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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP

PHASE III
(PUBLIC STATUTORY CORPORATIONS
(AUTONOMOUS/SEMI-AUTONOMOUS BODIES) AND
ALLIED ORGANISATIONS)

VOLUME VII

PART 2

FISHERIES AND LIVESTOCK DIVISION

CHAPTER III

BANGLADESH FISHERIES DEVELOPMENT CORPORATION

GOVERNMENT OF THE PEOPLES REPUBLIC OF BANGLADESH
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Martial Law and Civil Wing

NOTIFICATION

No. 7002/1/Civ-I Dated Dhaka, the 22. 11. 1983

**SUBJECT : Organisation set up—Public Statutory Corporations
(Autonomous/Semi autonomous Bodies) and allied
Organisation.**

**REFERENC : 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 FISHERIES DEVELOPMENT CORPORATION, FISHERIES & LIVE STOCK DIVISION 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

Sd.

M. ATIQR RAHMAN
MAJOR GENERAL
Principal Staff Officer.

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BANGLADESH FISHERIES DEVELOPMENT CORPORATION
FISHERIES AND LIVESTOCK DIVISION
MINISTRY OF AGRICULTURE

INTRODUCTION :

1. The Bangladesh Fisheries Development Corporation was established in June, 1964 under the then East Pakistan Ordinance No. IV of 1964, with a view to accelerating the pace of development of the fisheries resources of the country with special emphasis on the exploitation of marine fisheries in the Bay of Bengal. After independence the Ordinance was repealed and a new Act, called the Bangladesh Fisheries Development Corporation Act, 1973 was passed by the Parliament on 21st Sept., 1973. Thus, Bangladesh Fisheries Development Corporation got its permanent structure.

ALLOCATION OF FUNCTIONS :

2. The Functions allocated to the Corporation are given below :
- a. to take measures for the development of fisheries and fishing industries ;
 - b. to establish fishing industry ;
 - c. to establish units for capture of fish and promote a better organisation for exploitation of fish wealth ;
 - d. to acquire, hold or dispose of fishing boats, fish carriers, road and river transports and all equipment and accessories necessary in connection with the development of fishing industry;
 - e. to establish units for preservation, processing, distribution and marketing of fish and fish products ;
 - f. to advance loans to fish industries and to fishermen's co-operative societies ;
 - g. to encourage establishment of fishermen's co-operative societies ;
 - h. to undertake survey and investigation of the fish resources ;
 - i. to establish institute or make arrangements for the training and research in the method of catching, processing, transportation, preservation and marketing of fish ;
 - j. to set-up organisation for export of fish and fish products ;

- k. to acquire, hold and dispose of such other properties as are required for carrying out all or any of the abovementioned purposes ; and
- l. to formulate scheme or schemes for carrying out all or any of the functions specified above.

EXISTING ORGANISATION :

3. Subject to the rules and regulations made under the BFDC Act, the general direction and administration of the Corporation and its affairs vest in a Board which has full authority to exercise all powers and do all acts and things which may be exercised and done by the Corporation. The Board consists of not more than five Directors to be appointed by the Govt. Of the Directors, at least two shall be whole time Directors, one of whom to be the Chief Executive of the Corporation. Organised under the Chairman and 3 Member Directors, the Head Office is divided into 8 Divisions, viz, Administration and Co-ordination, Finance, Audit, Accounts, Planning, Implementation, Marketing and Purchase. Besides these, there are 15 Project offices located at different places in the country, namely, three at Chittagong two each at Cox's Bazar and Mongla and one each at Barisal, Comilla, Pagla, Patherghata, Khepupara, Khulna, Rangamati and Rajshahi, Total number of sanctioned posts is 1323 including 188 posts against which appointment is made on contract as and when required. Of them 241 are officers and 1082 staff.

4. The existing organisation chart is given in Annexure 'A'.

CHARTER OF DUTIES :

5. The revised charter of duties of different officers is given at Annexure-'B'.

WORK LOAD :

6. The Corporation has furnished data relating to files, receipts and issues in its head office. It has shown that there were 3,805 files in 1972, which increased to 7,685 files in 1981. The rise was 281.97%. The number of correspondence, both incoming and outgoing, was 1,72,240 in 1980, which stood at 2,46,523 in 1982. The increase is due to expansion of the Corporation with inclusion of new ADP Projects, balancing, modernisation and renovation of its revenue projects, specially those relating to production and marketing.

7. The comparative state of performance during the last five years is given in Annexure 'C'. Total revenue earning of the Corporation was

Taka 24,95,31,212.59 for the four years from 1978-79 to 1982-83. Export earning increased from Tk. 59.16 lakh in 1978-79 to Tk. 248.00 lakh in 1981-82.

