

**BANGLADESH MANAGEMENT DEVELOPMENT CENTRE
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE**

FUNCTIONS:

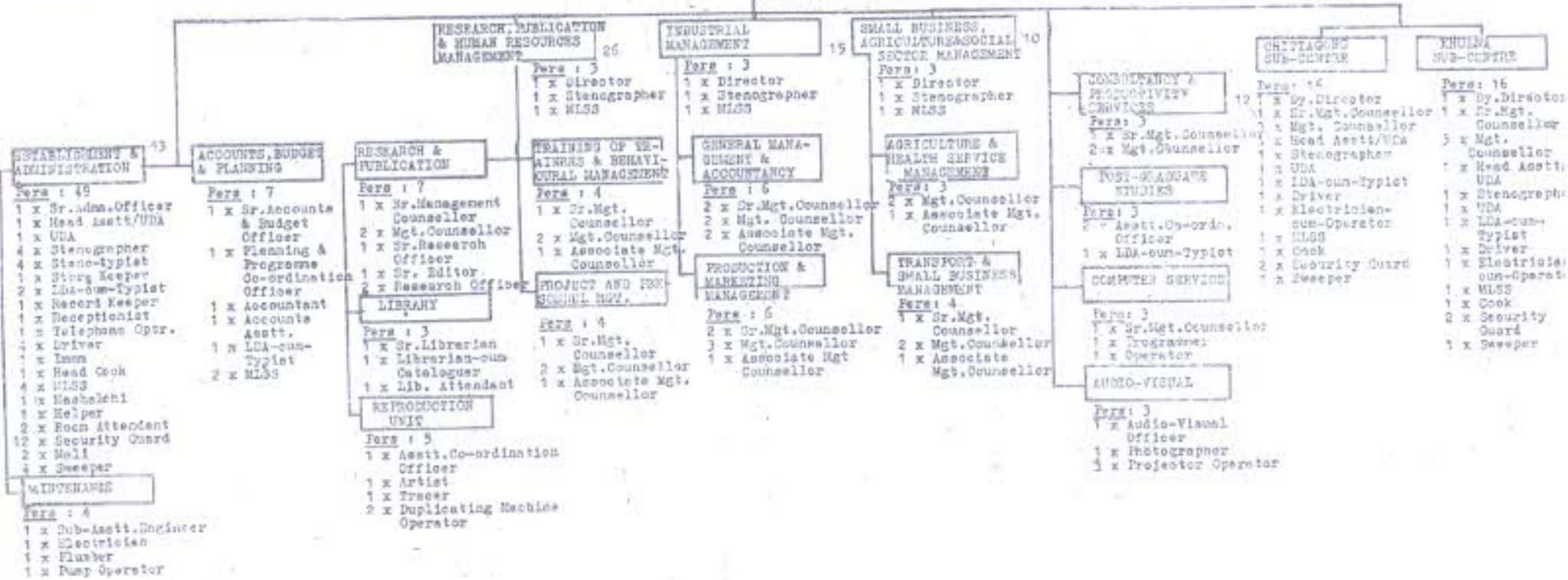
- To study and develop the programme in all levels of the various sectors of the economy.
- To assist in the development and maintenance of technical and administrative training equipment and facilities.
- To help improve product, cost, standards of productivity, services, techniques and transfer skills in various industrial sectors.
- To provide consult and guidance in the various phases of expansion.

- To study and research work for improving management practices and to give the industrial officials and training the latest practice of the industry.
- To provide technical, scientific and other facilities in the fields of management and training.
- To coordinate with other relevant institutions, as well as other, in providing the students required of expansion through joint sponsorship of various units of the public entities.

ORGANISATION

DIRECTOR GENERAL 150

- Posts: 5**
 1 x Director General
 1 x Stenographer (PA)
 1 x Asstt. Co-ordination Officer
 2 x NISS



SUMMARY OF MANPOWER

Sl.No.	Name of post	Sanctioned	Existing	Revised
<u>Class - I</u>				
1.	Director General	1	1	1
2.	Director	3	-	3
3.	Deputy Director	2	-	2
4.	Jr. Management Counsellor	12	9	12
5.	Management Counsellor	25	20	23
6.	Jr. Research Officer	1	1	1
7.	Programmer	1	1	1
8.	Planning & Programme Co-ordination Officer	1	1	1
9.	Jr. Accounts & Budget Officer	1	1	1
10.	Jr. Editor	1	1	1
11.	Jr. Administrative Officer/A.O.	1	1	1
12.	Associate Management Counsellor	7	6	7
13.	Research Officer	2	1	2
14.	Senior Librarian	1	1	1
15.	Audio-visual Officer	1	1	1
Total:		60	45	58
<u>Class - II</u>				
16.	Asstt. Co-ordination Officer	4	3	4
17.	Sub-Asstt. Engineer (Maintenance)	1	1	1
Total :		5	4	5
18.	Class - III Staff	51	38	52
19.	Class - IV Staff	56	45	45
GRAND TOTAL :		172	132	160

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. Transport :

- a. 1 x Car
 b. 5 x Microbus (1 x Microbus for Khulna and 1 x Microbus for Chittagong and the three for Dhaka Centre.)

2. Private use of transport on payment will be strictly as per latest instruction issued by the Government.

3. Office Equipment:

- a. 2 x Plain Paper Copier
 b. 4 x Duplicating Machine
 c. 9 x Projector (including 3 x Overhead Projector, 4 x Slide Projector, 2 x 16 m.m. Sound Projector)
 d. 20 x Type Writer.
 e. 2 x Tape and Cassette Recorder..

4. Misc. Points:

Adjustment of faculty members within the approved strength may be made on need basis.

A. M. Rahman
 BRIGADIER
 (EMALUL HUQ KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANIZATIONAL SET UP OF
 PUBLIC STATUTORY CORPORATIONS ETC.

22.11.83