by the Authority from time to time.

ASSISTANT SECRETARY (ADMN.)

- a. To be responsible for administration of personnel attached to Secretariat.
- b. To be responsible for issuing identity card.
- c. To be responsible for miscellaneous correspondence with outside agencies.
- d. To arrange for meetings convened in the Conference Room.
- e. To examine the proposal for office accommodation and residential accommodation of officers eligible and process the same to the Authority for approval.
- f. To ensure payment of WASA bills, telephone bills, Electric bills of the premises hired by the Authority for office accommodation and residential accommodation of officers.
- g. To examine proposal for installation of telephones at office and residence of officers entitled, both at Headquarters and outstation and process the same to the Authority for approval.
- h. To be responsible for maintenance of copies of rules and regulations and office orders of the Authority.
- i. To ensure repair and maintenance of office equipments.
- j. Any other duty assigned by the Authority from time to time.

ASSISTANT SECRETARY (ESTABLISHMENT)

- a. To deal with all cases relating to the personnel establishment of all officers and staff of the Authority such as Recruitment, Posting, Transfer, Pay & allowances, Increments, Leave, gratuity, retirement, etc.
- b. To ensure safe custody of C. C. Rolls of class III employees.
- c. To exercise control on the maintenance of personal files of all officers and staff.
- d. To maintain gradation list of the officers & staff.
- e. To arrange for the medical examination of all the employees.
- f. To arrange for police verification of all the employees.
- g. To dispose of disciplinary cases.
- h. To process cases relating to visit of officers & staff abroad.
- i. Any other duty assigned by the Authority from time to time.

SECRETARY (CO-ORDINATION)

- a. To maintain liaison and co-ordination between Govt. Secretariat and different departments of the Authority.

- b. To prepare draft for (i) Monthly Narrative Report, (ii) Annual Admn. Report, (iii) Monthly Report on Labour productivity, etc.
- c. To prepare draft working papers and arrange for holding of the (i) Authority Meeting, (ii) BIWTA Advisory Committee meeting, (iii) Principal Officers' meeting, (iv) Selection Board Meeting in connection with Advance increment.
- d. To follow up and report action on the decisions taken in the meetings stated above.
- e. To follow up directives/orders of the CMLA/DCMLA/Ministry and to furnish the implementation report thereon to the concerned authority.
- f. Any other duty assigned by the Authority from time to time.

ASSISTANT SECRETARY (TRANSPORT)

- a. To control motor vehicles of the Authority.
- b. To be responsible for administrations of the Motor Drivers of the Authority.
- c. To examine and certify bills for repair works of Authority's vehicles.
- d. To check and examine P. O. L. bills from the filling stations.
- e. To deal with the cases relating to tenders for repair of vehicles.
- f. Any other duty assigned by the Authority from time to time.

ASSISTANT SECRETARY (PRIVATE SECTOR)

- a. To scrutinise design and plan of all types of IWT crafts in the IWT Private sector prior to acquisition/construction/modification of the same and obtaining approval in terms of Govt. orders and ISO, 1976.
- b. To scrutinise applications of IWT Private Sector for procurement of capital requirements of engine for construction of new vessels, replacement in existing vessel and recommend the approved parties.
- c. To scrutinise application of IWT Private Sector for recurring requirement of Maintenance Spares, Marine Safety Equipments, Deck Stores, Hull Repair Materials and recommend the approved parties.
- d. To be responsible for projection of requirement of IWT Industry and Schedule of Investment for modernisation, replacement and augmentation of IWT Vessel showing allocation of local currencies and foreign exchange component.
- e. To maintain liaison with IWT Private Sector owners and BSB/BSRS for sanction of loan as per provision made in the Industrial Investment Schedule.

- f. To maintain liaison between the Govt. and the IWT Private Sector for formulation of policy in respect of Tax on IWT Industry.
- g. To deal with Govt. recognition to Association under Trade Organisation Ordinance 1961 and subsequent liaison with the recognised Association i. e. Bangladesh Inland Waterways (Passenger Carriers) Association, Launch Owners Association, Jalapath Pannya Paribahan Samity.
- h. To maintain liaison with the Govt. and the IWT Private Sector in the formulation of policy with regard to import in the IWT Private Sector to meet capital and recurring requirements of the Sector.
- i. To deal with the cases of Review Board in terms of BIWTA (Time & Fare Table Approval) Rules, 1970.
- j. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (LABOUR WELFARE)

- a. To examine all matters relating to Labour affairs of the Authority.
- b. To move the Labour Courts in order to settle the labour disputes.
- c. To settle compensation cases of the labourers, workers according to the Labour Laws.
- d. To negotiate with the Employees Union/Federation etc.
- e. Any other duty assigned by the Authority from time to time.

DIRECTOR, CONSERVANCY & PILOTAGE

- a. To be responsible for general administration and supervision of all officers and staff working in the Conservancy & Pilotage Department.
- b. To carry out river conservancy work including river training work for navigational purposes and for provision of aids to navigation including marks, bouys, lights, beacons, semaphore signals etc. throughout Bangladesh.
- c. To disseminate navigational, meteorological information including publishing of river notices, crash river notices, etc.
- d. To maintain pilotage services & providing pilots to various operators & ensure proper training of pilotage staff.
- e. To carry out removal of wrecks and obstruction in inland waterways.
- f. To execute schemes falling within the jurisdiction of the Department.
- g. To negotiate technical assistance for the Department.
- h. To draw up programme of dredging requirements.

- k. To represent IWTA in various courts in connection with marine cases of accidents as and when nominated by the Authority.
- l. Any other duty assigned by the Authority from time to time.

COMMANDER ON BOARD THE VESSELS

- a. To be responsible for administrative control, discipline and welfare of all personnel on board.
- b. To be responsible for maintenance of record pertaining to the Conservancy work.
- c. To be responsible for training of Officer Cadet (Deck) or any other persons appointed on board the vessel.
- d. To be responsible for laying and shifting of lighted buoys and beacons in different sections.
- e. Any other duty assigned by the Authority from time to time.

FLEET PERSONNEL OFFICER

- a. To be responsible for establishment matter of all floating staff including the pontoon personnel.
- b. To be responsible for maintenance of the Service Books issued to the floating staff and keeping upto date service records of the staff.
- c. To be responsible for maintenance of upto date disposition (category-wise) of the floating staff.
- d. To be responsible for preparation of Annual Budget for the floating staff.
- e. Any other duty assigned by the Authority from time to time.

ASSISTANT CONSERVANCY & PILOT SUPERINTENDENT

- a. To be responsible for proper maintenance of Navigable channels by marking, lighting, buoying, bandalling and establishment of signal stations.
- b. To render efficient pilotage service to IWT operators.
- c. To find out alternate routes convenient to navigation.
- d. To supervise survey of navigable channels by marking dinghees.
- e. To maintain efficient and proper running of signal stations.
- f. To supervise scouring work in the section whenever required.
- g. To maintain offshore lights, beacons and gas cylinders (AK-15 and AK-50).
- h. To be responsible for maintenance of pontoons in the section.
- i. To mark alignments for dredging of navigable channels.

- j. To submit to the Chief Conservancy & Pilot Superintendent through Conservancy & Pilot Superintendent (i) Weekly diary giving details of inspection of routes, marks, lights, etc. (ii) A quarterly report for pontoons or any other floating installations regarding their conditions, moorings, etc.
- k. Any other duty assigned by the Authority from time to time.

ADMINISTRATIVE OFFICER, (C & P)

- a. To be responsible for day to day general administration and establishment matters of the department.
- b. To be responsible for maintenance and repair of office equipment of the Department.
- c. To act as co-ordinator between C&P Department and Secretariat and/or Accounts Department.
- d. To be responsible for supervision and control of the Receipt and Issue Section at the Headquarter.
- e. To assist the Director in matters relating to: (i) accommodation, (ii) installation of telephones, (iii) arrangement of transport for various outstation offices of the C & P Department, (iv) acquisition of office equipments and furniture, (v) local and foreign training of staff and officers, etc.
- f. Any other duty assigned by the Authority from time to time.

JUNIOR ASSISTANT CONSERVANCY & PILOT SUPERINTENDENT

- a. To be responsible for proper maintenance of navigable channel by marking; lighting, buoying, and bandalling.
- b. To find out alternate routes convenient to navigation.
- c. To be responsible for bandalling and river training works.
- d. To be responsible for proper placement of moorings of pontoons and/or shifting pontoons.
- e. To be responsible for maintenance of aids to navigation, beacon, gas cylinders.
- f. Any other duty assigned by the Authority from time to time.

PRINCIPAL, DECK PERSONNEL TRAINING CENTRE

- a. To be responsible for drawing and disbursement.
- b. To be responsible for smooth running of the institute.
- c. To exercise administrative control including appointment of new entrants.
- d. To co-ordinate with Head Office and other Govt. offices.

- i. To be responsible for logistic and operational control of all IWTA vessels and for placement, shifting etc. of all launch landing stages.
- j. To advise the Authority in all matters involving accident, collision, grounding etc. of vessels.
- k. To be responsible for recruitment, posting, transfer, leave etc. of all Class-III staff of Conservancy & Pilotage Department.
- l. Any other duty assigned by the Authority from time to time.

CHIEF CONSERVANCY & PILOT SUPERINTENDENT

- a. To guide and advise all Conservancy & Pilot Superintendents.
- b. To prepare schemes for the improvement of Aids to Navigation.
- c. To scrutinise dredging requirements of all Sections and also to carry out study of pre-dredging survey charts and give dredging alignments in consultation with the Deputy Chief Engineer (Waterways) and Chief Hydrographer.
- d. To scrutinise the bandalling requirements and arrange for finances for execution of programme.
- e. To attend Marine Court of Enquiries as and when required.
- f. To issue River Notices for the information of Masters/Serangs of vessels through their owners.
- g. To apprise operators of any change in draught restriction.
- h. To check weather report and arrange for constant watch on weather condition and particularly at its abnormal period alert the Operators to take necessary precautionary measures.
- i. To enquire into the causes of grounding of vessels.
- j. Any other duty assigned by the Authority from time to time.

MARINE SUPERINTENDENT

- a. To arrange for placing and replacing of the Dumb Crafts/Pontoons/Flats throughout the year according to the water level of the rivers.
- b. To check and compare monthly Deck Log Books of all IWTA Vessels and take necessary action.
- c. To finalise agreements and maintain records for charter of vessels to outside agencies and arrange for raising bills for the same.
- d. To deal with and maintain records for salvage operation works and finalise agreements with the parties.

- e. To tender indent for consumable and non-consumable stores for IWTA crafts.
- f. To maintain liaison with the Govt., Semi-Govt. and Private agencies in marine matters.
- g. To represent BIWTA in the various courts in connection with cases and enquiry regarding marine accident, sinking etc.
- h. To be responsible for maintenance and repair of the Terminal Pontoons in major Inland Ports.
- i. To arrange for fuel and processing cases for passing of bills.
- j. To conduct examination of Inland Master and Serangs.
- k. Any other duty assigned by the Authority from time to time.

CONSERVANCY & PILOT SUPERINTENDENT

- a. To be responsible for maintenance of navigable channels by marking, lighting, buoys, bandalling and establishment of signal stations.
- b. To render efficient pilotage services to the IWT operators.
- c. To attend all groundings cases.
- d. To prepare maintenance dredging programme.
- e. To render assistance to the Hydrographic Survey parties in their carrying out of hydrographic survey.
- f. To arrange for marking of the alignments for the purpose of dredging the navigable channels.
- g. To prepare bandalling programme for the maintenance of navigable channels and its execution.
- h. To be responsible for efficient running of weather signal stations in the section and making arrangements for display of storm warning signals in order to alert the river craft.
- i. To arrange for consumable and non-consumable stores for IWTA crafts.
- j. To submit to the Headquarters: (i) Fortnightly report (ii) Low water season report (iii) High water season report (iv) Weekly draught restriction report (v) Grounding statements (vi) Pilotage statements (vii) Expenditure statements (viii) Requirements of bandallings in the together with an estimate showing each item cost wise (ix) Requirements of maintenance of river routes by dredging (x) Detailed report on conservancy gear and its loss showing reasons for loss and efforts to recover.

- e. To be responsible for planning, research and evaluation of training programmes in keeping with changes and development in Maritime practice.
- f. To prepare, deliver lecture in Ship Construction, Cargo Works, Modern Navigation, Inland Waterway, Rules and Regulations and Management of River Vessels.
- g. To act as Chairman of the Board of Examiners for the Inland Masters' Competency Examination.
- h. To control all Examinations of the trainees.
- i. To impart practical training on board the training ship.
- j. Any other duty assigned by the Authority from time to time.

VICE-PRINCIPAL, DECK PERSONNEL TRAINING CENTRE

- a. To be responsible for preparation of teaching programme as per syllabus for the cadet, as well as for the trainees in various other short courses.
- b. To deliver lectures in Inland Waterways, Navigation, Chart work, Compass and Tide matters.
- c. To organise training of Inland Waterways Personnel in modern training slides and equipment including visual teaching displays, projectors, films and signal communication, curriculum lesson plans, course programme, periodic tests. Final examination conducted at the training center.
- d. To maintain discipline of resident students, welfare and recreation outside instruction period. Controlling Instructors, taking care of instructional equipment, books, publications and arrange afloat training in the vessel attached to the center.
- e. Any other duty assigned by the Authority from time to time.

CHIEF INSTRUCTOR (SEAMANSHIP), DECK PERSONNEL TRAINING CENTRE

- a. To be responsible for preparing lectures and imparting training in general Seamanship, International and Inland Bouyage System, Ship handling, Shipping Regulations and Ordinances, Safety precautions, Practical training in Ropes, Wires, Fire-Fighting and Life Saving equipments.
- b. To maintain discipline of the trainees. Control attendance of all Instructors and trainees.
- c. To be responsible for supervision and conducting Shipboard practical activities of trainees on Training vessel and the performance of the Instructors attached thereto.
- d. Any other duty assigned by the Authority from time to time.

CHIEF INSTRUCTOR (NAVIGATION), DECK PERSONNEL TRAINING CENTRE

- a. To be responsible for preparing lecture plan, lecture note and imparting training on International Rule of the Road, Life boat and Life saving appliances, Regulation for Preventing collision, River Knowledge and Pilotage and Management of River Vessels.
- b. To act as sports Welfare Officer in the campus and also the custodian of marine stores and Library.
- c. Any other duty assigned by the Authority from time to time.

ADMINISTRATIVE OFFICER, DECK PERSONNEL TRAINING CENTRE

- a. To be responsible for day to-day general administration of the Centre, accounting, storekeeping, purchase and supplies.
- b. To be responsible for maintenance of office equipments, furniture, fixtures and cleanliness of the Centre.
- c. Any other duty assigned by the Authority from time to time.