OTHER DETAILS :

8. Officers : State of class I officers is given in Annexure 'D'.
9. Transport : State of transport is given in Annexure 'E', wherein distribution of authorised transports has also been shown.

OBSERVATIONS AND RECOMMENDATIONS :

10. Some problems are being faced by the Corporation due to restrictions imposed under Section 12 (6) of the Act. The Committee recommends giving sufficient autonomy by amending Section No. 12 (6) of the Corporation's Act to obviate delay and safeguard the autonomy of the Corporation.

11: During the course of visit to the Corporation Offices it was seen that there is a vacant plot of land on both the sides of the Marketing and Distribution of Fishes Project at Pagla which is owned by PWD for its resource wing. According to a recent decision of the Government this wing of PWD stands almost abolished. PWD will, therefore, have no use of it in the near future, whereas BFDC is in urgent need of this adjacent plot of land for its expansion. The Committee, therefore, recommends that this plot of land be transferred to the BFDC for expansion and of processing/ packaging of fishes by exporters and BFDC and also to accommodate the Zonal Marketing/distribution centre of BFDC.

12. Both Bangladesh Fisheries Development Corporation and the Directorate of Fisheries are under the Fisheries and Livestock Division of the Ministry of Agriculture. In execution of development work and promotional activities the functions of both the organisations are overlapping with each other. It is, however, difficult to draw a clear-cut line. It is, therefore, recommended that a Committee headed by a senior officer of Planning Commission and consisting of officers from the Fisheries and Livestock Division, BFDC, the Directorate of Fisheries and the O & M Wing of the Ministry of Establishment and Reorganisation be constituted to consider how this problem of overlapping can be sorted out. It, however, appears that as has been done in the case of Karnafuli Fisheries Reservoir by transferring it to the BFDC for exploitation, the big lakes, Beels and Haors may also be transferred to BFDC for commercial exploration, particularly in view of the fact that it has necessary knowledge, resources and logistic support for the purpose. Commercial oriented large scale development projects should also be entrusted to BFDC from Directorate of Fisheries.

13. Chairman is also the Chief Executive of the Corporation and as such he is fully accountable and answerable to the Govt. for all sorts of development, commercial and financial activities of the Corporation. In relation to these activities Chairman should be consulted for posting and/or withdrawing Member-Directors and Secretary of the Corporation so that right type of officers may be posted as Directors.

14. The Marine Fisheries Academy which was established and run by the Corporation since 1972 has been taken over by the Ministry of Shipping and Communication in May, 1983. The Marine Fisheries Academy runs the training courses which has direct relationship with fish and fisheries industries. In view of this, the placement of Marine Fisheries Academy be reviewed by the concerned Ministries.

CONCLUSION :

15. The re-organisatistion brings down the number of posts from 1,323 to 1,128. As a result there will be saving of around Tk. 13,33,581/- per annum on head pay alone.

CHARTER OF DUTIES

Chairman :

1. To act as the Chief Executive of the Corporation ;
2. To call and preside over the meetings of the Board of Directors ;
3. To call the meeting of the Board of Directors and to give approval for preparing agenda.
4. To authorise the Senior Director, in writing, to preside over a meeting of the Board of Directors, if he is unable for any reason as per clause No. 12 (3) of the Act (Seniority will be determined from the date of joining as Director in BFDC or according to status conferred by the Government).
5. To provide executive and operational guidance to the Directors and managerial executives and ultimate management of the activities of the Corporation shall be within the limits of his control ;
6. To ensure proper deposit of Fund of the Corporation. Funds are to be deposited to the Banks with nature of accounts and also withdrawal of fund, subject to the condition that the Director (Finance) will also be able to withdraw money from the Banks. The limitation of the withdrawal of funds by the Director (Finance) will be determined by the Chairman from time to time ;
7. To approve all major expenditure under all heads.
8. To act as Chairman of the Selection Committee and Tender Committee No. 1 and discharge his functions as such.
9. To act as appointing authority of employees from Grade Tk. 470-1135/- and above and will consider their resignation letter.
10. To act as transferring authority of the employees from Grade Tk. 470-1135/- and above.
11. To impose major penalty on any employee from Grade Tk. 470-1135/- and above .
12. To act as appellate authority for any penalty imposed on the employee.
13. To sign all the contracts of foreign assistance with the Corporation ;

14. To act as approving authority of tour programme and travelling allowance he shall be his own controlling officer and of the Directors and the Secretary.
15. To create any post carrying pay scale up to Tk. 2100-2600/- with the approval of the Board of Directors.
16. To grant financial benefits to employees such as advance, special increment, higher initial pay, compensation for accident, grant from welfare fund etc.
17. To approve Earned Leave/Extraordinary leave as per delegation of power.
18. To approve annual increment of officers.
19. To perform any of the duties which may be assigned by Govt. and/or delegated by the Board of Directors from time to time.

