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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 ORGANISATION**

### **VOLUME XIII**

**MINISTRY OF JUTE & TEXTILES**

### **CHAPTER V**

**BANGLADESH HANDLOOM BOARD**

*DECEMBER, 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-I

Dated Dhaka, the 4th Dec' 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-I, dated 8 May, 1983.**

The report of the Martial Law Committee on Organisational  
set up of the Bangladesh Handloom Board  
Ministry of Jute & Textiles.

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 ~~of the report~~ 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 HANDLOOM BOARD**  
**MINISTRY OF JUTE & TEXTILES**

**INTRODUCTION :**

Bangladesh Handloom Board was established by an ordinance dated 31-12-1977. The objective of the Board is to develop and promote handloom industry and to ensure welfare of persons engaged in handloom industry. In order to attain this objective the Board renders promotional and advisory services by making arrangement for credit and supply of yarn, dyes, chemicals and by providing training facilities to weavers.

**FUNCTIONS :**

2. The broad functions of the Board are as under :

- a. to undertake survey, census and planning for rational growth of handloom industry ;
- b. to maintain statistics relating to handloom industry ;
- c. to conduct enquiries and investigations relating to handloom industry ;
- d. to promote handloom industry primarily with the help of the primary, secondary and apex weavers co-operative societies ;
- e. to render promotional and advisory services to units of handloom industry ;
- f. to arrange credit facilities for handloom industry ;
- g. to make arrangement for supply of yarn to the weavers at reasonable price primarily through weaver's co-operatives ;
- h. to make arrangement for supply of consumables like dyes, chemicals, spares and accessories to the weavers primarily through weaver's co-operatives ;
- i. to make arrangement for marketing at home and abroad primarily through weaver's co-operatives of articles manufactured by handloom industry ;



- j. to undertake and organise publicity and propaganda for the popularisation of handloom products both the home and abroad ;
- k. to make arrangement for maintenance of depots primarily through weaver's co-operatives for the supply of raw materials to, and purchase of finished products from, handloom industries and also for maintenance common facilities for design, yarn preparation, bleaching, dyeing, calendering, printing and finishing.
- l. to render promotional and extension facilities for standardisation domestic and export sales of handloom products and grant certificate of quality and of the country of origin ;
- m. to provide training facilities and promote research ;
- n. to prepare and implement common facility schemes :
- o. to collect fees :
- p. to float subsidiary companies : and
- q. to do such other acts and things as may be necessary or conducive to be done for the smooth operation and rational growth of handloom industry.

#### EXISTING ORGANISATION :

3. To carry out the business of the Board there is sanctioned for 41 class-I officers, 26 class-II officers and 176 staff. The responsibilities of the Board are conducted on the following specified areas :

- a. Administration
- b. Planning & Development
- c. Finance
- d. Co-operative & Marketing
- e. Project Implementation

4. The existing organisation of the Board is given in Annexure—'A'.

#### CHARTER OF DUTIES :

5. The revised charter of duties of each officer is given in Annexure—'B'.

#### WORK-LOAD :

6. Bangladesh Handloom Board is a service oriented organisation providing a package of services. So the work of the Board relates to development

of handloom industries, welfare of persons engaged in handloom industries, and the matters connected therewith. Thus the activities of the Board is of promotional nature. Therefore, the work load of the Board can not be measured on the basis of Receipt and Issue figure. The last 4 years performance of the Board are as under :

a. 1979-80

- (1) 4,46,152 yds. X weaving services rendered.
- (2) 1,34,019 lbs. X Twisting and Dyeing services rendered.
- (3) 19 577 Bails X Yarn distributed to the weavers.
- (4) 200 X Looms distributed to the loomless weavers.
- (5) 15 X Persons trained in screen printing, dyeing and weaving, secretarial and accounting.
- (6) 1 X Study conducted.
- (7) 4 X Projects undertaken.
- (8) 2 X Projects completed.
- (9) 2 X Exhibition/Fair organised.

b. 1980-81

- (1) 1,87,147 yds. X Weaving services rendered.
- (2) 1,57,504 lbs. X Twisting services rendered.
- (3) 3,40,000 yds. X Cloth produced.
- (4) 38 X Employees trained.
- ( ) 290 X Looms distributed to the loomless weavers.
- (5) 1 X Study conducted.
- (7) 16,697 Bales X Yarn distributed.
- (8) 16 X Designs distributed to the weavers.
- (9) 9 X Schemes undertaken.
- (10) 2 X Schemes completed.
- (11) 3 X Exhibitions/Fairs organised.
- (12) Tk. 37,689.40 X Cloths sold through display centre.