DIRECTOR, PORTS AND TRAFFIC AND DEPUTY CONSERVATOR OF PORTS

- a. To be responsible for proper control, functioning and revenue collection at all inland river ports and for collection of revenue from BIWTA riverside cargo and passenger landing points including offshore islands in accordance with the Ports Act, 1908, BIWTA Ordinance, 1958, Port Rules, 1966 and any other relevant Legislation.
- b. To be responsible for proper implementation of the provisions of the Ports Act 1908 for approval of new rules and regulations.
- c. To be responsible for auctioning the collection rights of launch ghats, ferries, collection points and coolie contract in accordance with the existing rules and regulations.
- d. To co-ordinate implementation work with other connected Depts. on development schemes relating to ports, secondary ports, coastal ports and launch landing terminals.
- e. To be responsible for development, operation and management of secondary, coastal ports and launch landing terminals.
- f. To organise the co-ordination and utilisation of the coasters and IWT Fleets in the discharge of Govt. cargoes at Dhaka, Narayanganj, Chittagong and Chalna and onward carriage to inland by IWT and carrying

out liaison with Govt. Departments.

- g. To arrange for traffic surveys, Transport Studies, approval of time tables and fixation of fares and freight rates; maintenance of statistical data; and preparation of data and working papers for the IWTA representative on the transport Co-ordination Board.
- h. To be responsible for proper collection, collation, compilation, interpretation and presentation of over-all statistics for cargo, passengers and fleets and such other items that may be required from time to time.
- i. To ensure the maintenance of comprehensive data concerning passengers and cargo traffic to fix maxima/minima fares and freights.
- j. To look after the use of waterways for commerce between India and Bangladesh.
- k. To ensure taking of all measures necessary for the development of Ports, Secondary Ports, Coastal Island Ports and launch landing stations as may be required by the P & T Deptt. in collaboration with project Directors.
- l. To ensure enforcement of all measures necessary for the maintenance of installations/facilities in ports, secondary ports, Coastal Ports, launch Landing Stations as may be required by the P & T Department & Director of Ports & Traffic.
- m. To ensure enforcement of all measures relating to classification of secondary and coastal ports and launch landing stations for the purpose of operation in consultation with the Director of Ports & Traffic.
- n. To ensure preparation of rules and regulations and procedures for enforcement of various revenues law as in ports and launch landing stations.
- o. Any other duty assigned by the Authority from time to time.

JOINT DIRECTOR OF PORTS & TRAFFIC

- a. To be responsible for proper control, functioning and revenue earning of all major, secondary & coastal inland ports & launch landing stations all over Bangladesh in accordance with relevant Acts and Rules.
- b. To supervise, guide and control the activities of Officers and staff at the H. Q. & at the six major inland ports of Dhaka, Narayanganj, Barisal, Khulna, Chandpur, Patuakhali & one seaport of Chittagong; Secondary river Port of Serajganj and under such other Estabts. and such other coastal island ports, launch landing stations so far developed by the Authority and

which may be developed by the Authority from time to time. He may recommend for increasing or decreasing the number of branches with the increase or decrease of time and volume of works.

- c. To ensure execution of all measures and implementation of all policy decision of the Authority relating to the development, maintenance & operation of Inland River Ports, landing ghats and terminal facilities in such ports or ghats as specified in Section 15 (v) of the BIWTA Ordinance, 1958, with the prior concurrence of the Director of Ports & Traffic.
- d. To recommend declaration of any new port as port under the Ports Act, 1908 and/or rescind any declaration already made in respect of any ports.
- e. To recommend addition, alteration and modification of the limits of any port under Ports Act, 1908.
- f. To ensure licensing and regulating of Boats operating within the port for hire or otherwise and realisation of approved fees and charges and suggest new measures wherever/whenever found necessary with prior concurrence from the Director of Ports & Traffic.
- g. To enforce rules and regulations relating to the grant of licence in Ports for excavation, construction, carrying out commercial activities, handling and stevedoring of cargo etc. in ports and realisation of charges, fees therefrom; with prior concurrence from the Director of Ports & Traffic.
- h. To ensure enforcement of rules relating to the movement of passenger in/through terminal building in ports and suggest new measures wherever found necessary.
- i. To ensure removal of unauthorised encroachments from ports in collaboration with Legal Advisor, with prior concurrence from the Director of Ports and Traffic.
- j. To ensure enforcement of all measures necessary to give effect of any or all the provisions of the Ports Act, 1908, Bangladesh Port Rules, 1966 for maintenance and operation of ports with prior concurrence of the Director of Ports & Traffic.
- k. To ensure taking of all measures necessary for the development of ports, secondary ports, coastal island ports and launch landing stations as may be required by the P & T Department in collaboration with Project Director.
- l. To ensure enforcement of all measures necessary for the maintenance of installations/facilities in ports, secondary ports, Coastal Ports, Launch Landing stations as may be required by the P & T Department in collabo-

- ration with the Engineering, C & P Department & Director of Ports & Traffic.
- m. To ensure enforcement of all measures relating to classification of secondary and coastal ports and launch landing stations for the purpose of operation in consultation with the Director of Ports & Traffic.
- n. To ensure enforcement of all directions, decision and orders of the Director/Member Finance/Chairman relating to the operation of major, secondary and coastal ports and launch landing stations.
- o. To ensure acquisition of land and revenue interest from Govt. for scheduled growth of various ports & launch landing stations.
- p. To ensure preparation of rules and regulation and procedures for enforcement of various revenue laws in ports and launch landing stations.
- q. To control the Ports & Traffic Officers and Asstt. Port & Traffic Officers and other staff to perform such duties and responsibilities as may be deemed necessary.
- r. To ensure both at H. Q. & in the field, that the traffic functions are properly carried out.
- s. To supervise traffic surveys, transportation studies, progress reviews and development in the Private Sector and maintain a current state of affairs in the boat and ship building industries.
- t. To ensure the proper collection, collation, interpretation and presentation of overall statistics for cargo, passengers, and fleets and such other items that may be required from time to time.
- u. To ensure the proper regulation of passenger and cargo traffic and the enforcement of relevant Statutory Rules and Regulations.
- v. To give or obtain approval to passenger time tables and the allocation of passenger routes and granting of routes permits.
- w. To ensure the maintenance of Comprehensive data concerning passenger and cargo traffic to fix maxima/minima fares and freights.
- x. To ensure personally, the collection and presentation of statistics of a classified nature whenever called upon to do so.
- y. To maintain liaison with the boat and ship building industries and supervise assessments and reviews thereof for management and development purpose.
- z. To ensure the proper training of all personnel performing traffic duties.
- 21. Any other duty assigned by the Authority from time to time.

SENIOR DY. DIRECTOR OF PORTS & TRAFFIC (OPS):

- a. To be responsible for proper control, functioning and revenue earning of all major, secondary and coastal inland ports and launch landing stations all over Bangladesh in accordance with the relevant Acts and Rules.
- b. To supervise and guide the major inland ports of Dhaka, Narayanganj, Barisal, Khulna, Chandpur and Patuakhali port and coastal island ports, launch landing stations so far developed by the Authority and which may be developed by the Authority from time to time.
- c. To ensure execution of all measures and implementation of all policy decisions of the Authority relating to the development, maintenance and operation of inland river ports, landing ghats and terminal facilities in such ports or ghats as specified in Section 15 (v) of the BIWTA Ordinance, 1952, with the prior concurrence of the Director of Ports & Traffic.
- d. To recommend addition, alteration and modification of the limits of any port under Ports Act, 1908.
- e. To ensure licensing of boats operating within the port for hire or otherwise and realisation of approved fees and charges and suggest new measures wherever/whenever found necessary with prior concurrence from the Director of Ports & Traffic.
- f. To ensure enforcement of rules and regulations relating to the grant of license in ports for excavation, construction, carrying out commercial activities, handling and stevedoring of cargo etc., in ports and realisation of charge/fees therefrom, with prior concurrence from the Director of Ports & Traffic.
- g. To ensure removal of unauthorised encroachments from Ports in collaboration with Legal Adviser with prior concurrence from the Director of Ports & Traffic.
- h. To ensure removal of encroachments unlawfully made if found necessary, in collaboration with the Legal Adviser, with prior concurrence from the Director of Ports & Traffic.
- i. To ensure enforcement of all measures necessary to give effect to any or all the provisions of the Port Act, 1908, Bangladesh Port Rules, 1966 for maintenance and operation of Ports with prior concurrence of the Director of Ports & Traffic.
- j. To look after the passage of goods between two places in one country through the territory of the other.

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- k. To issue permits to Bangladesh vessels for inter-country trade.
 - l. To maintain liaison with Indian Govt. regarding (a) pilotage (b) port dues (c) handling facilities (d) supply of bunker (e) purchase of essential stores (f) repairing facilities (g) registration and issuance of identity cards (h) freight rates (i) custom check and (j) any other allied matters.
 - m. To maintain fleet of all Indian Operators.
 - n. To be responsible for all normal administrative function of the Department and co-ordination of various administrative and establishment work of the Head office as well as of the field offices and decide matters as per delegation of powers made from time to time and for reporting matters to higher authorities for action in matters beyond his normal jurisdiction. Any other function(s) regarding port operational, traffic and administrative matters as assigned by the Authority.
 - o. Any other duty assigned by the Authority from time to time.

SENIOR DY. DIRECTOR OF PORTS & TRAFFIC (T)

- a. To be responsible for ensuring both at H. Q. & in the field, that the traffic functions are properly carried out.
- b. To supervise traffic surveys, transportation studies, progress reviews and development in the Private Sector and maintenance of a current state of affairs in the boat and ship building industries.
- c. To ensure the proper collection, collation, compilation, interpretation and presentation of overall statistics for cargo, passengers, and fleets and such other items as may be required from time to time.
- d. To ensure the proper regulation of passenger and cargo traffic and the enforcement of relevant Statutory Rules and Regulations.
- e. To give or obtain approval to passenger time tables.
- f. To ensure the maintenance of comprehensive data concerning passenger and cargo traffic to maxima/minima fares and freights.
- g. To ensure the collection and presentation of statistics of a classified nature whenever called upon to do so.
- h. Any other duty assigned by the Authority from time to time.

SENIOR DY. DIRECTOR, PORTS & TRAFFIC (FIELDS)

- a. To be responsible for all administrative, traffic, estate, Port and Terminal operations, management, development, revenue earning, and fleet utilisation work in their respective Ports.

- b. To control of Port area.
- c. To ensure safe custody of IWTA property and its administration, maintenance, finance and revenue in accordance with instructions issued from time to time.
- d. To ensure security of installations within Ports.
- e. To maintain law and order in port area.
- f. To deal with Lease/Licenses.
- g. To deal with legal cases.
- h. To be responsible for removal of unauthorised structures.
- i. Any other port operations works.
- j. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, PORTS & TRAFFIC (ADMN)

- a. To deal with all normal administrative functions of the department and co-ordinate various administrative and establishment work in the Head Office and in the field office.
- b. To deal with establishment matters.
- c. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR OF PORTS AND TRAFFIC (PASSENGER SERVICE)

- a. To supervise and guide the Passenger Service Branch subject to the approval of the Sr. Deputy Director, Ports and Traffic (T) and maintain liaison between the Headquarters and field offices.
- b. To scrutinise the recommendations of all the time table applications, detect the clashes involved, sort out the new applications for timings, call for wanting information in the time table applications, refer back the wrong recommendations, examine the scopes of co ordination within IWT services and between IWT services and other modes of transportation and prepare statements on the result of such examination.
- c. To arrange for meetings and conferences in connection with the disposal of time table applications and time table cases subject to the approval of Chief of the Traffic Division and responsible for implementation of the minutes of such meetings.
- d. To process and plan for berthing of passenger launches in keeping with requirement of travelling public.
- e. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR OF PORTS & TRAFFIC (OPS)

- a. To supervise issue of lease, licences, efars etc., in major ports.
- b. To supervise issue of labour handling contracts in major ports.
- c. To supervise issue of Canteen licenses in major ports.
- d. To be responsible for allotment of Terminal spaces.
- e. To issue Rules, Regulations, Instructions for operation, administration and control of major ports.
- f. To process all legal cases of major ports.
- g. To be responsible for provision of facilities in major ports.
- h. To suggest future development of major ports and enhancement of revenue.
- i. To be responsible for revenue earning in major ports.
- j. To be responsible for security of major ports.
- k. To ensure emergency measures against cyclone, flood etc., in major ports.
- l. To maintain liaison with officials and other agencies.
- m. To be responsible for miscellaneous works concerning port operational functions.
- n. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR OF PORTS & TRAFFIC (R & D)

- a. To be responsible for formulation of criteria under the provisions of Section 54A of the IMPV Act and Sec. 15 (XX) of BIWTA Ordinance for the fixation of maxima and minima of rates of fares and freights, by regular assessment and analysis of operational features, element of operating cost, IWT tax burden, nature and quantum of traffic and other factors related to the fixation of rates.
- b. To be responsible for processing, examination and approval of passenger fare tables and freight tariff (vide Sec. 54A) of the IMPV Act within the prescribed maxima and minima.
- c. To be responsible for processing proposals for special rates, demurrage charges etc. and approval thereof.
- d. To be responsible for arranging carriage of postal mail by IWT Services, for fixation of their rates and other allied matters.
- e. To maintain liaison with IWT operators, Government Administrative Departments and IWTA's Field Offices with regard to implementation of fare and freight tariff.

- f. To carry out comparative cost studies concerning the economic factor of IWT operation in different traffic zones and processing paper thereon.
- g. To carry out inter-modal studies in respect of proper pricing of IWT service.
- h. To be responsible for progressing of promotional functions in respect of development of the economic facilities for passenger traffic to ensure comfort, safety and speed on mechanised craft (Section 13 (viii) of the BIWTA Ordinance).
- i. To be responsible for development of facilities and amenities for all classes in IWT passenger services and fixation of minimum standard thereof.
- j. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, PORTS & TRAFFIC (L & F)

- a. To deal with functions relating to taking over of new launch stations, ferries, ghats and off-shore island terminals.
- b. To initiate execution of approved development schemes outside ports limits in respect of the (i) Wayside launch stations, (ii) Coastal off-shore island terminals, (iii) Also ferries within port till they are transferred back to operational branch.
- c. To initiate requisition/acquisition of private land for development project.
- d. To initiate action for selection of sites and mapping and taking over thereof.
- e. To submit proposals for examination of new developments.
- f. To examine feasibility reports and proposing new development and offer comments and suggestions.
- g. To ensure that Port & Traffic Officers concerned maintain possession of all projects payment/licence fee to Govt., in respect of land & foreshore/offshore respectively and arrange execution/renewal of lease deeds in favour of Govt.
- h. To prepare and distribute copies among Port & Traffic Officers the (i) terms and conditions of Auction/Tender notice for general information of the public and (ii) the form of licence agreement.
- i. To initiate actions for completion of Auction/Tender/Negotiation in succession in such a manner that all facilities are settled, accepted, offered amounts realised in full and the licence agreements are executed by both parties before 1st July of each financial year.
- j. To fix reserve prices, obtain financial concurrence to them and communicate to the Port & Traffic Officers concerned in respect of settlement of

a particular facilities and shall be opened before the Auction/Tender/ Negotiation Committee.