DIRECTOR, PLANNING AND IMPLEMENTATION :

1. To be responsible for all planning matters relating to both completed and on-going schemes ;
2. To be responsible for liaison with the Govt. and foreign/local agencies for lining up Foreign Credit/Aid/Grants etc.
3. To Prepare Annual Development Programme and T. A. P.
4. To prepare tender documents and call, scrutinize tender relating to all kinds of construction/structures and installation works ;
5. To be responsible for supervision of all kinds of construction ; structures and installation work ;
6. To be responsible for collection and compilation of progress reports on the Implementation of Schemes undertaken by the Corporation ;
7. To act as recommending/approving/Sanctioning authority to a certain limit of expenditure for the purpose of construction/installation work and as such he will discharge his functions ;
8. To act as co-ordinator with all divisions of the Corporation for the purpose of Planning, Implementation, Evaluation, and preparation of ADP.
9. To exercise financial power as delegated from time to time ;
10. To be responsible for making provision of Foreign Expert/Consultants and clearance for contract/assignment.
11. To be responsible for arrangement of making necessary papers for inspection of implementation/progress of projects by any Agency in co-operation with other Divisions/Branches,

12. To act as approving authority of the Tour Programme/Tour Diary/ Travelling allowance of Project Heads/Manager, Planning/Implementation and other sub-ordinate Officers of his Divisions ;
13. To act as controlling officer of all the project Heads in respect of execution of the projects as per schedule ;
14. To act as controlling officer of his Divisions and all projects for the purpose of recommending/granting annual increment/leave as will be determined by the executive orders issued from time to time ;
15. To write and countersign the concerned ACR of Officers and staff of his Divisions ;
16. To perform any other duties which may be assigned by the Chairman/ delegated by the Board of Directors.

DIRECTOR, FINANCE, ACCOUNTS AND AUDIT :

1. To be responsible for rendering financial advice to the Chairman.
2. To sign cheques as per delegation of powers.
3. To be responsible for financial management and as such he will discharge his functions in consultation with the Chairman ;
4. To be responsible for preparation of accounts papers and maintenance of Accounts and Records and authentication of such documents ;
5. To be responsible for preparation of final Accounts and Balance sheet of the Corporation ;
6. To be responsible for preparation of Accounts/ Records for the purpose of Commercial and C. A. Audit and make arrangement for internal audit of projects.
7. To be responsible for preparation of Budget and procurement of funds of the Corporation from the Govt. and other Agencies and payment of interest etc ;
8. To be responsible for finding out the ways and means to increase revenue/income and to regulate Budgetary provision ;
9. To act as Custodian of the fund of the Corporation and as such he will discharge his functions in consultation with the Chairman/power delegated as per Act.
10. To act as controlling officer of the officers/employees of his Division in respect of approving tour programme/Tour diary/Travelling allowance ;
11. To countersign of pay bills/allowance/expenditure up to certain limit as per delegation of power.

12. To write and countersign the ACR of Officers and staff as required ; and to recommend leave/Annual increment etc. as per delegation of power.
13. To perform any other functions as may be assigned to him by the Chairman/delegated by the Board of Directors ;

DIRECTOR, MARKETING AND PURCHASE :

1. To be responsible for making drawings, specifications, procurements, maintenance and repair of all kinds of equipments etc. and will be responsible for marketing and distribution of fresh as well as processed fish of the Corporation.
2. To be responsible for preparation of all sorts of tender documents for Purchase of equipments/Fishing Gears/Nylon Twine/Vehicles/Printing/office stationeries/Furniture/Liveries etc. of the Projects as well as of the Head Office and as such he will discharge his functions ;
3. To be responsible for auction of all unserviceable equipments/vehicles/ different kinds of articles of the projects as well as of the Head Office and he will work as Chairman of Condemnation Committee.
4. To be responsible for proper storage, marketing and distribution of fresh fish as well as processed fish ;
5. To be responsible for contracting with Foreign Buyers as regards Exporting fresh and processed fish and will discharge his functions as such ;
6. To be responsible for opening L. C. for procurement of equipments and exporting purpose.
7. To initiate and make arrangement for negotiation for sale of products with foreign as well as local buyers/sellers and Inspection of any purchase, repair etc. and he will work as Chairman of Tender Committee No 2.
8. To be responsible for exportable products and will work as liaison officer with Ministry of Commerce and Industries, Ministry of Foreign Affairs, Export Promotion Bureau, Shipping Corporation etc. as and when necessary.
9. To act as controlling officer of the sub-ordinate officers of his Division in respect of approving of tour programme/tour diary/travelling allowance ;
10. To act as controlling officer in respect of approving/recommending of leave/annual increment of his sub-ordinate officer of Marketing and Purchase Division.