## c. 1981-82

- (1) 3,34,159 yds. X Weaving services rendered.
- (2) 1,34,658 lbs. X Twisting services rendered.
- (3) 4,95,000 yds. X Cloth produced.
- (4) 654 X Looms distributed to the loomless weavers.
- (5) 67 X Employees trained.
- (6) 8358 Bales X Yarn distributed to the weavers.
- (7) 42 X Design distributed to the weavers.
- (8) 1 X Study conducted.
- (9) 2 X Exhibition/Fairs organised.
- (10) Tk. 6,77,905.81 X Cloth sold through Display-Cum-Sales Centres and Export Fair.

## d. 1982-83

- (1) 5,33,063 yds. X Weaving services rendered.
- (2) 71,276 lbs. X Twisting services rendered.
- (3) 1,32,000 yds. X Cloth produced.
- (4) 30 X Persons trained.
- (5) 23 X Weavers trained on design.
- (6) 1,646 Bales X Yarn distributed.
- (7) 4 X Studies conducted.
- (8) 2 X Schemes completed.
- (9) 52 X Designs distributed to the weavers.
- (10) Tk. 25.47 cores x Credit to the weavers.
- (11) 406 x Looms distributed to the weavers.
- (12) 2 x Exhibition/Fair organised.
- (13) Tk. 8,38,292.52 x Cloth sold through Display-cum-Sales Centre and exhibition.

Besides, the Board handled on an average 7,000 incoming and 16,000 out going letters annually. It indicates that each officer and clerical staff (50 existing class-I officers and 101 clerical staff) handled on an average 2 and 1 incoming and outgoing letters per working day respectively. The Board dealt with 250 files in the year 1978 which rose to 1650 in the



year 1983. The growth rate of files over the year is 660%. The officers to clerk ratio is 1 : 2.

#### OTHER DETAILS :

7. OFFICER : The present state of officers is given in Annexure-'C'.
8. TRANSPORT : The present state of transport is given in Annexure-'D'.

#### 9. OBSERVATIONS & RECOMMENDATIONS :

- a. Organisation : It will appear from the existing organisation in Annexure-'A' that Bangladesh Handloom Board has some organisational anomaly. Moreover, distribution of staff amongst different working units is also not rational. From organisational point of view it is also not a sound arrangement. The committee, therefore, after threadbare discussion with the Chairman of the Board recommends a viable set up keeping in view functional requirement as well as supervisory need of the organisation as given in Annexure-'E'
- b. Transport : Bangladesh Handloom Board is having the following transport.
  - 1) 6 x Car
  - 2) 1 x Jeep
- c. Office Equipment : The following office equipment is held by the Board.
  - 1) 1 x Plain Paper Copier
  - 2) 1 x Duplicating Machine
  - 3) 23 x Type Writers ( English & Bengali )
  - 4) 25 x Calculator Machine
  - 5) 5 x Wall Clocks
  - 6) 1 x Radio
  - 7) 1 x Measuring Scale.
- d. Accommodation :

The Board requires 15,588 sft. for its office accommodation. At present the office is accommodated in two hired buildings covering 11,348 sft, the



annual rent is being Tk. 3.00 lacs. Hiring accommodation for office at such high rent i. e. Tk. 3.00 lacs annually is uneconomical. The Committee, therefore, recommends that immediate steps may be taken for allotment of an abandoned house or Govt. Land for construction of its own building.

**e. Expenditure :**

The Board spent Tk. 25,00,000 lacs in revenue side in the year 1978-79 which rose to Tk. 42,14,089 in the year 1982-83. The expenditure increased by 68.56%.