- k. To attend to public representations and complaints.
- l. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, PORTS & TRAFFIC (S & S)

- a. To perform all duties concerned with the items as envisaged in the Protocol on Inland Water Transit and Trade between Bangladesh and India (26 provisions).
- b. To correspond with Indian operators and Bangladesh Operators engaged in Inter-country trade under the protocol.
- c. To maintain records concerning Intransit traffic.
- d. To issue permission for Indian and Bangladesh vessels for inter-country and intransit trade.
- e. To authenticate the Identity Cards for Crews of Bangladesh vessels engaged in Inter-country trade.
- f. To obtain and maintain cargo return records on all Inter-country trade.
- g. To maintain all records in connection with standing committee meetings and take follow-up actions.
- h. To despatch voyage forecast statements to all concerned agencies for border checking on all intransit and Inter-country traffic.
- i. To undertake traffic survey for compilation of A P & T R alongwith dates of traffic movement, cargo handling etc, relating to protocol on inland water transit and trade and inland riverine traffic.
- j. Any other duty assigned by the Authority from time to time.

PORT & TRAFFIC OFFICER

- a. To be responsible for all administrative, traffic, estate, port and terminal operations, management, development, revenue earning and fleet utilisation work as over all in-charge of the port.
- b. To perform and exercise all functions and powers of Assistant Conservator of Port.
- c. To implement instruction of protocols on Inland Water Transit and Trade and attendance of meetings as and when required in this regard. Assist custom authorities in checking and realising custom duties on imported goods coming through in-transit traffic.

- d. To maintain IWTA properties, operation and control of all IWT installations within the Port areas for maximum utilisation in the public interest and thereby earn port revenue as per approved rate from the users, and its administration, finances and revenue in the port in accordance with the instructions issued from time to time by the Authority.
- e. To be responsible for maintaining law and order in the port areas and implementation of all regulatory policies of the Authority.
- f. To co-ordinate and liaison with the local administration as well as other organisations in connection with the holding of Mobile Court, maintenance of law and order and smooth running of port operations etc.
- g. To be responsible for leasing out of wayside launch stations and issuance of licences for launch ghats, handling contracts, vendors and open spaces of the port area.
- h. To deal with the legal cases of port.
- i. To initiate endeavour for boosting up revenue of the port.
- j. To approve time tables to the operators of respective zone.
- k. To carry out traffic survey on waterways for introduction of additional services where required and for inclusion of new launch ghat/stations in the time table as approved station of call for the convenience of travelling public of the concerned area.
- l. To ensure all anti-cyclonic measures.
- m. To perform daily routine work in office and outside the office in connection with maintenance of administration, making correspondence, frequent supervision and checking of revenue collection and field staff and attend meeting relating to port affairs.
- ni. To perform the functions of authorised Officer under Inland Shipping Ordinance, 1976 in respect of the cases occurring within traffic zone of respective port.
- o. To suggest ways and means for enhancement of port revenue and development of the port to the Authority.
- p. To carry out all such other functions that may be required in the interest of the Authority and the Public as well from time to time.

ASST. PORT & TRAFFIC OFFICER

- a. To be responsible for implementation of instructions of protocols on Inland Water Transit and Trade and attendance of meetings as and when

- required in this regard. Assist custom authorities in checking and realising custom duties on imported goods coming through intransit traffic.
- b. To be responsible for maintenance of IWTA properties, operation and control of all IWT installations within the port area for maximum utilisation in the public interest and thereby earn port revenue as per approved rate from the users, and its administration, finances and revenue in the port in accordance with the instructions issued from time to time by the Authority.
- c. To be responsible for maintaining law and order in the port areas and implementation of all regulatory policies of the Authority.
- d. To be responsible for maintaining co-ordination and liaison with the local administration as well as other organisations in connection with the holding of Mobile Court, maintenance of law and order and smooth running of port operations, etc.
- e. To be responsible for leasing out of wayside launch stations and issuance of licences for launch ghats, ferries, handling contracts, vendors and open spaces of the port area.
- f. To deal with the legal cases of port.
- g. To initiate endeavour for boosting up revenue of the port.
- h. To be responsible for approval of time tables to the operators of respective zone.
- i. Ensure all anti-cyclonic measures.
- j. To carry out traffic survey on waterways for introduction of additional services where required and for inclusion of new launch ghat/stations in the time table as approved station of call for the convenience of travelling public of the concerned area.
- k. To perform daily routine work in office and outside the office in connection with maintenance of administration, making correspondence, frequent supervision and checking of revenue collection and field staff and attend meetings relating to port affairs.

ASSISTANT DIRECTOR (ADMN)

- a. To be responsible for timely processing/disposal of the matters relating to Admn/Establishment and any other job assigned from time to time.

ASSISTANT DIRECTOR (S & S)

- a. To be responsible for timely processing/disposal of the work relating to protocol, inland water transit & trade, compilation of traffic/statistical data

in the register and AP & TR etc.

- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (OPS)

- a. To be responsible for timely processing/disposal of the matters relating to port operations/development matters.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (PS)

- a. To be responsible to the Deputy Director of Ports & Traffic (PS) for timely processing/disposal of the matters relating to issuance of Time Table and attending public complaint on passenger traffic/time table etc.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (CC)

- a. To be responsible for allotment of coaster carrying cargo within inland riverine destination and keeping records of the vessels movement and preparation of cargo movement statement from time to time.
- b. Any other duty assigned by the Authority from time to time. ✓

CHIEF ENGINEER

- a. To be responsible for overall policy and development plans for waterways, river ports, launch landing stations and ferry terminal facilities etc.
- b. To be responsible for preparation of feasibility reports, detailed design, etc. through the Department and also through Consultants.
- c. To be responsible for according approval to specification of works, tender documents, design, data, plan, etc. and to work estimates tenders etc. of financial limit as per delegation of power of the Authority.
- d. To be responsible for preparation of Engineering plans and schemes (PP) for the Authority.
- e. To be responsible for work program, evaluation of progress and monitoring of Annual Development projects.
- f. To be responsible for policy and co-ordination of dredging works of the Authority.
- g. To be responsible for annual development budget preparation & utilisation and Revenue Civil work budget distribution.
- h. To be responsible for overall administration and control of Engineering Department.

- i. To be responsible for attending different meetings of the Authority as well as of the Ministry.
- j. To be responsible to the Member (Engineering) on all matters relating to administrative control and policy decision of the Authority.
- k. Any other duty assigned by the Authority from time to time.

DEPUTY CHIEF ENGINEER

- a. To be responsible for planning, design, execution etc. of all nature of works falling under the respective zone including dredging management.
- b. To be responsible for field visit and inspection of various on going development and maintenance works, reconnaissance and evaluation of all future prospective projects to be developed for the Authority.
- c. To be responsible for scrutinisation of specification, tender documents, design, data, plans, etc. and sanctioning of estimates of various nature involving higher financial amount as per delegation of power.
- d. To be responsible for invitation, acceptance and award of contract of various works as per delegation of power.
- e. To be responsible for preparation of plans and schemes (PP) for presentation to Ministry.
- f. To be responsible for work programme, evaluation of progress, monitoring, fund requirement and ADP utilisation for all development projects under the respective zone.
- g. To be responsible for budget allocation and utilisation control of Revenue Civil works under the zone comprising Circle/Division offices.
- h. To be responsible for management, planning, programming, budgeting etc. on all dredging matters of the Authority.
- i. To be responsible for management of all acquired land.
- j. To be responsible to attend in different meetings of the Authority as well as of the Ministry as and when necessary.
- k. To be responsible for administration, financial control, etc. of the circle offices under the jurisdiction of the zone.
- l. To be responsible to Chief Engineer for administrative control, preparation of policy papers, reports, evaluation, etc. relating to all Civil Engineering and Waterways for approval of the Authority.
- m. Any other duty assigned by the Authority from time to time.

SUPERINTENDING ENGINEER

- a. To be responsible for planning, control and management of various types of work falling under the jurisdiction of circle comprising few Division offices.
- b. To be responsible for field visit and site supervision of various ongoing development projects and maintenance work for proper execution and to impart necessary guidance to Executive Engineers & Assistant Engineers in Civil Engineering works.
- c. To be responsible for preparation and scrutinisation of specification, tender documents, design criteria, etc. for various kinds of work falling within the financial limit as per delegation of power.
- d. To be responsible for invitation, acceptance and awarding of contract of various works as per delegation of power.
- e. To be responsible for preparation of various kinds of plans and new schemes (FP).
- f. To be responsible as per the function of the Circle, for planning of various kinds of dredging jobs, programming, dredger placement, scheduling, budgetary control, and top management for field operation.
- g. To be responsible for land acquisition for development project and port construction and management.
- h. To be responsible for administration of the Circle office and to control the Division offices within the jurisdiction of the circle.
- i. Any other duty assigned by the Authority from time to time.

EXECUTIVE ENGINEER

- a. To be responsible for planning, design, lay-out of all kinds of Civil work within the jurisdiction of the Division.
- b. To be responsible for checking, verification and sanctioning of different work estimates within the financial power limit as delegated by the Authority.
- c. To be responsible for preparation and scrutinisation of work criteria and specification.
- d. To be responsible for invitation of tenders, evaluation, acceptance and issuing of work orders as per delegation of power.
- e. To be responsible for site supervision for execution of works as per specification and construction standard and field personnel management, checking of work measurement and payment of work bills of the contractors.

- i. To be responsible for attending different meetings of the Authority as well as of the Ministry.
- j. To be responsible to the Member (Engineering) on all matters relating to administrative control and policy decision of the Authority.
- k. Any other duty assigned by the Authority from time to time.

DEPUTY CHIEF ENGINEER

- a. To be responsible for planning, design, execution etc. of all nature of works falling under the respective zone including dredging management.
- b. To be responsible for field visit and inspection of various on going development and maintenance works, reconnaissance and evaluation of all future prospective projects to be developed for the Authority.
- c. To be responsible for scrutinisation of specification, tender documents, design, data, plans, etc. and sanctioning of estimates of various nature involving higher financial amount as per delegation of power.
- d. To be responsible for invitation, acceptance and award of contract of various works as per delegation of power.
- e. To be responsible for preparation of plans and schemes (PP) for presentation to Ministry.
- f. To be responsible for work programme, evaluation of progress, monitoring, fund requirement and ADP utilisation for all development projects under the respective zone.
- g. To be responsible for budget allocation and utilisation control of Revenue Civil works under the zone comprising Circle/Division offices.
- h. To be responsible for management, planning, programming, budgeting etc. on all dredging matters of the Authority.
- i. To be responsible for management of all acquired land.
- j. To be responsible to attend in different meetings of the Authority as well as of the Ministry as and when necessary.
- k. To be responsible for administration, financial control, etc. of the circle offices under the jurisdiction of the zone.
- l. To be responsible to Chief Engineer for administrative control, preparation of policy papers, reports, evaluation, etc. relating to all Civil Engineering and Waterways for approval of the Authority.
- m. Any other duty assigned by the Authority from time to time.

SUPERINTENDING ENGINEER

- a. To be responsible for planning, control and management of various types of work falling under the jurisdiction of circle comprising few Division office.
- b. To be responsible for field visit and site supervision of various on going development projects and maintenance work for proper execution and to impart necessary guidance to Executive Engineers & Assistant Engineers in Civil Engineering works.
- c. To be responsible for preparation and scrutinisation of specification, tender documents, design criteria, etc. for various kinds of work falling within the financial limit as per delegation of power.
- d. To be responsible for invitation, acceptance and awarding of contract of various works as per delegation of power.
- e. To be responsible for preparation of various kinds of plans and new schemes (PP).
- f. To be responsible as per the function of the Circle, for planning of various kinds of dredging jobs, programming, dredger placement, scheduling, budgetary control, and top management for field operation.
- g. To be responsible for land acquisition for development project and port construction and management.
- h. To be responsible for administration of the Circle office and to control the Division offices within the jurisdiction of the circle.
- i. Any other duty assigned by the Authority from time to time.

EXECUTIVE ENGINEER

- a. To be responsible for planning, design, lay-out of all kinds of Civil work within the jurisdiction of the Division.
- b. To be responsible for checking, verification and sanctioning of different work estimates within the financial power limit as delegated by the Authority.
- c. To be responsible for preparation and scrutinisation of work criteria and specification.
- d. To be responsible for invitation of tenders, evaluation, acceptance and issuing of work order as per delegation of power.
- e. To be responsible for site supervision for execution of works as per specification and construction standard and field personnel management, checking of work measurement and payment of work bills of the contractors.

- f. To be responsible for making land plans and land acquisition through Deputy Commissioner for various development projects.
- g. To be responsible for administration of the Division Office and management of all field personnel.
- h. To be responsible to the Superintending Engineer for administration and financial control and also for policy matters beyond his delegation of power.
- i. Any other duty assigned by the Authority from time to time.

ASSISTANT ENGINEER

- a. To be responsible for survey, preparation of lay out plan, design, estimates etc.
- b. To be responsible for supervision of construction work as per specification, drawing, design and checking measurements and preparation of work bills for payment to the Contractor.
- c. To be responsible for field site management relating to all types of maintenance and development work.
- d. To be directly responsible to Executive Engineer for all types of work & administrative control at site.
- e. Any other duty assigned by the Authority from time to time.

ADMINISTRATIVE OFFICER (ENGINEERING)

- a. To be responsible for maintaining overall administration of the Chief Engineer's Office.
- b. To be responsible for processing cases for appointment, transfer, leave, retirement, disciplinary action etc. of all officers and staff under Engineering Department.
- c. To be responsible for maintaining co-ordination with different sections under Chief Engineer's Office as well as different offices of the Authority.
- d. To be responsible for checking attendance of employees of Chief Engineer's Office.
- e. To be responsible for processing cases of accommodation of different employees in IWTA estates all over Bangladesh as the Member Secretary of Central Accommodation Board.
- f. To be responsible for processing cases relating to works and establishment budget.
- g. To be responsible for drawing minutes of meetings as and when required.

- h. To be responsible for distributing incoming and outgoing letters of Chief Engineer's office.
- i. To be responsible for maintaining Annual Confidential Reports of all employees of Engineering Department upto Class-II.
- j. To be responsible for maintaining all other confidential records as desired by Chief Engineer.
- k. To be responsible for processing cases for private parties and other govt. organisations in connection with granting permission for dredging, jetty construction, vertical clearance for construction of bridge, electrical tower, laying of cables etc.
- l. To be responsible to the Chief Engineer for all types of works as mentioned above.
- m. Any other duty assigned by the Authority from time to time.

LAND OFFICER

- a. To be responsible for requisition and acquisition of lands for various development projects of BIWTA through Dy. Commissioner and Land Administration and Land Reforms Division.
- b. To be responsible for preparation of Deed of Agreement and Deed of Transfer after requisition and acquisition of land.
- c. To be responsible for contacting Addl. Dy. Commissioner (Rev.), Circle Officer (Rev.) and Tahsil Office in connection with payment of land development taxes.
- d. To be responsible for contacting Municipal Offices in connection with payment of Municipal Taxes.
- e. To be responsible for contacting Deputy Commissioners in connection with payment of Taxes.
- f. To be responsible for Leasing out of Authority's leaseable lands.
- g. To be responsible for making all sorts of correspondence relating to the above subjects.
- h. To be responsible for de-requisition of surplus lands after execution of projects.
- i. To be responsible to the Chief Engineer of the Authority.
- j. Any other duty assigned by the Authority from time to time.

CHIEF HYDROGRAPHER

- a. To be responsible for over all activities (hydrographic) in Bangladesh Waters, formulation of the development schemes or projects, their imple-

mentation and review of progress, negotiations of foreign technical assistance programmes, review and evaluation of annual and supplementary development estimates including the provision of administrative and personnel services for the department, overall planning and management of the department which include executive and technical control, supervision and guidance of all types of hydrographic activities and research programmes in Bangladesh, maintenance of liaison with other scientific organisations and research Institutes.