11. To write and countersign ACR of the Officers and staff as required.
12. To exercise financial power as delegated from time to time.
13. To perform any other functions as will be assigned to him from time to time by the Chairman/delegated by the Board of Directors.

SECRETARY :

1. To act as head of the Administration and Co-ordination Division of the Corporation and shall be responsible to the Chairman for proper discharge of his functions.
2. To act as appointing authority of all employees from pay scale of Tk. 225-315/- up to Tk. 425-1035/- i. e. with the approval of the Chairman.
3. To work as Chairman, Selection Committee No. 2.
4. To act as issuing authority of all transfer order of the employees with the approval of the Chairman as and when required.
5. To impose any penalty on the employees from grade Tk. 425-1035/- to Tk. 225-315/- shall lie with him.
6. To act as controlling officer in respect of approving tour programme/ tour diary/travelling allowance and leave of the sub-ordinate officers/ employees of Administration and Co-ordination Division.
7. To be responsible for reception of foreign guests of the Corporation and their accommodation etc.
8. To be responsible for running/maintenance etc. of the Vehicles of the Head Office.
9. To be responsible for hiring of office accommodation of the Head Office and hiring of residential accommodation of the employees of the Corporation.
10. To be responsible for functions relating to the common service of the Head Office.
11. To act as the Secretary to the Board of Directors.
12. To be responsible for issuing formal executive orders for implementing the decisions of the Board of Directors.
13. To be the custodian of the Minutes Book along with relevant documents in connection with meeting of the Board of Directors.
14. To be responsible for initiating/making/amendment of regulations/Act, Recruitment rules regulations etc. when necessary.
15. To be responsible for supplying of Service Books to the employees keeping watch regarding proper and up-to-date maintenance of Service Books.

16. To be responsible for preparation and collection of Annual Confidential Character Roles of Officer/Employees and make arrangement for necessary counter signature there of and their safe custody.
17. To be responsible for making co-ordination, for any purpose when situation arises, among the all Divisions of the Corporation and the Projects.
18. To be responsible for legal matters relating to establishment and/or Act/Regulations along with the interpretation of such Acts/Regulations.
19. To be responsible for all sorts of disciplinary matters.
20. To sign contracts as assigned to him by the executive orders from time to time.
21. To be the issuing authority of Annual Increment order of all employees with approval of the proper authority.
22. To write and countersign the ACR of Officers and staff as required ;
23. To act as Chairman of the Committee for giving loans to the Officer/ staff for purchase of land, construction of house, Motor Car, Motor Cycle, bi-cycle, house repairing.
24. To act as member of the Trustee Board of C. P. Fund, Benevolent Fund etc.
25. To exercise financial power as delegated from time to time.
26. To grant Earned Leave/Extra-ordinary leave to staff as per delegation of power.
27. To act as concerned officer for security and safety of Head Office.
28. To perform any other duties as assigned to him from time to time by the Chairman/executive order.

DEPUTY SECRETARY :

1. To assist the Secretary in discharging his functions.
2. To be responsible for office management, discipline, common service and running and maintenance of Transport of Head Office.
3. To be responsible for maintenance of Head Office Buildings, Rest House and hiring of accommodation.
4. To be responsible for reception of delegates, guests, maintenance of protocol etc.

5. To verify the stores, register of office stationeries and articles including fixed assets and sign the store registers/books.
6. To be responsible for installation and maintenance of office telephone, PABX, Photocopier, Telex machine and other office equipments.
7. To act as custodian of all files, documents etc. of the Administration Division.
8. To be responsible for day-to-day administration and establishments works of the Head Office as well as of the Projects.
9. To be responsible for preparation of Gradation list, Collection and compilation of various types of reports including manpower use of transport and telephone etc.
10. To be responsible for maintenance of liaison among the Divisions, Branches and Projects of the Corporation.
11. To act as initiative officer for all matters of establishment and administration.
12. To perform any other duties as may be assigned to him by the Secretary from time to time.

ASSISTANT SECRETARY :

1. To assist the Dy. Secretary in discharging all of his duties.
2. To act as base level officer and as such he is to initiate all matters relating to administration and establishment.
3. To be responsible for management and discipline of office of the Administration Division.
4. To initiate the Attendance Register and keep record of leave and put up to the Dy. Secretary for verification.
5. To be responsible for all sorts of common service facilities etc.
6. To be responsible for maintenance of the Head Office Building and Rest House and Security thereof.
7. To check postage stamp utilization, issuance of stores/equipments etc.
8. To receive the office stationeries and equipments, stock entry verification and signature of stockbook of the Head Office.
9. To be responsible for maintenance/movement of all sorts of file/documents of the Administration Division.
10. To perform any other duties as may be assigned to him by the Secretary from time to time.