**CONCLUSION :**

10. The revised set up recommended by the Committee will bring down the strength from 243 to 237. It is expected that the revised organisation, if implemented, will bring efficiency and effect economy.

**ANNEXURE-'B'**

Phase-III, Vol. XIII, Chapter-V.

**REVISED CHARTER OF DUTIES  
BANGLADESH HANDLOOM BOARD**

**CHAIRMAN :**

1. To act as administrative head and is responsible for overall administration of the Bangladesh Handloom Board.
2. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning Bangladesh Handloom Board.
3. To act as principal Accounting officer of the Bangladesh Handloom Board within the budget provision.
4. To be responsible for the administration and execution of function of the Bangladesh Handloom Board as per Acts, ordinance, Rules and Regulations and directives issued by the Govt. from time to time.
5. To be responsible for proper functioning and discipline of the Bangladesh Handloom Board.
6. To provide executive and operational guidance to the field staff and exercise control and supervision under there.
7. To be responsible for appointing of officers and staff of the Bangladesh Handloom Board as per existing procedure.
8. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers serving under him.
9. To control and supervise the work of the Bangladesh Handloom Board.
10. To represent the Bangladesh Handloom Board and where personal representation is not responsible to select representation on his behalf.
11. To grant earned leave etc. to all officers under him.
12. To meet all officers under him located in the same station once in a month to review cases pending for disposal for over a month.
13. To inspect his office at least once in a month and field offices once in a quarter in addition to annual inspection.



14. To allocate duties of officers as and when required.
15. To ensure revenue collection and safeguard Government property under his charge.
16. To be responsible for maintaining proper security of the Bangladesh Handloom Board.
17. To be responsible for formulation and preparation of all development programmes/project within the frame work of the government policy.
18. To be responsible for submitting annual report on the activities of the Board to the government.
19. Any other duties assigned by the Government.

**MEMBER ( FINANCE ) :**

1. To be responsible for smooth and efficient functioning of the financial matters relating to budget, revenue, expenditure control, accounts, internal audit, insurance, foreign aid, loan, investment and economic evaluation of projects of the Bangladesh Handloom Board.
2. To accord approval in which the finance of the organisations is involved such as :—
  - a. Relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against its ;
  - b. Expenditure for which no provision exists in the budget ;
  - c. Levy of taxes and fees ;
  - d. Re-appropriation between major and minor heads within the budget ;
  - e. Alteration in the method of compilation of accounts or of the budget estimate ;
  - f. Receipt or expenditure of foreign exchange unless already authorised ;
  - g. Change in the terms and conditions of service of officers and employees of the organisation which have financial implications ;
  - h. Determination of terms and conditions of appointment on contract ;
  - i. Relaxation and/or interpretation of rule and regulations which involve financial implication.



3. To scrutinise and offer his comments in writing upon each of the following matters.
  - a. Schemes to be submitted to the Government ;
  - b. Proposals for amendment and modification of any provision of the statute of which the organisation was set up and the rules or regulations made thereunder.
  - c. Preparation of the annual budget of the organisation and proposals for re-appropriation, additional grant, revised budget etc.
  - d. Annual report and audited statement of accounts and audit report to be submitted to the Government.
  - e. Proposals for handing over of a scheme/project to other agency ;
  - f. Procedure matters relating to the purchase and sale of goods/stores and services.
  - g. Proposals for the purchase or sale of any immovable property or share ;
  - h. Proposals for declaring goods, stores, machines, transports etc. unserviceable and disposal thereof if the book value is beyond Taka 5,000/-.
  - i. Proposals for writing of losses beyond Tk. 5,000/-.
  - j. All agreements on foreign loan, aid and grant.
4. To be responsible for calling such records and information pertaining to any matters referred to him or under his consideration or involving the finance of the organisation ;
5. To ensure compliance of the Government directive.
6. To perform such functions and discharge such duties as may be assigned by the Board and the Chairman.