- b. To be responsible for planning and budgeting of staff requirement for the department relating to the formulation and development of hydrographic survey policies and programmes on an annual, five year or other basis as per requirements of the Authority. Evaluation of the annual and supplementary development estimates for submission to the Authority and requirement of external assistance on annual and longer planning period based on the size and allocation of the individual programmes and on the sources of assistance. Co-ordination of the departmental activities with those of Authority's planning to ensure an integral approach to all matters. Liaison with other departments both within and outside the Authority in all matters relating to hydrographic activities in Bangladesh. Guidance and assistance to the Conservancy & Pilotage Department and the Engineering Department of the Authority on Conservancy & Dredging matters. Evaluation of training programme for the departmental officers and staff. Directions to all internal administrative, financial, accounting and personnel functions of the department. Concurrent control with Finance and Audit over the duties of the officers of the department in connection with regulation concerning preparation, scrutiny and payment of bills, disbursement of money, custody and issue of stores and maintenance and submission of periodic accounts for the same. Quality control of the hydrographic works by specific and periodic check and inspections on the functions of each division. Approval to periodic survey and research programmes. Represents the Authority on various technical as well as administrative committees as and when required.
- c. Any other duty assigned by the Authority from time to time.

ADDITIONAL CHIEF HYDROGRAPHER

- a. To be responsible for Tidal studies and research, Instrumentation as well as formulation of Scheme in each of these fields. In absence of Chief Hydrographer all matters relating to Department, interdepartment, Inter-

ministerial are looked after and meetings and Seminar both Administrative and Scientific are attended. Assist in planning of staff requirement of the Department relating to the formation and development of Hydrographic survey policies and programme on an annual, five year or other basis as per requirement to obtain approval of all matters relating to survey, printing, publication of nautical chart, cotidal charts, mileage Table, Tide Table, programming for survey (inland and Bay) and hydraulic Investigation.

- b. To act as technical and executive head of the survey section with a territorial jurisdiction extending over entire waters of Bangladesh.
- c. To be responsible to the Chief Hydrographer for over all administration planning and management of the section including technical control, supervision and implementation of hydrographic survey/data collection and investigation programme, maintenance of liaison with other scientific and research organisations, participation in scientific and Technical Seminars and conferences, preparation and publication of charts, scientific reports, mileage tables etc.
- d. To be responsible for planning and preparation of annual survey and investigation programmes for the department and for other outside agencies as and when required.
- e. To be responsible for periodic and specific inspection of the work of field survey parties providing technical guidance and personal attention to the technical problems as and when required, supervision of Senior River Surveyor's functions, check and approve their work programmes for the fields and office. Submission of reports on the survey and data collection work of the section to the Head of the Department.
- f. Any other duty assigned by the Authority from time to time.

DEPUTY CHIEF HYDROGRAPHER, HYDRAULIC STUDIES DIVISION

- a. To act as technical and executive head of the Hydraulic Studies division with a territorial jurisdiction over Bangladesh waterways.
- b. To be responsible for overall administration, planning and management of the division including technical control, supervision and complementation of hydraulic investigation and data collection programme of the Authority.
- c. To be responsible for planning and preparation of annual hydraulic investigation programmes for the department and for other outside agencies as and when required. Responsible for managing discharge observation collection of water and sediment samples from the selected section and

depth along specific waterways system and on coastal waters. Also responsible for Data analysis, computation and publication of reports as per programme for the monthly and for outside agencies as and when required.

d. Any other duty assigned by the Authority from time to time.

ASSISTANT CHIEF HYDROGRAPHER (SURVEY DIVISION)

a. To act as technical and executive head of the survey division with a territorial jurisdiction extending over entire waters of Bangladesh.

b. To be responsible for over all Administration, Planning and Management of the division including technical control, supervision and implementation of hydrographic survey/data collection and investigation programmes, maintenance of liaison with other scientific and research organisations, participation in scientific and Technical seminars and conferences, preparation and publications of charts, scientific reports, mileage tables etc.

c. To be responsible for planning and preparation of annual survey and investigation programmes for the department and for other outside agencies as and when required.

d. Any other duty assigned by the Authority from time to time.

ASSISTANT CHIEF HYDROGRAPHER (INSTRUMENTATION DIVISION)

a. To be responsible for proper maintenance of all BIWTA Vessels having survey equipment and electronic gears, all Radio Communication stations of BIWTA, Narayanganj Fleet Base and at any other place by special order.

b. To look after the work of Echo-Sounder Engineer, (Deputy Director, Instrumentation), Assistant Echo-Sounder Engineer, Assistant Instrumentation Engineer and personnel under them.

c. To be responsible to organise and supervise repair, maintenance, servicing and installation works of Hydrographic survey equipments, Radar communication sets and other electronic gadgets of BIWTA.

d. To be responsible for organising, Planning and Processing of procurement of spares of above equipments.

e. To be responsible for selection and drawing specification for hydrographic survey instruments and electronic equipments.

f. To be responsible for processing all cases of Foreign purchase for the Department of Hydrography.

g. To be responsible for supervising upkeep of stores of scientific instruments of the Department of Hydrography and providing guidance for store Accounting.

- h. To assist Chief Hydrographer on Decca Chain matters.
- i. Any other duty assigned by the Authority from time to time.

ASSISTANT CHIEF HYDROGRAPHER (TIDAL RESEARCH AND STUDIES DIVISION)

- a. To act as Technical and executive head of the Tidal research and Studies with a territorial jurisdiction extending over entire Tidal Waters of Bangladesh.
- b. To be responsible for overall Administration, Planning and Management of the Division including technical control, supervision and implementation of tidal study and research programmes, maintenance of liaison with other scientific and research organisation, participation in Scientific and Technical seminars and conferences, preparation of progress reports and publications of Scientific reports, charts, year books and tide tables etc.
- c. To be responsible for the maintenance and operation of an extensive network of Tidal observatories along the waterway, Coastal belt and off-shore islands, planning and preparation of annual tidal study programmes and conducting specific scientific research works for the Department and for other outside agencies as and when required.
- d. Any other duty assigned by the Authority from time to time.

CHAIN COMMANDER (DECCA CHAIN DIVISION)

- a. To act as head of the Decca Chain Section and his territorial jurisdiction extends over Decca Chain Base Station, Gulshan, Master Station, Chandpur, Red Station, Dohazari, Purple Station, Mymensingh, Green Station, Jessore and all Decca Receivers fitted onboard vessels.
- b. To keep the Decca Chain system on the air as per approved standard for twenty four hours throughout the year and his specific responsibilities will be: (i) Inspection of Field Decca Stations, (ii) Supervision of Diesel Generators & its allied Equipments, (iii) Attend to Technical problems of Monitor Station and Warning Signals, (iv) Repair and maintenance of Decca Receivers, (v) Attend to technical problems of Receiver workshop and Spares, (vi) Arrange for repair and maintenance of Communication sets.
- c. Any other duty assigned by the Authority from time to time.

ASSISTANT CHAIN COMMANDER (DECCA CHAIN DIVISION)

- a. To be responsible for inspection of field Decca Stations and submit position report to Chain Commander.

- b. To maintain operational efficiency of Decca Base Station.
- c. To assist Chain Commander in survey receiver workshop.
- d. To assist Chain Commander to attend to Technical problem of the Monitor Station and Warning Signals.
- e. Any other duty assigned by the Authority from time to time.

SENIOR RIVER SURVEYORS

- a. To be responsible for overall administration, planning and management of the division including technical control, supervision and implementation of hydrographic survey/data collection and investigation programme, maintenance of liaison with other scientific and research organisation, preparation and publications of charts, scientific reports, mileage tables etc.
- b. To act as Head of the survey of field measurement party.
- c. To be responsible for preparation and publication of all types of hydrographic charts, mileage tables, etc. of the waters of Bangladesh for the Authority and for outside agencies as and when required.
- d. Any other duty assigned by the Authority from time to time.

TIDAL ANALYST

- a. Co-extensive with that of the Assistant Chief Hydrographer.
- b. To be responsible for all technical control, supervision and management of tidal measurement exercises in the field for the division and also for specific research project.
- c. To be responsible for the maintenance of tide gauge network, their repair and regularity of the data collection from the Tidal Stations and for carrying out smoothly measurements on special tidal studies. He will supervise works of the Assistant Tidal Analysts working under his control, provide routine checks on the data collection & compilation from the field stations including data preparation for analysis, statistical elaboration, datum determination and processing & publication works. He will assist the Assistant Chief Hydrographer in planning and preparing the measurement and study programmes for the department and also for outside agencies, as and when required. As an in charge of the measurement and study cell of the division he will submit his reports to the Head of the Division.
- d. Any other duty assigned by the Authority from time to time.

ECHO-SOUNDER ENGINEER

- a. To look after the work of Fleet Base at Narayanganj, all BIWTA Vessels and any other place as especially directed.
- b. To be responsible for Organising and supervising repair and maintenance of all Echo-Sounder (Electronic Depth Finder) of BIWTA.
- c. To be responsible for supervising and controlling works of Assistant Echo-Sounder Engineer
- d. Any other duty assigned by the Authority from time to time.

CARTOGRAPHER

- a. To act as technical and executive head of the Cartographic Division with a territorial jurisdiction extending over entire inland and coastal waters of Bangladesh for preparing the Hydrographic, Navigational charts and Inland Waterways maps.
- b. To be responsible for overall administration, planning, management of the division including technical control, supervision and preparation of the Hydrographic, Navigational charts, Route maps and Inland waterways maps, printing, publication and maintenance and liaison with other sister organisation for collecting the maps, datas etc.
- c. To be responsible for preparation, projection and compilation of Decca lattices for survey and printing.
- d. To be responsible for processing and publication, collection of Geodatic data and other materials, in connection with the preparation of hydrography charts, aerial photos, photo mosaics, tope maps, Thana/District/Cadastral and Irrigation/Project maps.
- e. To be responsible for computation, plotting and projection of Decca lattice charts for superimposing on master sheet.
- f. To be responsible for standardisation of all charts in uniform scale by comparative studies of the behaviour of the river in different years for research works and future guidance.
- g. To be responsible for printing and publication of all navigational, hydrographic waterways maps and charts.
- h. Any other duty assigned by the Authority from time to time.

STATION ENGINEER (BASE STATION)

- a. To assist the Assistant Chain Commander for the operational efficiency and appearance of the Base Station which is comprised of the Monitor installation and associated serial system, the Radio Telephone equipment, Receiver workshop and the Decca Chain Stores.

- b. To assist the Assistant Chain Commander in the installation, servicing, repair and shifting etc. of the Receivers at the user's premise as and when necessary, for servicing, repair, and maintenance of Receiver Workshop and Stores, in the repair, maintenance, servicing of the Communication Sets, for smooth functioning of the Monitor Station.
- c. To arrange transmitting Decca Warning Signals.
- d. Any other duty assigned by the Authority from time to time.

STATION ENGINEER, FIELD DECCA STATION

- a. To be responsible to keep the Decca Chain Station on the air as per approved standard for twenty four hours throughout the year.
- b. To be directly responsible for operational efficiency and appearance of the Station and repair and maintenance of the Station and repair and maintenance of all equipment fitted in the Station and will submit a monthly position report to the Chain Commander. For day to day operation of the Station he will keep the Chain Commander informed of any defects in the equipment so that assistance may be arranged. If necessary he will take instruction over R/T from the Monitor Station on any technical problem. When on duty, he will inspect the coil house and while checking it, he should see in particular for correct operation of the clanger relays.
- c. To be directly responsible for maintenance and proper accountal of all moveable and immovable items/properties e.g. equipments, test gears, furnitures, fittings, etc. He will carry out detailed monthly examination of buildings, fencings and aerals and submit report to the Chain Commander. Aerials should always be inspected after any storm.
- d. Any other duty assigned by the Authority from time to time.

RIVER SURVEYORS

- a. To act as Head of the Section/Survey party In-charge.
- b. To assist the Senior River Surveyors in preparation and publication of hydrographic charts, etc.
- c. To carry out hydrographic survey/data collection works over the entire waters of Bangladesh for the Department and for other outside agencies as and when required. Also responsible for publication of all types of hydrographic charts, mileage tables, etc.
- d. Any other duty assigned by the Authority from time to time.

ASSISTANT CARTOGRAPHER

- a. To be responsible for computation of geoletic datas, projection, compilation and preparation of Hydrographic/Navigational all route maps/project maps and inland waterways maps of Bangladesh and for maintaining the allotment of job assigned by the Survey Section for preparation of any type of work in connection with mapping. Responsible for close supervision and progress, smooth running over all works allotted to the technicians and officers under him, as incharge of Drawing Unit, responsible for planning, preparation of all master sheets, originals and decca lattices and to check the accuracy before handing over the survey party and to examine the framing the sheets before sending for production, responsible for reduction, enlargement, compilation, mosaicing of all charts and maps in different scales at the time of need. To assist the Cartographer for collection, printing and publication of maps and chart from outside agencies as and when required. He is responsible to submit the monthly leave statements of staff and officers and monthly indent of drawing materials and distribute them properly through register and to maintain the daily diaries of technicians and to submit the monthly progress report of the section. To recommend the cases of leave and other cases of his officers and staff.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT TIDAL ANALYSTS (GAUGE MEASUREMENT PARTY)

- a. To be responsible for supervision of operation, maintenance and minor repair works of the Auto gauge Stations, under their control.
- b. To act as In-charge of the gauges and Bench marks including operation and maintenance works of the Auto gauges and their structures and responsible for their works to the Tidal Analyst.
- c. To inspect the gauge stations under their control.
- d. To carry levelling instruments staff and level books for level checking of the gauge stations after entering them in the proper Register and shall return the same to the Office after completion of works.
- e. To run levels from the B. M. to the gauge and back while one of the Auto Gauge Operator/Gauge Reader shall record readings in turn in the level book with signature and shall deposit the same to the office for proper scrutiny. Zero value of the gauge must be recorded with signature and date in the register book maintained at the gauge stations.

- f. To check the operation of the Auto Gauge machine, adjust, and tally its time and height in comparison with the radio time and staff gauge height as the case may be and shall put signature with date on the body of the chart and also on the gauge reading statement.
- g. To check the work of the Auto-Gauge Operator/Gauge Readers apprise them of the working procedure and impart training to the unaccomplished Gauge Readers/Gauge Operators as and when required.
- h. Any other duty assigned by the Authority from time to time.

ASSISTANT TIDAL ANALYST (PROCESSING AND PROGRAMMING)

- a. To assist the Tidal Analyst in planning and preparing system design for computer programming data and processing.
- b. To check, compare and tabulate the data received from the field station on routing basis and prepare stationwise data compilation register, station history and will arrange gauge zero values chronologically for each station. To scrutinize, analyse and prepare programming for analysis and processing of tidal data and submit periodic progress charts and reports of data position. To prepare the data inventory for publication.
- c. To visit field stations for quality control or for some specific research project as and when required.
- d. Any other duty assigned by the Authority from time to time.