PUBLIC RELATIONS OFFICER :

1. To work directly under the Secretary.
2. To be responsible for all sorts of advertisements etc.
3. To be responsible for protocol duties such as reception of guests/delegates, their accommodation, entertainment act.
4. To be responsible for making film and publication on the activities of the Corporation, preparation of Annual Book and Bulletin etc.
5. To perform of the duties as may be assigned to him by the Secretary from time to time.

MANAGER, PLANNING DIVISION :

1. To assist the Director, Planning and Implementation in discharging his functions relating to planning and evaluation matters.
2. To be responsible for overall supervision and working of the Planning Division.
3. To maintain liaison with the Govt./Foreign/Local Agencies for lining up foreign credit/aid/grants etc.
4. To prepare the Annual Development Programme and T. A. P.
5. To prepare Schemes/make feasibility study etc. for preparation of Schemes.
6. To be responsible for collection, compilation of evaluation reports of on-going projects, and submission to the appropriate Deptt./Agencies etc.
7. To attend meeting with Govt. Departments/Planning Commission and Foreign aid giving Agencies relating to planning and evaluation of the projects as and when needed.
8. To receive and review reports of the officers and staff of the Division and submit them when assigned to him.
9. To write the Annual Report and report of officers and staff subordinate to him.
10. To prepare all reports and returns concerning the Division and put up for approval as per schedule.
11. To checkup the attendance register of the Division.
12. To perform any other duties as may be assigned to him by the Director Planning and Implementation by executive order from time to time.

PLANNING OFFICER :

1. To assist the Manager Planning, in discharging his functions.
2. To be responsible for taking initiative in preparation and revision of schemes, ADP/foreign exchange, budget and processing the same through different stages.
3. To be responsible for determination or priority of resources, allocation and finding out ways and means for fisheries development.
4. To be responsible for day-to-day routine work, office management and discipline, maintenance of file, documents, preparation of reports and returns etc. of the Planning Division.
5. To perform any other duties as may be assigned to him by the Manager, Planning Division from time to time.

EVALUATION OFFICER :

1. To be responsible for the Manager, Planning for carrying out economic feasibility study of the development projects of the Corporation .
2. To be responsible for regular evaluation and appraisal of projects and to find out problems and suggesting measures for solutions thereof.
3. To be responsible for reporting on the disbursement and utilisation of local and foreign funds.
4. To be responsible for monthly, quarterly and annual report to the Ministry and Planning Commission, Project Monitoring Division and Cabinet Division etc.
5. To be responsible for collection, compilation and analysis of statistics relating to fisheries projects of the Corporation and or other fisheries projects.
6. To be responsible as base level officer for management and safe custody of the files, documents etc. of the Evaluation sections.
7. To perform any other duties as may be assigned to him by the Manager Planning from time to time.

ASSISTANT PLANNING OFFICER :

1. To act as base level officer of the Planning Division.
2. To work under the direct control of the Planning Officer for initiating and preparation of ADP, foreign exchanges, budget, schemes and any other functions relating to planning matters.
3. To initiate the Attendance Register, keep records of leave and is responsible for safe custody of files, records etc. of the Planning Division ;

4. To perform any other function as may be assigned to him by the Manager, Planning from time to time.

ECONOMIC ANALYST :

1. To act as base level officer and is to work under the direct control of the Planning Officer.
2. To take initiative for preparation and processing, negotiation of schemes at different stages.
3. To examine specially the economic feasibility of the schemes under preparation.
4. To perform any other functions as may be assigned to him by the Manager, Planning from time to time.

STATISTICAL ANALYST :

1. To act as base level officer and is responsible to the Evaluation officer for discharging duties relating to Evaluation Branch.
2. To be responsible for collection, compilation and analysis of statistics relating to projects.
3. To be responsible for feasibility study of the projects and regular evaluation and appraisal of projects.
4. To be responsible for collection, compilation etc, of reports on disbursement of foreign and local funds along with monthly, quarterly, annual reports and submission the same to the concerned Divisions, Ministry etc.
5. To be responsible for office management and safe custody of the files and documents of the Division.
6. To perform any other function as may be assigned to him by the Manager Planning from time to time.

MANAGER, IMPLEMENTATION :

1. To assist the Director, Planning and Implementation in discharging his duties in implementation matters.
2. To be responsible for making drawings, designs, installation and construction works etc.
3. To be responsible for preparation of floating, scrutinization and acceptance of tender documents relating to all kinds of construction, structure and installation works.