#### MEMBER ( OPERATION & MAINTENANCE ) :

1. To be responsible for operation & maintenance of the Project of the BHB.
2. To be responsible for preparation of annual reports of the development activities.
3. To undertake periodical tours to the projects under the Board scattered all over the country & to ensure successful operation of the project as per approved plan and policy of Government/Board.

4. To look after and supervise the work relating to the development and Administration of all projects of BHB.
5. To deal and supervise negotiation with WAPDA WASA, Public Health Engineering, Municipality, Khulna Development Authority, Chittagong Development Authority and works, Roads and Highways & other organisations in connection with provision of roads, electricity, water and other facilities of the project for operational purpose.
6. To be responsible for supervising and rendering advice on operation of machinery, production, planning, inventory control, marketing management and financial management etc.
7. To supervise and look after technical matters, marketing and production process.
8. To be responsible for performance of workshops, seminars, training programmes for all projects on different trades like business management, production planning and other related matters with the help and co-operation of other organisations like Management Development Centre, Bangladesh Industrial and Technical Assistance Centre, Bangladesh Bay-basthapana Shangshad, Business Management Institution and foreign experts available etc.
9. To deal with and supervise the management of central workshop, mobile workshop and other common service facility centres to be available in future.
10. To supervise and report on the performances of the officers and oversee the functioning of all the projects.
11. To formulate policies and guidelines for operation and maintenance of projects.
12. To ensure full operation and scheduled implementation of projects.
13. To keep the Chairman/Board of Members informed on the progress of implementation of projects and programmes.
14. To maintain liaison with Government, concerned corporation and other agencies.
15. To take suitable measures to maintain self-sufficiency in handloom cloths

and improve quality for arranging export in future.

16. To take suitable measures for the improvement of handloom industries.
17. To fix annual target of activities under various projects.
18. To ensure evaluation of projects/programmes and submit periodical report to Chairman and the Government.
19. To ensure operation of development programmes within the ADP allocation, supervise expenditure and arrange fund for projects in consultation with finance.
20. To arrange expert services/technical assistance from various international agencies through liaison with Ministry of Planning.
21. To recommend foreign credits/grants for purchase of machinery spares and other raw materials for both private and public sector projects.
22. To ensure service facilities to the handloom industry sector through existing various projects of the Board.
23. To undertake regular inspection/tours to projects, ascertain their problems & take appropriate measures for its removal.
24. To perform such functions and discharge such duties as may be assigned by the Board and the Chairman.

**MEMBER ( CO-OPERATIVE & MARKETING ) :**

1. To be responsible for smooth functioning of Co-operative and Marketing Division.
2. To promote and help in the promotion of co-operatives, credits, & opening up of marketing outlets for handloom Industries.
3. To look after and supervise distribution of fact sheets, investment guides, technical bulletins and literature relating to marketing, management etc.
4. To be responsible for and will supervise the works of post investment followup assignment of import entitlements of raw materials and spares and recommendation thereof.
5. To liaise with the co-operative directorate relating to the Co-operative activities of the Board.



6. To make propaganda in possible way to popularise the handloom products.
7. To take possible steps in creating market of handloom clothes in country and out side.
8. To keep constant attempts to promote the export of handloom products.
9. To guide, direct and supervise the issue of participation in the Industrial, Export Fair in the country and abroad.
10. To formulate policies and guidelines for inspiration and motivating the weavers to become co-operative minded.
11. To be responsible for the proper implementation of the schemes, a) Yarn Distribution Centres, b) Loomless Weavers Co-operatives and any other vested responsibilities regarding implementation of Development schemes.
12. To report the performance of officers serving in his Division.
13. To report to the Chairman, Members of the Board about the functioning of his Division.
14. To perform such functions and discharge such duties as may be assigned by the Board and the Chairman,

**MEMBER ( PLANNING & IMPLEMENTATION ) :**

1. To be responsible for preparation of development project within the ADB provision and implementation of it.
2. To ensure that approval of projects is obtained from Govt. bodies.
3. To ensure that approved projects are completed in time and within budgeted expenditure limits by continuous monitoring of progress.
4. To carry-out relevant studies on handloom problems, market surveys, statistical analysis and projection of market trends in conjunction with Member ( O&M ) and Member ( C&M ).
5. To keep abreast of changes in habits and fashions among clientele and advise Board of new ventures.
6. To assess all new projects by carrying out economic feasibility studies and submit recommendation to the Board.