ASSISTANT ECHO-SOUNDER ENGINEER

- a. Carrying out repair and maintenance of Echo-Sounders on survey vessels and in the work bench.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT INSTRUMENTATION ENGINEER

- a. To carry out repairing of Radio Communication sets, Radar, Auto-gauge and all other survey instruments excepting Echo-Sounders.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT ELECTRICAL ENGINEER, DECCA BASE STATION

- a. To assist Station Engineer of the Base Station.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT ELECTRICAL ENGINEERS, FIELD DECCA STATION

- a. To assist the Station Engineer to maintain the operational efficiency and

appearance of the Station and repair and maintenance of all equipment of the Station. For day to day operation of the Station he will keep the Station Engineer informed of any defects developed in the Station equipment. When on duty, he will inspect the Coil House and while checking it, he should see in particular for correct operation of the clanger relays.

- b. To take maximum economy in utilising spares and will assist the Station Engineer for maintaining proper accountal of the same.
- c. Any other duty assigned by the Authority from time to time.

ASSISTANT MECHANICAL ENGINEER, DECCA CHAIN

- a. To be responsible for continuous operation of all the Diesel generators and its allied machineries as per approved standard for twenty four hours throughout the year.
- b. To be directly responsible for repair, maintenance & operation of the generators, stores & its equipments.
- c. Any other duty assigned by the Authority from time to time.

ADMINISTRATIVE OFFICER (HYDROGRAPHY)

- a. To act as Executive head of the Staff Management and Establishment Section with a territorial jurisdiction extending over the five divisions and head office.
- b. To be responsible for overall administration and management of the staff including supervisory control over their works. Preparation of progress reports of the department.
- c. Any other duty assigned by the Authority from time to time.

CHIEF MARINE ENGINEER

- a. To be responsible for expansion and execution of Barisal Repairyard Project and efficient running of the IWTA Marine workshop, Barisal including its establishment and administrative matters.
- b. To prepare, supervise and execute all repair works (Deck & Engine) of IWTA Fleet, Pontoons, Dredgers and ensure economical operation of the same.
- c. To control and maintain all dredgers. As per requisition, deploy them and ensure effective operation.
- d. To maintain IWTA Fleet in reasonable standard. Plan out workable schedule for repair and maintenance.

- e. To plan out spares requirement of Fleet and dredgers and advise Authority accordingly.
- f. Maintain liaison with the Shipyards and Ship Repair Industry to meet requirements of the Inland Water Transport Authority, Fleet Repair and new construction.
- g. To advise Authority on Marine Engineering and Naval Architectural matters in connection with the construction/addition/alterations of pontoons, workboats, tugs, survey launches, passenger launches, dumb barges, private dockyards, experimental vessels, mechanisation of country crafts, etc.
- h. To approve the design of passenger launches plying in Bangladesh waters.
- i. To render advisory services in the field of Marine Engineering and Naval Architecture to the Government and other allied agencies as and when required.
- j. To recommend import of Spare parts and general requirements for IWT Private Sector through the Sponsoring Committee of IWTA.
- k. To arrange training facilities for Drivers, Greasers and Liverman of IWTA Fleet.
- l. To prepare development schemes relating to mechanical and marine engineering and implementation of the same.
- m. To prepare annual budget of the Department and to ensure proper utilisation of the same.
- n. Any other duty assigned by the Authority from time to time.

DEPUTY CHIEF MARINE ENGINEER

- a. To chalk out plan for maintenance of IWTA vessels, dredgers and its ancillary craft.
- b. To inspect defect of IWTA vessels as and when reported by Controlling Officer or Driver/Master.
- c. To indent for spare parts of IWTA vessels, dredgers and its ancillary crafts.
- d. To supervise the functions of fleet store godown at Narayanganj and Barisal.
- e. To carry out periodical check of fixtures, stores, log books etc. of BIWTA vessels, dredgers and ancillary crafts in order of checking misuse.
- f. To conduct after repair trials of all vessels.

- g. To look after administration of fleet Repair Bases at Narayanganj and Barisal.
- h. Any other duty assigned by the Authority from time to time.

SENIOR MARINE ENGINEER (HEADQUARTER)

- a. To be responsible for procurement of fuel for dredger.
- b. To be responsible for checking of Dredger Log Book for raising the bills.
- c. To be responsible for checking defect list of IWTA Fleet and Dredger Fleet submitted by the Field Offices.
- d. To be responsible for procurement of spare parts/store local & foreign for IWTA fleet & dredger fleet.
- e. To inspect dredging site.
- f. To maintain liaison between Field Offices and Headquarter in all marine matters.
- g. Any other duty assigned by the Authority from time to time.

SENIOR MARINE ENGINEER (DREDGER)

- a. To be responsible for scheduling of operation of dredgers for optimum utilisation.
- b. To be responsible for repair and maintenance of Dredger Fleet.
- c. To be responsible for requisition of fuel for Dredger Fleet including maintenance of records of fuel consumption.
- d. To prepare indent for spare of Dredger Fleet.
- e. To carry out day to day emergency repair work to keep Dredger Fleet operational to its maximum.
- f. To look after administration of the Dredger Fleet crew.
- g. Any other duty assigned by the Authority from time to time.

SENIOR MARINE ENGINEER (FLEET)

- a. To look after the administrative matters and day to day works of repair and maintenance of IWTA vessels at Narayanganj.
- b. To prepare the defect list and estimate of vessels for approval of Chief Marine Engineer.
- c. To look after the repair works of the vessels and certify the bills to Accounts Deptt. for payment.

- d. To chalk out the planned maintenance schedule and survey programme of the vessels.
- e. To look after the Department store and control issue of spare parts.
- f. Any other duty assigned by the Authority from time to time.

NAVAL ARCHITECT

- a. Overall Incharge of the Naval Architect Section and Design & Inspection Office of Mech. & Marine Engineering Department.
- b. To examine the designs and drawings of different types of inland vessels intended to be constructed in the private sector all over the country and forward the same to Chief Marine Engineer for necessary approval.
- c. To draw up new plans for induction of fleet of the Authority.
- d. To prepare designs, drawings, specifications and tender documents for new construction of vessels under different projects of the Authority.
- e. Inspection of construction of BIWTA Vessels at different dockyards from time to time.
- f. To assist Chief Marine Engineer in discharging his duties so far Naval Architectural matters are concerned.
- g. Any other duty assigned by the Authority from time to time.

CHIEF ENGINEER (VESSEL)

- a. To look after the total machinery side of the vessel.
- b. To look after the administration of Engineer Crew of the vessel.
- c. To check up fuel consumption of vessel.
- d. To maintain Log books.
- e. To maintain inventory of engine room equipments, spares, etc.
- f. To maintain liaison with the Fleet Repair Base for repair of their respective vessels.
- g. Any other duty assigned by the Authority from time to time.

MARINE/MECH. ENGINEER, DREDGER (OPERATION)

- a. To make schedule of operation of dredgers.
- b. To inspect various dredging sites and supervise operational dredgers from time to time.
- c. To prepare progress report of dredging activities and submit the same to the Senior Marine Engineer.

- d. To assist Sr. Marine Engineer in discharging his duties.
- e. Any other duty assigned by the Authority from time to time.

ADMINISTRATIVE OFFICER (M & M E DEPARTMENT)

- a. To put up day to day administrative matters for disposal.
- b. To look after crew administration.
- c. To dispose of cases relating to disciplinary action.
- d. To keep liaison with the Field Officers for administrative matters.
- e. To keep records of the development activities of the Departments.
- f. To keep liaison with other Departments of the Authority.
- g. Any other duty assigned by the Authority from time to time.

MARINE/MECH. ENGINEER, DREDGER (REPAIR AND MAINTENANCE)

- a. To prepare planned repair and maintenance programme for Dredger Fleet.
- b. To supervise repair of Dredger Fleet.
- c. To assist Sr. Marine Engineer in preparing indent for Dredger spares.
- d. To inspect various dredging sites periodically and instruct the operational Engineer at site for upkeepment of equipment of Dredgers.
- e. To assist Sr. Marine Engineer in discharging his duties.
- f. Any other duty assigned by the Authority from time to time.

ASSISTANT MARINE ENGINEER

- a. To prepare maintenance schedule of all dredger/vessels.
- b. To ensure timely execution of repair & maintenance work.
- c. To be responsible for maintenance & operation of dredgers/vessels.
- d. To maintain proper record for consumption of fuel.
- e. Any other duty assigned by the Authority from time to time.

ASSISTANT NAVAL ARCHITECT

- a. To assist the Naval Architect in preparing designs and drawing and supervision of construction of vessels.
- b. Any other duty assigned by the Authority from time to time.

DEPUTY MANAGER, BIWTA, MARINE WORKSHOP, BARISAL

- a. To be responsible for Administrative, Technical & Financial matter and Industrial relations of the Marine Workshop.
- b. To formulate overall plans and progress for the development of Marine Workshop.

- c. To be responsible for carrying out repair of all BIWTA vessel, Dredger and Ancillary Crafts and to conduct final survey of BIWTA vessel while under repair.
- d. To be responsible for assembling, repair and maintenance of all conservancy gears and Aids to Navigational equipment of BIWTA.
- e. To co-ordinate with Fleet Base, Barisal for effective repair and maintenance of machinery of BIWTA Fleet and Dredgers.
- f. To be responsible for efficient running and maintenance of all Mechanical and Electrical equipments of Marine Workshop, Power House and Floating Deck etc. including all installations and buildings.
- g. To guide the workshop Engineers for optimum utilisation of machineries and manpower to get maximum output.
- h. To co-ordinate with Govt., Semi-Govt. and Private parties to more business for Marine Workshop.
- i. Any other duty assigned by the Authority from time to time.

SHIPBUILDING ENGINEER

- a. To be responsible for technical supervision of workers pertaining to construction and repair of all types of Marine Craft, Pontoon and allied engineering works in close collaboration with production Section/Shops and also in collaboration with Ship Surveyors, consultants.
- b. To be responsible for supervision of operation and maintenance of all machinery, equipments, fixtures, fittings, tools etc of all production shops under his control.
- c. To be responsible for pre and post production planning for new construction repair of all kinds of marine crafts, vessels and pontoons under new construction/repair and submission of job progress report as and when required including submission of Job completion report after the Job is completed.
- d. To be responsible for work order, scheduling, progressing and control including realistic shop leading of various shop under his control within minimum quantity expenditures.
- e. To be responsible to assist surveyors during survey of various types of marine crafts, vessels under new construction and repair in the workshop.
- f. To act as in-charge responsible of mobile repair unit of workshop for repair of BIWTA pontoon/vessels.
- g. Any other duty assigned by the Authority from time to time.

MECHANICAL ENGINEER

- a. To maintain technical and local Administrative control of workers pertaining to mechanical repairing/fabricating jobs of all crafts.
- b. To co-ordinate with all concerned sections to maintain routine progress of repairing works of vessels and machineries.
- c. To be responsible to carry out preventive and corrective maintenance of all Mechanical equipments of workshop.
- d. To be responsible for supervision of Machine shop, Fitting shop, Transport, General pool, Welding and Blacksmith, Tools room and fresh water pump system.
- e. To be responsible to maintain attendance of staff/workers under him and furnish daily time sheet.
- f. To be responsible for preparation of completion report of repair work undertaken and submit the same to Deputy Manager for final billing.
- g. Any other duty assigned by the Authority from time to time.

ELECTRICAL ENGINEER

- a. To maintain technical and local administrative control of workers pertaining to preventive and corrective maintenance and repair of Electrical equipment, Aids to Navigations, Powerhouse, Electrical equipment of Floating Dock and other Electrical installations of workshop.
- b. To look after entire installation and repairing of electrical equipment and progress of electrical repairing works of vessel/shore, Aid to Navigational equipment with battery charging etc.
- c. To be responsible to prepare and submit electrical defect list during pre-refit trial of the vessels/equipments to the Deputy Manager.
- d. To be responsible to furnish completion report of the repairing works undertaken for purpose of final billing.
- e. To be responsible to control his staff/workers and maintain daily time sheet and attendance.
- f. Any other duty assigned by the Authority from time to time.

MARINE ENGINEER AND ASSISTANT MARINE ENGINEER

- a. To maintain technical and local administrative control of workers pertaining to I C. engine, repairing, maintenance and overhauling transport engines of Workshop.

DEPUTY DIRECTOR OF PLANNING (FOREIGN AID & ADMN.)

- a. To prepare paper/materials in co-ordination with other sections of the Planning Department and other departments of the Authority for facilitating discussion with foreign aid giving missions.
- b. To prepare monthly IMED forms in respect of utilization on various foreign aid allocations for development project of the Authority.
- c. To process requisitions for fund release on unapproved development projects included in ADP and processing of aid proposals for foreign loans/grants.
- d. To prepare comments on draft agreements on foreign loans/grants and expert services.
- e. To follow up and monitoring for timely utilization of foreign aid allocations for various projects and preparation of position papers on utilization for review meetings.
- f. To process cases of application/requests for amendments/revision of scope of contracts/agreements on foreign assistance and for extension of terminal dates of disbursement of allocations with justifications and to follow up with the ERD and other concerned agencies.
- g. To co-ordinate and act as Member-Secretary for the tender Committee for appointment of foreign expert service for studies under foreign assistances.
- h. To follow up and process of applications for re-imbusement of local Taka cost of the projects of the Authority in foreign exchange as per terms of foreign aid agreement.
- i. Any other duties assigned by the Authority. from time to time.

DEPUTY DIRECTOR OF PLANNING (PROJECT & PROGRAMMING)

- a. To be responsible for preparing and processing of the Development Schemes in consultation with the concerned Project Department and for finalizing the PPs and PC-IIs.
- b. To be responsible for preparing of draft Annual Development Programme of the Authority.
- c. To be responsible for supervision and check of all calculation on the economic analysis of the development projects in form PP, specially the traffic projections, cash flow of costs and benefits, benefit cost ratios (BCR), and Internal Rate of Return (IRR).

- d. To be responsible for preparation of PC-II for the feasibility studies in connection with the development schemes.
- e. To be responsible for collection of the information/data necessary for the economic and financial analysis of particular development scheme in co-operation with the 5 year plan, statistics progress section of the Department.
- f. To act as Member-Secretary for the processing of the schemes through the Project Development Committee (PDC) of the Authority and finalizing the scheme for approval of the Authority.
- g. To be responsible for preparation of working papers and minutes of the PDC meeting.
- h. To follow up the projects submitted to the Govt. for timely approval.
- i. To be responsible for preparation of papers/replies to the comments/queries of the Ministry and Planning Commission in connection with the approval of the development schemes.
- j. To prepare papers/recast schemes in compliance with the decision of the PDC meetings in the Ministry & in the Planning Commission.
- k. To be responsible for monitoring of implementation works of BIWTA Development Projects included in ADP.
- l. Any other duties assigned by the Authority from time to time.

DEPUTY DIRECTOR OF PLANNING (PROGRESS AND EVALUATION)

- a. To prepare expenditure report on ADP projects.
- b. To prepare IMEDOL Reports showing ADP allocation, Fund Release and Expenditure.
- c. IMEDOL (Part-II) Report, showing physical progress on ADP projects.
- d. IMEDOL Reports Completion Report, showing physical, financial and employment achievements.
- e. IMED Inspection Report on-going projects.
- f. To prepare write-up for Economic Survey.
- g. To prepare write-up for Economic Review.
- h. To carry out physical verification of on-going projects.
- i. Any other duties assigned by the Authority from time to time.