4. To be responsible for proper implementation of the programme and physical achievement of the projects as schedule.
5. To be responsible for collection, compilation and submission of records on the implementation of the programmes of both on-going and out-going projects. Inspection and evaluation of progress of work of the projects.
6. To attend meeting with the Govt. and other agencies regarding implementation of the projects as and when required.
7. To recommend leave case and annual increment of the officers and staffs subordinate to him.
8. To write the annual confidential report of the officers and staffs subordinate to him.
9. To be responsible for overall office management and discipline of the Implementation Division.
10. To check up the Attendance Register of the Division.
11. To perform any other duties as may be assigned to him by the Director, Planning and Implementation/by executive orders from time to time.

IMPLEMENTATION OFFICER :

1. To assist the Manager Implementation in discharging his functions.
2. To be responsible for preparation and scrutinization of the tenders relating to construction, structures and installation works of mechanical nature.
3. To make drawings, designs etc. relating to construction, structure and installation works.
4. To be responsible for collection, compilation and submission of reports on the implementation of both on-going and out-going projects.
5. To act as base level officer to be responsible for office management and safe custody of the files and documents of the Implementation Division.
6. To scrutinise and certify all bills, field book or measurement book etc. relating to mechanical installation/construction.

EXECUTIVE ENGINEER (CIVIL)

1. To be responsible for his work to the Manager Implementation.
2. To be responsible for making drawing and designs of construction.
3. To supervise construction work at construction site and submit progress report as per schedule.

4. To scrutinize and certify all the bills and field book, measurement book relating to civil work.
5. To initiate for preparation and scrutinization of tender documents etc. of civil work.
6. To keep all tender documents, drawings, designs under his safe custody.
7. To perform any other function as may be assigned to him by the Manager, Implementation/Executive order from time to time.

ASSISTANT ENGINEER (CIVIL)

1. To work under the direct control of the Executive Engineer, Civil.
2. To initiate, prepare drawings, designs and tender documents for civil construction etc.
3. To supervise construction works at site and submit progress reports as per schedule.
4. To scrutinize and certify the construction bills and field book, measurement book related to construction.
5. To act as custodian of documents, files, records etc. of the Engineering Deptt.
6. To perform any other functions as may be assigned to him by the Executive Engineer/Executive order issued from time to time.

MANAGER, MARKETING DIVISION :

1. To assist the Director, Marketing, and Purchase in matter relating to marketing and exporting of fresh fish/frozen fish/processed fish and fish products.
2. To work under the direct control and supervision of the Director, Marketing and Purchase.
3. To initiate and formulate the programme target for internal procurement as well as exporting/marketing of fish and fish by-products.
4. To be responsible for overall supervision and working of the Marketing Division.
5. To make programme for procurement and distribution of both marine and inland fish and fish by-products at wholesale fish markets as well as in retail markets.
6. To make ground work for negotiation of exporting fish, shrimp, fish by-products with foreign buyers. Besides, he will make liaison with

other Deptt. such as Bangladesh Shipping Corporation, Export Promotion Bureau etc. for shipping space for exporting products of the Corporation. He is to take necessary steps for signing of contracts and opening of L. C. for exporting fish etc.

7. To be responsible for overall management of his division and to see the attendance register of the Division.
8. To recommend leave, annual increment etc. of the officers and staff subordinate to him in the Marketing Division.
9. To write the Annual Confidential Reports of officers and staff subordinate to him in the Marketing Division.
10. To ensure the collection, compilation and submission of reports on marketing and exporting of fishes, fish by-products etc.
11. To perform any other duties as may be assigned to him by the Director, Marketing and Purchase/Executive orders from time to time,

MARKETING OFFICER (INTERNAL) :

1. To act under the direct control of the Manager Marketing.
2. To initiate marketing programme, target for procurement of both marine and inland fish and fish by-products in different wholesale fish markets and distribution of the same in retail markets.
3. To collect, compile and submit reports on procurement and distribution of fish and fish by-products.
4. To act as base level officer he is responsible for safe custody of files and documents of the Marketing Division (Internal).
5. To perform any other duties as may be assigned to him by the Manager Marketing from time to time.
6. To check up the Attendance Register and keep leave account of the officers and staff of the Division

MARKETING OFFICER (EXPORT) :

1. To initiate and prepare base work for negotiation with foreign buyers about exporting fish, shrimp and fish by-products on proper assesment, analysis of fish stock both marine and inland fishes.
2. To be responsible for formulation of programme about collection of fish, shrimp and fish by-products for export.
3. To contract Govt./other agencies for exporting of fish and fish by-products.