DEPUTY DIRECTOR OF PLANNING (MONITORING)

- a. To finalize and supervise the preparation of implementation bar charts for all the project of ADP in consultation with the Director of Planning and Project Department.

- b. To follow up works regarding the implementation of the projects as per implementation bar charts.
- c. To prepare monthly progress reports of the projects as per the implementation bar charts.
- d. To identify specific problems/bottlenecks for the implementation of the projects in time.
- e. To draw the attention of concerned authorities for the solution of the problems/bottlenecks.
- f. To put forward suggestions for possible solutions of the problems/bottlenecks for the implementation of the projects.
- g. To keep the Authority informed regarding the implementation position of the ADP projects.
- h. To visit project sites when necessary for the preparation of monthly progress reports.
- i. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, PLANNING (FOREIGN AID SECTION)

- a. To be responsible for collection of information/data to prepare proposal for lining up of the foreign assistance for development projects of the Authority.
- b. To be responsible for preparation of draft annual Foreign Exchange Budget with itemized break-up.
- c. To assist the Deputy Director in preparation of monthly reports in respect of utilization of foreign exchange allocations.
- d. To collect data/information for preparation of applications for reimbursement of local costs in foreign exchange as per terms of agreement with donors.
- e. To carry out the calculations for preparing statements on foreign aids items on physical progress and problems thereof for various review meetings held in BIWFA, Ministry and ERD.
- f. To prepare draft revenue budget of the Planning Department with details of existing budget alongwith actual expenditure in current year and estimates for budget proposal for next year.
- g. To procure stationaries etc., and maintenance of Office equipments of the Planning Department.
- h. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR OF PLANNING (PROJECT SECTION)

- a. To prepare and process project proposals (PPs) in respect of the Development Projects.
- b. To be responsible for Project Planning/Processing works through cost benefit analysis by methods of internal rate of return, cash flow charts, discounted benefits and costs and working out of amortization schedules. Carry out economic costing of various cost items.
- c. To process schemes for feasibility studies in PC-II forms.
- d. To assist the Deputy Director by collection of data for Projection of traffic required for processing development of projects, preparation of ADP and preparation of implementation charts for monitoring of progress of development works.
- e. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (5 YEAR PLANS, STATISTICS AND PROGRESS SECTION)

- a. To be responsible for preparation of the draft monthly financial progress reports on all projects included in the Authority's Annual Development Programme in the IMED form O(1)/76(revised) Part-I.
- b. To obtain necessary information for preparation of draft quarterly physical progress reports on all BIWTA development projects included in ADP in IMED form (OI)/76(revised) Part-II.
- c. To visit Project sites/project Departments for purpose of collecting data on progress of individual development projects.
- d. To carry out calculations/check calculation done by ARO for the IMED Disbursement Statement (36 Columns) for the projects of BIWTA.
- e. To follow up with visits to the project Department counterparts for compliance of decisions of various ADP review meetings held in the IWTA and the Ministry from time to time.
- f. To be responsible for collection and maintenance of statistics regarding IWT and also the other modes of transport for purpose of preparation of 5-Year Plan for the BIWTA in particular and for the IWT Sector as a whole.
- g. Any other duty assigned by the Authority from time to time.

DIRECTOR OF ACCOUNTS

- a. To be responsible for drawing and disbursing and also responsible for smooth running of the Accounts Department.

- b. To be responsible for overall planning, programming & policy making to run the Department efficiently.
- c. To advise the Authority in all matters relating to the accounts, including (i) simplification, improvement, introduction & abolition of any existing form & register, (ii) modification of accounting system (iii) improvement in the method of marshaling figures in the periodical statements and reports and (iv) minimising expenditure without impairing administrative efficiency.
- d. To be responsible for submitting the periodical statements of Accounts to the Authority and also responsible for sending the Development expenditure report to the Govt. monthly.
- e. To be responsible to carry out periodical inspection of all Branch Offices to ensure that the accounts are maintained properly in those offices.
- f. Any other duty assigned by the Authority from time to time.

JOINT DIRECTOR, ACCOUNTS

- a. To be responsible for budgetary control of the expenditure.
- b. To be responsible for arranging pre-audit and post audit of the bills respectively by Internal Audit & Govt. Commercial Audit and also auditing the Books of Accounts, Balance-sheet by External Auditors.
- c. To be responsible for signing of cheque amounting from Tk. 10,000/- to Tk. 50,000/- jointly with DDA (Cash and Bank).
- d. Any other duty assigned by the Authority from time to time.

SENIOR DEPUTY DIRECTOR, ACCOUNTS (BOOKS, STORE ACCOUNTS, CASH & BANK)

- a. To be responsible for submission of the Accounts statements, Balance Sheet & other reports to the Management & to the various Govt. agencies.
- b. To look after the store accounting i.e., to ensure that the costing of spares & store purchased/procured are correctly made & the stores issued are duly accounted for.
- c. To be responsible for the safety & security of the Cash & Bank Section.
- d. To be responsible that the fixed assets are duly accounted for & depreciation would be charged properly.
- e. Any other duty assigned by the Authority from time to time.

SENIOR DEPUTY DIRECTOR OF ACCOUNTS (BILLS, CPF & F. E)

- a. To be responsible for passing Dev. Supplier's bills for Tk. 50,000/- & above jointly with Director of Accounts & Tk. 25,000/ & above with the Deputy Director of Accounts, Bills.
- b. To deal with the matters relating to Foreign Exchange.
- c. To look after the CPF Section.
- d. To act as Secretary, Staff Benefit Fund.
- e. To be responsible to carry out any other duty assigned by the Authority from time to time.

SENIOR DEPUTY DIRECTOR, ACCOUNTS (BARISAL MARINE WORKSHOP)

- a. To be responsible for drawing & disbursement.
- b. To be responsible for job costing against construction/repair of vessels, pontoons, buoys, beacons etc.
- c. To be responsible for passing of bills against the works.
- d. To be responsible for preparation of Final Accounts, i. e. Trading Accounts, Profit & Loss Accounts & Balance Sheet.
- e. To suggest Manager/Dy. Manager, Workshop in financial & Accounting matters.
- f. Any other duty assigned by the Authority from time to time.

SENIOR DEPUTY DIRECTOR, ACCOUNTS (NARAYANGAN)

- a. To be responsible for drawing & disbursement.
- b. To be responsible for passing of Dev. bills.
- c. To be responsible for preparation of Accounts.
- d. To participate in the Tender Committee, Purchase Committee, Auction Committee, etc.
- e. To be responsible for replies to the audit queries.
- f. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, ACCOUNTS (BOOKS)

- a. To be responsible for supervision of the Book Section.
- b. To be responsible for drawing of Periodical Account, Income & Expenditure Account & Balance Sheet.
- c. To be responsible for preparation of monthly development expenditure report.

- d. To be responsible for submission of various reports & accounts to the Govt. and other agencies as required from time to time.
- e. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, ACCOUNTS (STORE ACCOUNTING)

- a. To be responsible for costing of spares & Stores purchased/procured.
- b. To be responsible for compilation of statements submitted by the various Stores units, preparation of Stores Accounts.
- c. To be responsible for conducting physical inventory of stores at least once in a year.
- d. To inspect different stores of the Authority from time to time to ensure that the accounting thereof are properly maintained.
- e. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, ACCOUNTS (CASH & BANK)

- a. To act in-charge of Cash & Bank Section. He is the main cheque signatory who will sign the cheque upto 10,000/-jointly with ADA & above 10,000/- with Jt. Director or Director of Accounts. He will personally maintain the accounts of daily position of bank balance as well as cash balance & ensure that cheque issued will not be dishonoured.
- b. To withdraw cash from the Banks for payment of salaries & other petty bills.
- c. To verify cash.
- d. To conduct routine check of Cashier's Cash Book, Money Receipt Book, Petty Cash Book etc. to ensure that the cash collected has been deposited properly and money withdrawn from the Bank have been paid accordingly.
- e. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, ACCOUNTS (BILLS), H, Q.

- a. To be responsible for passing (i) Development bills, (ii) Suppliers bills, (iii) Repair bills, (iv) House Building Loan bills, Motor Cycle advance bills.
- b. To exercise control over the ADA Bills.
- c. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, ACCOUNTS (F. E., CPF, SBF)

- a. To act as In-charge of CPF & SBF Sections.

- b. To be responsible for opening of LC's, deal with other works, relating to import.
- c. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, ACCOUNTS (OUTSTATIONS)

- a. To be responsible for drawing & disbursing & to act as in charge of the Accounts office in that station
- b. To be responsible for passing of establishment bills, development bills & other petty bills.
- c. To be responsible for preparation of monthly receipts & expenditure accounts.
- d. To be responsible for maintaining Books of Accounts.
- e. To be responsible for replies to the audit queries.
- f. To be responsible for participation in the Tender Committee, Purchase Committee, Auction Committee, etc.
- g. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, ACCOUNTS (DREDGER ACCOUNTS)

- a. To act as In-charge of Dredger Accounts.
- b. To be responsible for preparation of Dredger Accounts.
- c. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (ESTB. BILLS), II. Q.

- a. To be responsible for passing all sorts of Estb. bills, (i) Medical bills, (ii) Conveyance bills, (iii) Final settlement of the officers & staff.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR OF ACCOUNTS (DEVELOPMENT BILLS)

- a. To be responsible for passing Development bills, suppliers bills, repair bills upto Tk. 10,000/-
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (ADVANCE)

- a. To act as in-charge of Advance Section.
- b. To pass the advance bills & will be responsible for adjustment of the same.
- c. To pass the T. A. Bills.
- d. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (AUDIT REPLY & RECORD)

- a. To be responsible for keeping the records & vouchers in systematic manner & will supply the same as & when required.
- b. To be responsible for replies to audit queries.
- c. To sign the cheque upto Tk. 10,000/-
- d. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (ADMN) H. Q.

- a. To be directly responsible for Establishment matters & Internal Administration of the Department.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (MARINE WORKSHOP, BARISAL)

- a. To act as In-charge of costing Section.
- b. To be responsible for drawing of periodical Accounts & Balance Sheet.
- c. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (ARICHA)

- a. To act as In-charge of Accounts Office at Aricha.
- b. To be responsible for passing of Development bills, etc.
- c. To be responsible for participation in the Tender Committee, Purchase Committee, Auction Committee, etc.
- d. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (NARAYANGANJ)

- a. To be responsible for maintaining Books of Accounts and preparation of Accounts.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (F. E.)

- a. To be responsible for maintenance of F. E. Accounts and will assist in observing various formalities in course of opening L/C and other connected works.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (CPF)

- a. To be responsible for maintaining CPF Accounts of the individuals and will be directly associated in preparation of the periodical Accounts and Balance-sheet.

- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (REV. ACCOUNTING)

- a. To be responsible for supervision of the Book Section & will act as In-charge of Rev. Accounts Section (Income & Expenditure Accounts, Departmentwise Expenditure Accounts & other works in connection with the Revenue Income & Expenditure).
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, ACCOUNTS (DEVELOPMENT REPORT)

- a. To be responsible for maintaining scheme-wise Accounts & for preparation of Monthly Development Report.
- b. To sign the cheque upto Tk. 10,000/-
- c. Any other duty assigned by the Authority from time to time.

DIRECTOR OF FINANCE

- a. To be responsible for preparation of both local currency and foreign exchange budgets and control of the earnings and expenses of the Authority.
- b. To advise the Authority on all proposals involving financial implications.
- c. To review periodically financial condition including earnings and expenses of the Authority.
- d. To maintain liaison with the Govt. on all financial matters including budget, loans, grants, release of fund and D. S. L. Liaison with other heads of departments on financial matters including evaluation of international tenders.
- e. To efficiently discharge the responsibilities as assigned to the Department.
- f. Any other duty assigned by the Authority from time to time.

JOINT DIRECTOR OF FINANCE

- a. To be responsible for revenue augmentation and implementation of procedures for revenue accounting.
- b. To be responsible for collection of revenue from sundry debtors.
- c. To be responsible for general financing i. e., scrutinisation of financial proposals, tendering on all works and auctioning of the properties on directions of the Authority.
- d. To be responsible for looking after the establishment cases i. e., fixation of pay & allowances, creation of posts and other establishment matters of the Authority in accordance with service rules.

- e. To be responsible for all insurance matters of the Authority (both General & Life).
- f. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR OF FINANCE

- a. To be responsible for scrutinisation of the budget proposals and compilation of annual revenue budget.
- b. To be responsible for realisation of revenue bills for services rendered by the Authority on both Govt., Semi-Govt. and Private Institutions.
- c. To deal with establishment matters pertaining to financial aspects in fixation of pay on appointment, promotion and other financial benefits.
- d. To deal with audit queries.
- e. To deal with Insurance matters (both General & Life).
- f. To represent Finance Department on all tender/ auctions.
- g. To be responsible for reconciliation and determination of debt servicing liability.
- h. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR OF FINANCE (REVENUE & AUGMENTATION)

- a. To be responsible for revenue collection and revenue augmentation.
- b. To be responsible for revenue accounting and billing.
- c. Any other duty assigned by the authority from time to time.

DEPUTY DIRECTOR OF FINANCE (GEN. FINANCE DIVISION)

- a. To be responsible for general financing.
- b. To be responsible for preparation of the Budget and exercising budgetary control.
- c. Any other duty assigned by the Authority from time to time.

ASSTT. DIRECTOR OF FINANCE (DEV. PROJECT & EVALUATION)

- a. To watch the progress on Development Projects and its financing.
- b. To look after the functions of evaluation on the existing systems of the Authority having financial responsibilities.
- c. To prepare quarterly, half yearly and yearwise progress report on the schemes and financial involvements and also to report to Director of Finance about management control and projection.

- d. To look after the accounting of Govt. loans and grants and schemewise fund transactions of the Authority moratorium cases.
- e. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR OF FINANCE (GEN. FINANCE)

- a. To be responsible for scrutinisation of the financial proposals of the various departments of the Authority.
- b. To look after the functions in connection with the quotations and tenders and insurance activities both general and life insurance.
- c. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR OF FINANCE (BUDGET & ESTAB.)

- a. To be directly responsible for the preparation of the Revenue and Foreign exchange budget of the Authority, re-appropriation and budgetary clearance.
- b. To look after the establishment cases i. e. fixation of pay and allowances, creation of posts and other establishment matters.
- c. Any other duty assigned by the Authority from time to time.

ASST. DIRECTOR OF FINANCE (REVENUE COLLECTION AND AUGMENTATION SECTION)

- a. To be directly responsible for revenue collection on the bills preferred by BIWTA on various agencies including the outstanding bills.
- b. To look after the revenue augmenting progress, inspection of the revenue collection points and put suggestions of the Authority for augmentation of revenue.
- c. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR OF FINANCE (REVENUE EARNING AND BILLING SECTION)

- a. To be directly responsible for billing on Authority's service on the accounts i. e., Conservancy, Pilotage, M. G. Canal, Dredging (both development and maintaining) all other misc. bills, preparation of sundry debtors list and preparation of monthly progress report on the billing of the Authority.
- b. To look after the revenue accounting activities i. e. maintenance of Books of Accounts on Revenue earnings, compilation of monthly, quarterly, half-yearly and annual revenue earnings.
- c. Any other duty assigned by the Authority from time to time.