4. To take necessary steps for signing of agreements and opening of L. C. for export purpose and to contact Banks, Shipping lines, Export Promotion Bureau, Bangladesh Shipping Corporation, accounts section of this Corporation and other appropriate agencies as required.
5. To act as base level officer he is responsible for safe custody of files, documents, agreements and other office records of his Section.
6. To be responsible for office management of his section and check the Attendance Register of the Section.
7. To perform any other duties as may be assigned to him by the Manager Marketing/by executive order issued from time to time.

MICROBIOLOGIST :

1. To work under the direct control and supervision of the Director, Marketing and Purchase.
2. To inspect the fish and fish by-products to determine the quality of the fish etc. and furnish quality certificate.
3. To perform any other duties as may be assigned to him by the Director, Marketing and Purchase/by executive order issued from time to time.

MANAGER, PURCHASE DIVISION :

1. To assist the Director, Purchase and Marketing in discharging his duties in purchase and procurement matters.
2. To be responsible for preparation of drawings, specifications of trawlers, engines, boats, plants and different kinds of machinery, twine and fishing equipments.
3. To procure trawlers, boats, engines, plants, machinery and fishing equipments from local and foreign markets.
4. To be responsible for preparing tender documents and floating of such documents for procurement of different kinds of equipments/machinery/vehicles etc
5. To be responsible for opening of L. C. and for preparing and signing of other purchase/procurement documents.
6. To be responsible for observing the formalities relating to payment of bills against procurement/purchase of different kinds of fishing equipments/plants/machinery etc.
7. To be responsible for purchase of stationeries/furniture/liveries and printing of Forms/Books etc. of the Head Office as well as of the Projects,

8. To be responsible for maintenance/repair/insurance of properties, equipments/plants/structures/trawlers etc.
9. To be responsible for collection, compilation and submission of reports on the utilisation of foreign aid/loan/grant in respect of procurement/purchase of equipments/machinery/fuel consumption of different Projects etc,
10. To write the ACR of the officers and staff subordinate to him and to check the Attendance Register of the Purchase Division.
11. To be responsible for the overall management of the office works and discipline of his Division.
12. To recommend for leave and annual increment of the subordinate officers and staff of his Division.
13. To work as Secretary to the condemnation committee.
14. To perform any other function as may be assigned to him by the Director, Purchase and Marketing/executive orders issued from time to time.

PURCHASE OFFICER :

1. To work under the direct control and supervision of the Manager Purchase Division.
2. To take initiative for preparation and acceptance of tender documents for procurement/import of fishing equipments/stationeries/printing/Liveries etc.
3. To act as base level officer and is to keep under his safe custody all the office files, documents etc. of the Purchase Division.
4. To be responsible for management and supervision of the officials works of the Purchase Division.
5. To initiate the Attendance Register of the Division and keep leave account of the officer and staff of the Division.
6. To perform any other duties as may be assigned to him by the Manager Purchase Division/by executive order issued from time to time.

CONTROLLER OF ACCOUNTS :

1. To assist the Director, Accounts, Audit and Finance in discharging his duties in accounts matters.
2. To be responsible for overall control and management of accounts.
3. To be responsible for enforcement of accounting/financial rules, regulations and control of accounts matters.

4. To be responsible for preparation and maintenance of accounts, records, balance sheets etc.
5. To be responsible for scrutiny and payment of bills.
6. To be responsible for ensuring safe custody of fund.
7. To be responsible for finding out ways and means relating to accounts matters.
8. To be responsible for making arrangements for auditing and submission of relevant papers to the internal/external/and commercial audits and making replies to audit queries.
9. To work as Secretary to C. P. Fund.
10. To check the Attendance Register of the Division.
11. To recommend leave and annual increment cases of the subordinate officers and staff of the Accounts Division.
12. To write the ACR of the officers and staff subordinate to him in the Accounts Division.
13. To perform any other functions as may be assigned to him by the Director of Accounts, Audit and Finance/by executive orders issued from time to time.

DY. CONTROLLER OF ACCOUNTS :

1. To work under the direct control and supervision of the Controller of Accounts.
2. To act as the Drawing and Disbursing Officer of the Headquarter.
3. To be responsible for all accounts documents, records, cash books etc. of the Head Office.
4. To be responsible for overall supervision and activities of the Accounts Division.
5. To perform any other functions as may be assigned to him by the Controller of Accounts/by executive orders issued from time to time.

ASSISTANT CONTROLLER OF ACCOUNTS :

1. To be responsible for his works directly to the Dy. Controller of Accounts.
2. To be responsible for maintenance of Ledgers.
3. To be responsible for maintenance of Bank Books.
4. To be responsible for control and operation of Bank Accounts of the Corporation.