DIRECTOR, INTERNAL AUDIT

- a. To exercise administrative control over external audit organisation as the Head of that Department.
- b. To be responsible for counselling management to the Member Finance on internal control and relevant matters.
- c. To receive reports from all sections of the Internal Audit Department and taking appropriate action thereon.
- d. To be responsible for providing co-ordination with the Accounts and Finance Departments of the Authority, External Audit and Govt. Local Audit.
- e. To ensure that the administrative and control policies laid down by the management are being followed.
- f. To report important cases of irregularities of the Accounts, Finance and Audit and relevant matters of the Authority to the Member Finance.
- g. To exercise test check in any Department of BIWTA as and when required.
- h. To exercise check upon the cash of Headquarters twice in a year.
- i. To represent the Authority in Public Accounts Committee.
- j. To keep very confidential or social investigation or audit under his direct control.
- k. Any other duty assigned by the Authority from time to time.

SENIOR DEPUTY DIRECTOR OF INTERNAL AUDIT

- a. To counsel management to the Member Finance, BIWTA on internal control and relevant matters.
- b. To receive reports from all sections of Internal Audit Department and take appropriate action thereon.
- c. To provide co-ordination with the Accounts and Finance Departments of the Authority, External Audit and Government Local Audit.
- d. To ensure that the administrative and control policies laid down by the management are being followed.
- e. To report important cases of irregularities of the Accounts, Finance and Audit and relevant matters of the Authority to the Member Finance.
- f. To represent the Authority in Public Accounts Committee.
- g. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, INTERNAL AUDIT (HEAD QUARTER)

- a. To prepare programmes relating to staff welfare, pre-audit of bills of contractors and suppliers bills and vouchers.
- b. To deal with compensation claims, case decisions and financial advice.
- c. To deal with reports and co-ordinate with Government audit reports and external audit report.
- d. To conduct and supervise public auction.
- e. To deal with all sorts of correspondence with Government and other Departments.
- f. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR, INTERNAL AUDIT (OUTSTATION)

- a. To supervise works of the subordinate Officers and Staff in connection with port revenue earning, toll collection centres.
- b. To verify funds deposited with the banks in the revenue stations and their transfer to the Head Quarters Accounts.
- c. To receive reports from the Assistant Director in connection with Vigilance Duty, Inquiry and Investigation and take appropriate action thereon.
- d. To conduct internal audit of all offices at outstations and Head Quarters (including Final Account).
- e. To conduct audit of revenue earnings and expenditures thereto.
- f. To receive reports from Assistant Directors and take appropriate action thereon.
- g. To supervise works of subordinate officers and staff in connection with physical inspection of all kinds of stores of Headquarters and outstations.
- h. To receive reports in connection with physical inspection, stock verification and internal control system and take appropriate action thereon.
- i. To conduct block check upon the revenue centres.
- j. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR OF AUDIT (H.Q.)

- a. To be responsible for planning overall administration.
- b. To deal with compensation claims, case decisions and financial advice.
- c. To deal with reports and co-ordinate with Govt. audit reports and external audit reports.

- d. To deal with all sorts of correspondence with Govt. and other departments regarding audit objections.
- e. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR OF INTERNAL AUDIT (OUTSTATION)

- a. To conduct Internal Audit of all offices at outstation and Headquarters.
- b. To conduct audit of revenue earnings and expenditure thereto.
- c. To receive reports from Assistant Audit Officers and take appropriate action thereon.
- d. To conduct block check upon the revenue centres.
- e. To conduct enquiry and investigation services as per requirement.
- f. To prepare internal audit programme for Headquarter.
- g. To conduct any special investigation as and when occasion demands.
- h. To inspect all toll collection centres of all canals and the ports.
- i. To conduct and supervise stock verification at Dhaka, Khanpur, Barisal Workshop and Decca Chain Stores, etc. of the Authority and being responsible for reconciliation thereof.
- j. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (GOVERNMENT AUDIT), INTERNAL AUDIT

- a. To be responsible for compiling draft broad sheet replies, if necessary on personal contact.
- b. To be responsible for compiling draft replies to Government Audit queries, if necessary on personal contact.
- c. To be responsible for preparing and compiling draft replies to the printed audit report on the annual workings of Government Local Audit Department issued from Ministry of Finance.
- d. To take all possible steps in matters of settlement of old outstanding cases with further remarks of Accountant General of Bangladesh.
- e. To prepare papers for Public Accounts Committee and draft replies to special reports, if any issued by Government Local Audit.
- f. To maintain liaison in connection with Government Audit and External Audit.
- g. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR, INTERNAL AUDIT (INSPECTION AND STOCK VERIFICATION)

- a. To be responsible for inspecting all offices of Headquarters and outstations.

- b. To be responsible for inspecting all toll collection centres of all canals and the ports in five different divisions.
- c. To be responsible for conducting and supervising stock verification at Dhaka, Khanpur and Barisal Workshop, etc. of the Authority and being reconciliation thereof.
- d. Any other duty assigned by the Authority from time to time.

DIRECTOR OF PURCHASE & STORE

- a. To ascertain the needs of the Authority in the matter of procurement of materials and stores and to arrange supply and distribution of such materials and stores in most efficient, economical and expeditious manner to the users.
- b. To prepare estimate of quantities of stores to be purchased each year for making advantageous arrangements for economic purchase of stores.
- c. To ensure readily available stock of stores required by the Authority within the budget control.
- d. To invite purchase tenders both local and International for procurement of materials of stores and make recommendation to Authority for approval thereafter to issue purchase orders.
- e. To procure items by arranging necessary finance in conjunction with Finance and Accounts Department and other sponsoring departments.
- f. To co-ordinate with Internal Audit/Govt. Audit for physical verification of stores as and when required.
- g. To ensure timely opening of L/C in collaboration with the Accounts Department for procurement of imported materials.
- h. To obtain no-objection certificate from the Ministry of Industries and other concerned agencies of the Govt. to the effect that imported goods/materials/ spares are not manufactured in Bangladesh.
- i. To obtain import licences and permits from the office of the Chief Controller, Export and Import and to take all necessary steps for amendments and inclusion of items of licence etc., where necessary.
- j. To submit appeals to Custom and NBR in cases of arbitrary assessment of duties and imposition of penalties by custom. To visit Chittagong and Khulna for problems involving in customs clearance of Authority's.
- k. Any other duty assigned by the Authority from time to time.

SENIOR DEPUTY DIRECTOR (PURCHASE & STORES)

- a. To ascertain the needs of the Authority in the matter of materials and stores and for arranging supply of such materials and stores in the most efficient, economical and expeditious manner as far as possible.
- b. To arrange for submission of statements and returns as may be necessary to keep him informed of stocks available in the depots, the manner in which the requisitions of the departments are being complied with, the inflow of materials not required by Dep'ts. and steps taken to dispose of surplus and unserviceable stores.
- c. To prepare estimate of the quantities of stores to be purchased each year for making advantageous arrangements, possible for the economic purchase of stores.
- d. To ensure that stocks should be such that stores required by the Authority are readily available, they should be as small as possible and losses due to obsolescence and deterioration should be the minimum practicable.
- e. To attend complaints regarding shortages and delay in supplies of stores and bring all serious complaints to the notice of higher authority.
- f. To endorse suppliers' bills/cash memos.
- g. To meet audit objections.
- h. To look after the work of local and foreign purchase.
- i. To call local and foreign purchase tender and to scrutinise quotations and documents and make recommendation to the Authority for acceptance of the tender.
- j. To arrange local purchase on cash payment in emergency cases.
- k. To clear and forward materials arriving from abroad as well as stores locally purchased to various destinations.
- l. To obtain import licences and permits from the office of the Chief Controller, Import and Export and to take all necessary steps for amendments and inclusion of items of licence etc, where necessary.
- m. To submit appeals to Custom and NBR in cases of arbitrary assessment of duties and imposition of penalties by customs.
- n. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR (PURCHASE)

- a. To call Local and Foreign Purchase tenders, sent in meetings of tender committees as member secretary/convener.

- b. To arrange enlistment of suppliers after inspecting their establishments.
- c. To arrange for spot purchases.
- d. To manage processing of letters of credit.
- e. To examine shipping documents for clearance and signing of B/L, VBF forms, B/E, etc.
- f. To furnish bond and bank guarantees to Customs for the purpose of renewal of licences for self clearance.
- g. To manage custom clearance at Chittagong and Dhaka.
- h. To manage despatch of imported stores to ultimate consignees.
- i. To lodge claims with Customs, ship agents and others for refund of duties, realisation of compensation for damages, losses, etc.
- j. To file appeals, revise petitions etc. with Customs and National Board of Revenue, etc. regarding penalties, demurrage, refund of duties etc.
- k. To appear at hearings of appeals, revision petition, etc. in the Customs Court, National Board of Revenue, etc.
- l. To visit Chittagong for settling problems involved in customs clearance of consignments.
- m. To contact suppliers and indenting agents, banks and others concerned regarding import and establishment of Letters of Credit, etc.
- n. To maintain liaison with Indenting Departments.
- o. To pass bills of suppliers and indenting agents.
- p. To furnish bonds, undertaking and revenue deposits to customs and obtaining release order thereof.
- q. To furnish indemnity bonds and bank guarantees to ship agent and obtaining release order thereof.
- r. To examine legal aspects of contracts of supply and purchase.
- s. To solve all Miscellaneous problems connected with imports, clearance, Local Purchase etc.
- t. Any other duty assigned by the Authority from time to time.

DEPUTY DIRECTOR (SHIPPING & PURCHASE), CHITTAGONG

- a. To clear consignments at Chittagong after survey and forward them to ultimate consignees.
- b. To contact Customs Officials to settle problems involved in assessment of shipping documents.

- c. To contact Port Officials to solve problems arising in handling of cargo within the Port premises.
- d. To contact the ship agents regarding short landing and short supply.
- e. To maintain liaison with Dy. Director (Purchase) at Headquarter.
- f. To report progress on clearance and despatch of consignment to H. Q.
- g. To pass survey bills, overtime bills and contingent bills.
- b. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (FOREIGN PURCHASE)

- a. To obtain import licences, import permits.
- b. To obtain allocations order from Government for importation of materials from abroad.
- c. To obtain proforma invoices from manufacturers/suppliers or their local agents.
- d. To arrange for amendments in L/C and import licences and import permits etc.
- e. To prepare claim cases to be filled with Customs, ship agents and others for refund of duties, realisation of compensation for damages, losses etc.
- f. To assist Dy. Director of the Purchase Division in filing appeals, revision petitions etc. with Customs and National Board of Revenue, etc. regarding penalties, demurrage, refund of duties etc.
- g. To visit Chittagong and other places for smooth clearing & forwarding works.
- h. Any other duty assigned by the Authority from time to time.

ASSISTANT DIRECTOR (LOCAL PURCHASE)

- a. To obtain quotations for spot purchase.
- b. To prepare tender documents and examine papers submitted by tenderers.
- c. To examine comparative statements made on tenders received from bidders.
- d. To examine bills of suppliers and overtime bills.
- e. To verify stores delivered by suppliers.
- f. To meet audit objections in connection with local purchases.
- g. To make spot purchase of materials for meeting emergency breakdown requirements as per direction of the Dy. Director of the Purchase Division.
- h. Any other duty assigned by the Authority from time to time.

ANNEXURE-C
Phase III Vol-IX
Part 2 Chapter X

STATE OF CLASS-I OFFICERS

Sl. No.	Name and Designation	Date of birth	Dt. of apptt. in the Scale of Tk. 750-1470/- and above.	Date of joining in Present post	Remarks
1	2	3	4	5	6
1.	Janab Maqbul Ahmad Chairman	25-1-31	Nov' 1951	22-12-82	
2.	Janab Afzal Hussein Member Finance	30-12-26	1-5-55	11-3-77	
3.	Janab AMM Ghulam Kibria Member Engineering	1-2-29	23-7-51	7-6-78	
4.	Janab A. K. M. Golam Mostafa Chief Engineer	1-7-26	6-3-59	25-7-78	Appointed as Asst. Port Engineer in the corresponding scale of Tk. 750-1470/-
5.	Janab M. Hasan Chief Marine Engineer	1-1-41	15-11-78	15-11-78	
6.	Janab A K M T Hussain Secretary	1-9-27	3-7-59	1-7-74	Appointed as Assistant Traffic Officer in the corresponding scale of Tk. 750-1470/-
7.	Janab Anwar Hossain Director of Ports & Traffic	28-3-33	26-1-59	1-7-74	
8.	Janab Al-haj Shamiuzzaman Director of Accounts	1-3-29	1-11-66	30-1-71	
9.	Janab N. A. Hussain Director of Finance	8-10-35	7-3-63	1-8-74	
10.	Lt. Cdr. M. S. Haq Director, Consy. & Pilotage	1-7-33	18-8-71	1-7-74	
11.	Janab M. Sanaullah Director of Planning	31-10-35	20-6-63	1-7-74	
12.	Janab M. A. Hena Chief Hydrographer	7-3-38	1-1-59	1-7-69	
13.	Janab Anisuddin Ahmed Principal, Deck Personnel Training Centre	1-3-32	30-7-69	1-8-70	

1	2	3	4	5	6
14.	Janab Choudhury Mohd. A. K. Azad Director of Purchase & Store	1-3-36	8-9-60	1-2-82	
15.	Janab Zillur Rahman Dy. Chief Marine Engineer	25-8-47	15-12-82	15-12-82	
16.	Al-haj Mohammad Hossain Chief Consy. & Pilot Supdt	23-3-28	2-12-74	2-12-74	
17.	Janab Monsur Hossain Chdhy. Marine Superintendent	1-3-34	1-1-59	1-5-78	
18.	Janab Khawja Abdul Matin Dy. Chief Engineer	1-4-32	6-3-59	25-7-78	Appointed as Asst. Engineer in the corresponding scale
19.	Janab Salehuddin Dy. Chief Engineer	2-1-40	15-7-74	7-4-80	Appointed as Sup- rintending Engi- neer in the scale Tk. 1300-1600/- (old)
20.	Janab Idris Ahmed Addl. Chief Hydrographer	1-6-34	1-1-59	1-7-78	
21.	Janab Hakim Dy. Manager, Marine Workshop	1-7-34	5-11-69	26-8-81	
22.	Janab Zinnur Ahmed Legal Advisor	2-1-25	2-1-25	31-10-83	On retainer basis
23.	Janab Quazi Habibur Rahman Sr. Dy. Secretary	10-1-39	2-8-62	1-9-74	Appointed as Assi- stant Traffic Offi- cer in the corres- ponding scale of Tk. 750-1470/-
24.	Janaba A. A. Begum Sr. Dy. Director of Planning	2-2-32	22-5-63	25-2-77	
25.	Janab Kazi Mohd. Nurullah Sr. Dy. Director Audit	1-1-29	25-2-77	30-6-82	
26.	Janab A. N. Mohd. Ali Khan Sr. Dy. Director of Ports & Traffic	7-7-39	2-8-62	4-3-82	
27.	Janab M. Serajul Alam Sr. Dy. Director of Ports & Traffic	24-4-30	21-2-64	4-3-82	

1	2	3	4	5	6
28.	Janab S. H. Khan Sr. Dy. Director of Accounts	1-4-31	31-10-69	7-10-82	
29.	Janab Mosharraf Hossain Sr. Marine Engineer	3-1-37	22-3-76	17-4-83	
30.	Janab A. K. M. Shamsuddin Asstt. Chief Hydrographer	19-11-41	17-7-61	15-78	
31.	Janab M. Iqbal Hussein Khan Asstt. Chief Hydrographer	1-3-31	1-3-74	15-78	
32.	Janab S. M. Hossain Asstt. Chief Hydrographer	1-4-35	1-3-74	15-78	
33.	Janab Ghulam Khaliq Chain Commander	5-10-30	9-11-76	9-11-76	
34.	Janab Taslimuddin Khan Superintending Engineer	12-9-38	1-9-75	As S.E. 1-9-75	
35.	Janab Parvez Ali Anwar Khan Superintendent Engineer	3-3-43	7-8-73	20-6-82	
36.	Janab Mahbubar Rahman Superintendent Engineer	11-6-48	2-5-81	As S.E. 2-5-81	
37.	Janab M. A. Awal Dock Master	22-11-35	2-11-81	2-11-81	
38.	Lt. Bashir Ahmed Bhuiyan Consy. & Pilot Supdt.	3-7-52	1-2-69	12-4-76	
39.	Janab Nazir Hossain Bhuiyan Consy. & Pilot Supdt	16-10-40	7-7-64	25-7-78	
40.	Janab A.R.M. Salim Commander	26-2-44	17-5-63	4-3-82	
41.	Janab Abdur Rahim Khan Consy. & Pilot Supdt.	21-11-40	7-7-66	25-7-78	
42.	Janab Kutubuddin Ahmed Chowdhury Consy. & Pilot Supdt.	4-7-42	8-7-66	25-7-78	
43.	Janab Enayet Karim Consy. & Pilot Supdt.	30-9-39	6-7-64	25-7-78	
44.	Janab Abdur Rob Khan Consy. & Pilot Supdt	21-11-40	10-7-66	25-7-78	
45.	Janab Fariduddin Khandaker Commander	18-9-42	19-8-75	12-4-83	

1	2	3	4	5	6
46.	Janab Amiruzzaman Commander	1-4-35	1-2-71	3-8-79	
47.	Janab Shahajahan Miah Commander	3-1-50	5-2-69	12-3-82	
48.	Janab Dr. Md. Hasan Chief Medical Officer	15-10-39	3-10-82	3-10-82	
49.	Janab Shamsul Islam Dy. Secretary (Estab.)	31-12-32	1-5-65	1-10-74	
50.	Janab Majirul Islam Dy. Secretary (PS)	17-7-35	1-5-65	1-10-74	
51.	Janab A.H. Nazimuddin Dy. Director, Ports & Traffic	12-1-32	1-8-54	15-9-71	
52.	Janab K.M.R. Rahman Dy. Director, Ports & Traffic	1-8-26	8-6-51	23-12-71	
53.	Janab S. H. Bodruddoza Dy. Director, Ports & Traffic	1-1-44	1-5-69	3-5-75	
54.	Janab A.K. Pathan Dy. Director, Ports & Traffic	1-4-34	11-4-70	19-3-83	
55.	Janab A. I. Siddiqui Dy. Director, Ports & Traffic	1-5-36	1-8-75	19-3-82	
56.	Janab M. A. Jabbar Dy. Director, Ports & Traffic	1-4-30	2-1-67	19-3-82	
57.	Janab Fasihur Rahman Dy. Director, Ports & Traffic	20-2-45	1-5-69	1-9-73	
58.	Janab Md. Golam Moula Mollah Dy. Director, Ports & Traffic	26-4-46	1-5-69	3-4-75	
59.	Janab Abdur Rashid Chwdhy. Dy. Director, Ports & Traffic	1-5-31	1-5-69	3-4-75	
60.	Janab Maqsoodur Rahman Dy. Director, Ports & Traffic	1-1-32	1-10-73	1-2-80	
61.	Janab M. A. Khaleque Dy. Director, Ports & Traffic	19-1-37	1-10-71	19-3-82	
62.	Janab Haris Ahmed Dy. Director (Stores)	31-12-37	1-10-73	5-5-83	
63.	Janab Sirajuddin Ahmed Dy. Director, Accounts	28-10-51	1-4-77	1-4-77	
64.	Janab Idris Talukder Dy. Director of Accounts	22-2-48	23-10-73	22-12-77	

1	2	3	4	5	6
65.	Janab Mojibul Huq Dy. Director of Accounts	1-2-32	1-10-73	7-4-82	
66.	Janab Ruhul Amin Actg. Dy. Director of Accounts	13-2-42	1-1-73	7-10-82	
67.	Janab M. M. Anwaruzzaman Deputy Director of Planning	21-10-36	2-8-62	10-5-72	
68.	Janab Md. Shamsher Ali Deputy Director of Planning	30-12-46	7-12-73	7-12-73	
69.	Janab Sultan Uddin Ahmed Deputy Director of Planning	1-1-35	1-9-71	8-10-77	
70.	Janab Mosharraf Hossain Sarder Store Officer (M) Workshop, Barisal	23-1-39	17-12-69	1-7-74	
71.	Janab Shamsul Alam Mechanical Engineer	1-4-39	7-4-76	1-3-77	
72.	Janab A. Z. Chowdhury Marine Engineer	31-12-39	27-11-78	27-11-78	
73.	Janab M. A. Qudir Mechanical Engineer	5-4-37	17-2-78	17-2-78	
74.	Janab Prem Chand Chdhy. Mechanical Engineer	1-4-50	2-11-81	2-11-81	
75.	Janab Kamaluddin Dy. Director of Finance	22-10-35	8-6-77	8-6-77	
76.	Janab Zafrul Islam Naval Architect	31-3-54	1-6-78	21-7-82	
77.	Janab A. Raquib Bhuiyan Naval Architect	1-4-55	1-6-78	21-7-82	
78.	Janab Habibur Rahman Shipbuilding Engineer	18-2-45	16-7-79	16-7-79	
79.	Janab Mosharaf Hossain Electrical Engineer	10-4-39	12-4-82	12-4-82	
80.	Janab Feruze Ahmed Asstt. Dock Master	28-4-54	24-10-79	24-10-79	
81.	Janab Kazi Amanullah Chief Engineer (V)	22-7-46	1-3-77	1-3-77	
82.	Janab A. Khaleque Chief Engineer (V)	21-6-49	7-3-77	1-9-81	

1	2	3	4	5	6
83.	Janab Bazlur Rahman Chief Engineer (V)	18-11-54	1-10-79	1-9-81	
84.	Janab Tajimuddin Ahmed Chief Engineer (V)	18-11-54	1-10-79	1-9-81	
85.	Janab Abul Mokarroin Sr. River Surveyor	1-3-39	4-4-64	1-3-73	
86.	Janab S. M. Shahajahan Sr. River Surveyor	16-2-44	6-7-64	1-3-73	
87.	A. K. M. Nurul Alam Sr. River Surveyor	28-1-44	7-7-64	1-3-73	
88.	Janab F. R. Bhuiyan Sr. River Surveyor	1-1-40	18-6-73	1-3-73	
89.	Janab Abul Kalam Sr. River Surveyor	22-6-38	20-7-64	7-3-78	
90.	Janab S. M. Ali Sr. River Surveyor	30-6-41	25-4-61	17-7-78	
91.	Janab Anisul Huda Sr. River Surveyor	20-8-39	17-7-61	17-7-78	
92.	Janab Abdul Matin Mondal Tidal Analyst	30-6-47	12-10-74	9-1-82	
93.	Janab Tofazzal Hossain Cartographer	1-4-33	14-11-73	14-11-73	
94.	Janab Hafizur Rahman Talukder Echo-Sounder Engineer In-charge	31-1-39	17-4-78	25-6-82	
95.	Janab A. B. M. Shah Alam Asstt. Chain Commander	1-11-33	5-5-68	1-10-74	
96.	Janab Q. M. Safiullah Station Engineer	3-4-43	30-10-73	23-6-80	
97.	Janab Abdul Mazid Khan Station Engineer	1-1-48	16-9-75	23-6-80	
98.	Janab Khalilur Rahman Station Engineer	1-11-42	25-3-74	23-6-80	
99.	Janab Nizamul Mulk Station Engineer	3-3-53	18-5-77	6-12-82	
100.	Janab Moynul Islam Executive Engineer	29-10-38	2-11-70	7-8-76	

1	2	3	4	5	6
101.	Janab P. R. Kundu Executive Engineer	27-2-41	1-12-70	20-6-78	
102.	Janab Nurul Islam Khan Executive Engineer	1-6-52	19-9-75	5-10-78	
103.	Janab Ramizuddin Mollah Executive Engineer	1-1-50	4-5-73	5-10-78	
104.	Janab Harun-or-Rashid Executive Engineer	14-9-44	4-5-73	18-11-78	
105.	Janab Abul Kashem Executive Engineer	1-1-52	16-3-78	1-4-80	
106.	Janab Golam Rabbani Executive Engineer	31-1-53	14-3-77	15-4-81	
107.	Janab Sadequl Islam Executive Engineer	24-12-52	24-12-76	15-4-81	
108.	Janab Hasan Mahmud Executive Engineer	1-2-53	2-6-81	2-6-81	
109.	Janab Tajul Islam Executive Engineer	1-5-53	11-1-78	18-8-82	
110.	Janab Nurul Anwar Executive Engineer	1-8-53	20-1-78	18-8-82	
111.	Janab Dhananjoy Acharjee Executive Engineer	31-12-53	1-4-78	19-8-82	
112.	Janab Manirul Huq Executive Engineer	1-12-54	2-10-78	18-8-82	
113.	Janab M. A. Latif Vice-Principal	1-6-30	1-9-75	1-9-75	
114.	Janab Md. Shahajada Miah Asst. Consy. & Pilot Supdt.	21-2-34	16-1-78	16-1-78	
115.	Janab Faruque Ahmed Asstt. Consy. & Pilot Supdt.	18-4-34	14-4-78	15-12-79	
116.	Janab Tossadek Hossain Asstt. Consy. & Pilot Supdt.	16-2-61	18-2-82	18-2-82	
117.	Janab M. A. Mannan Miah Asstt. Consy. & Pilot Supdt.	1-6-29	10-4-78	7-2-80	
118.	Janab Mofijur Rahmanil Asstt. Consy & Pot Supdt.	15-12-27	25-1-75	30-3-83	
119.	Janab Sirajudhullah Asstt. Consy. & Pilot Supdt.	11-2-42	25-1-75	30-3-83	

1	2	3	4	5	6
120.	Janab Abdus Salam Asstt. Consy. & Pilot Supdt.	1-9-46	10-10-74	12-6-83	
121.	Janab M. B. Khan Asistant Secretary	1-2-34	1-7-77	1-7-77	
122.	Janab Mir Nousher Ali Assistant Secretary (Admn).	21-1-39	1-7-77	1-7-77	
123.	Janab Mofizul Hoque Assistant Secretary (Co-ord)	30-6-36	18-5-78	19-6-80	
124.	Janab Zainul Abedin Assistant Secretary (Transport)	1-1-43	19-6-80	10-6-80	
125.	Janab Dihider Abdus Sobhan Asstt. Secretary (Estb.)	14-5-42	24-8-83	24-8-83	

ANNEXURE-D'
Phase III Vol-IX
Part 2 Chapter X

STATE OF TRANSPORT

Sl. No.	Registration No.	Type of Transport	State of Service-ability	User	Source of procurement	Details of whole time use, if any	Re-marks
1	2	3	4	5	6	7	8
1.	DHAKA GHA-910	Car (Lancer)	Running condition	Chairman	Development Scheme	As per CMLA's order No. 7009/2 CIV-1 27th July, 1982	
2.	DHAKA GHA-1056	" (Toyota)		Transport pool	"		
3.	DHAKA GHA-1568	" "	"	"	Revenue Budget		
4.	DHAKA GHA-1569	" "	"	"	"		
5.	DHAKA GHA-1570	" "	"	"	"		
6.	DHAKA GHA-1571	" "	"	"	"		
7.	DHAKA GHA-1572	" "	"	"	"		
8.	DHAKA GHA-1570	" "	"	"	"		
9.	DHAKA GHA-9195	" "	"	"	"		
10.	DHAKA GHA-9196	" "	"	"	"		
11.	DHAKA GHA-9197	" "	"	"	"		
12.	DHAKA GA-7994	" "	"	"	Development Scheme		
13.	DHAKA GHA-1573	" "	"	"	Revenue Budget		
14.	DHAKA KA-3718	" "	"	"	"		

1	2	3	4	5	6	7	8
15.	DHAKA GHA-9664	Jeep (Daihatsu)	Running condition	Transport pool	Development Scheme		
16.	DHAKA GA-779	.. (Toyota)		
17.	DHAKA GHA-1182	.. (Nisan)		
18.	DHAKA KHA-293	.. (Toyota)		
19.	DHAKA CHA-1300	Micro Bus	Revenue Budget		
20.	DHAKA CHA-1590	Development Scheme		
21.	DHAKA GA-980	Micro Bus	Revenue Budget		
22.	CTG. JA-812		
23.	DHAKA GHA-1580	Staff Bus		
24.	DHAKA GHA-2137		
25.	DHAKA GHA-1661		
26.	DHAKA GHA-1416	Baby taxi		
27.	DHAKA GHA-1417		
28.	DHAKA DA-7574	Truck (Comer)	Under repair	..	World Bank Loan		
29.	DHAKA GA-4922	Car (Mavric)	Laid up	..	USAID		
30.	DHAKA GA-415	Jeep (Branche)	Running condition		..		
31.	DHAKA GA-4448	Car (Prince)	..	BIWTA Port Office N. Ganj	Prize Fund		
32.	DHAKA GHA-9687	Jeep (Daihatsu)	..	BIWTA Aricha Office	Development Scheme ..		

1	2	3	4	5	6	7	8
33.	DHAKA GHA-1180	Jeep (Daihatsu)	Running condition	Decca Chain Base Station Gulshan	Development Scheme		
34.	DHAKA GHA-1181	"	"	Green Station Jessore	"		
35.	DHAKA GHA-1182	"	"	Master Station Chandpur	"		
36.	DHAKA GHA-7531	"	"	BIWTA Khulna Office	"		
37.	DHAKA KHA-481	" (Nisan)	"	do	"		
38.	DHAKA KHA-1279	"	"	Red Station Dohazari Chittagong.	"		
39.	DHAKA GA-6668	Jeep (Willy)	"	BIWTA Office N' Gonj	"		
40.	MY BA-82	" (Nisan)	"	Purple Station Mymensingh	"		
41.	DHAKA CHA-2890	" (Toyota)	"	CTG	"		
42.	DHAKA CHA-1581	Micro Bus	"	Deck Personnel Training Centre, N. Gonj	UNDP		
43.	DHAKA GA-2030	Car (V.W.)	Under condemnation	BIWTA Office Chittagong	Revenue Budget		
44.	DACCA KA- 328	"	"	Dhaka Port Office Dhaka	"		
45.	DHAKA GA-6805	" (Willy)	Under repair	Engineering Office Barisal	Development Scheme		