5. To be responsible for submission of reports and returns to the Govt./ other Agencies.
6. To be responsible for Foreign Exchange and L. C. matters (Export, Import and foreign loan/aid).
7. To be responsible for preparation of Final Accounts.
8. To be responsible for finalisation of inter-project transactions
9. To be responsible for taxation matter of the Corporation.
10. To be responsible for accounting rules and regulations.
11. To be responsible for release and reimbursement of fund for out-lying projects.
12. To be responsible for audit matters (Internal, External and Commercial).
13. To follow up action relating to audit reports.
14. To be responsible for maintenance of cash and cash Book.
15. To be responsible for payment, scrutinizing, passing of bills of Head Office and outlying projects including contractors/suppliers bills.
16. To be responsible for maintenance of C. P. Fund, Benevolent Fund and Group Insurance and settlement case thereof,
17. To initiate Attendance Register of the Division and keep leave account of the Division.
18. To be responsible for Income Tax relating to salaries.
19. To be responsible for preparation of pay bills of Head Office.
20. To be responsible for T. A. Bills of Head Office including outlying projects.
21. To be responsible for recording and control of various advances of Head Office and Projects including its recovery/adjustment and deposit.
22. To be responsible for preparation and auditing of final Accounts C.P. Fund, Benevolent Fund and Group Insurance.
23. To act as base level officer, are responsible for safe custody of the Office files, documents etc. of the Accounts Division.
24. To perform any other functions as may be assigned to them by the Controller of Accounts/by executive order issued from time to time.

CONTROLLER OF FINANCE :

1. To assist the Director, Finance, Accounts and Audit in discharging his duties in financial matters.

2. To be responsible for initiating and preparation of revenue as well as development Budgets of the Corporation.
3. To be responsible for procurement of fund from Govt. and Foreign Agencies.
4. To maintain liaison with the concerned Ministry/Department/Division Agencies for release of fund and repayment of interest as and when required.
5. To be responsible for finding out ways and means to increase the revenue/income and to reduce the expenditure.
6. To be responsible for controlling of the Budget by rendering financial advice to the Executives of the Corporation.
7. To be responsible for overall activities and management of the Finance Division.
8. To recommend leave, annual increment etc. of the subordinate officers and staff of his Division.
9. To write the Annual Confidential Report of the Officers and Staff subordinate to him in the Finance Division.
10. To check the Attendance Register of the Division.
11. To perform any other assignment as may be given to him by the Director Finance/by executive orders issued for time to time.

BUDGET OFFICER :

1. To work under the direct control and supervision of the Controller of Finance.
2. To be responsible for preparation of both Revenue and Development Budget.
3. To suggest to check expenditure as per Budgetary provision.
4. To collect, compile and submit necessary reports/returns etc. and for preparation and revision of Budget.
5. To act as base level officer and is responsible for office management and supervision of the Finance Division.
6. To initiate the Attendance Register of the Division and keep leave account of the officer and staff of the Division.
7. To be responsible for safe custody of the files and documents of the Finance Division.
8. To perform any other duties as may be assigned to him by the Controller of Finance/by executive order issued from time to time.

CONTROLLER OF AUDIT :

1. To assist the Director, Accounts, Audit and Finance in discharging his duties in the audit matters.
2. To be responsible for arrangement of internal audit work of the Corporation.
3. To be responsible for control and supervision of all internal Audit works.
4. To be responsible for editing for approval of internal Audit report.
5. To be responsible for follow up action on internal audit report.
6. To be responsible for departmental investigation in view of internal and external audit reports.
7. To write ACR of the Officers and staff subordinate to him in the Audit Division.
8. To recommend leave, annual increment etc. of the subordinate Officers and staff of the Audit Division.
9. To check daily Attendance Register of his Division.

DEPUTY CONTROLLER OF AUDIT :

1. To work under the direct control and supervision of the Controller of Audit.
2. To assist the Controller of Audit in respect of functions specified for the Controller of Audit.
3. To be responsible for supervision of works of the Asstt. Controller of Audit and the Auditors.
4. To be responsible for overall management and supervision of the office works of the Audit Deptt.
5. To perform any other functions as may be assigned to him by the Controller of Audit/by executive order issued from time to time.

ASSTT. CONTROLLER OF AUDIT :

1. To work under the direct control and supervision of the Dy. Controller of Audit.
2. To conduct the internal audit works and to act as the team leader.
3. To supervise the works of the Auditors.
4. To scrutinize the internal audit report and Audit queries.
5. To initiate Attendance Register of the Division and keep the leave account of the officer and staff of the Division.
6. To act as base level officer and is responsible for safe custody of the office files and records of the audit Division.
7. To perform any other function as may be assigned to him by the Controller of Audit from time to time,