7. To promote such projects as are approved through national and international agencies in order to obtain sanction funds and technical assistance.
8. To collect and compile statistical data relating to Board's activities.
9. To monitor and supervise progress of approved projects to ensure that they are being completed according to schedule and within the cost limits laid down.
10. To carry-out regular appraisals of development staff located in different centres all over Bangladesh.
11. To establish and maintain, through his department, a technical library to provide a source of reference for the entire Board.
12. To determine training and development plans for his staff.
13. Any other duties assigned by the chairman.

**SECRETARY :**

1. To be responsible for smooth functioning of the administration under direct supervision of the chairman.
  - ✓2. To act as the Chief administrative Officer of the Board.
  3. To be responsible for convening the Board meeting with previous approval of the Chairman, record proceedings of the Board meeting, and circulate thereof to all concerned. He will also prepare the working papers for the Board meeting.
  - ✓4. To deal with all matters relating to recruitments, appointments, postings, transfers, preparation of gradation list, absorption of officers and staff of BHB general establishment and its projects.
  5. To deal with all leave cases, service books, personal files and records of all officers and staff.
  6. To deal with disciplinary cases, representations, grievances, etc. of all officers and staff.
  7. To deal with deputation, resignation, retirement, etc. of all officers and staff.
  8. To supervise and deal with procurement and supply of stationery and liveries.
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9. To arrange telephone installations and maintenance thereof.
10. To deal with C. P. Fund, advances from house building fund, welfare fund, benevolent fund and group insurance fund.
11. To supervise and look after maintenance of BHB's transport pool.
12. To deal with and supervise the Central Despatch Section.
13. To deal with and supervise the works of all officers and staff relating to their welfare and medical treatments.
14. To deal with and be responsible for circulation of Government orders.
15. To deal with and be responsible for preparation, amendments, modifications Board's Acts, Rules, Regulations on the recommendations of the concerned Divisional Heads.
16. To deal with and be responsible for processing of all internal and external training programmes.
17. To be responsible and deal with organisation and method.
18. To be responsible for conducting public relation works and protocol works of the Board.
19. To supervise and report on the performances of all officers serving in his Division and Regional Offices.
20. To maintain confidential records of all officers and staff of the Board.
21. To deal with legal matters.
22. To supervise and maintain an Investigation Cell.
23. To perform such functions and discharge such duties as may be assigned by the Board and the Chairman.

**CHIEF ACCOUNTANT :**

1. To be responsible for functioning of the Finance Division.
2. To deal with preparation of revenue and development budgets and release of funds against these budgets and budgetary control of these funds.



3. To deal with preparation, compilation and maintenance of books of account of the Board for the Receipts & Payments and Income & Expenditure as well as final statement thereon.
4. To deal with Management of tax and insurance matters of the Board.
5. To deal with Management of import formalities, for the time being, of the Board.
6. To maintain cost accounting of BHB products.
7. To deal with Management and control of Audit affairs of the Board and Scheme/projects thereunder.
8. To furnish any/all informations and reports on financial matters to the Board and other authorities.
9. To perform any other work assigned by Member ( Finance ) or Chairman.

**CHIEF ( PLANNING & IMPLEMENTATION ) :**

1. To ensure effective supervision of activities of the division.
2. To prepare Five Year Plan, Annual Development Plan, Perspective plan for BHB in accordance with the objectives given by the Government.
3. To undertake studies and investigations into relevant fields for identifications of specific problems and suggesting necessary development programmes.
4. To carry out feasibility studies on proposals submitted by Government and Board to determine the benefits, costs and implications of investment in new projects.
5. To draw-up the specification feasibility studies to be carried out by external agencies, set out terms of reference and prepare a list of suitable agencies.
6. To co-ordinate all matters concerning receipt and utilisation of loans/aid/ credit/grants.
7. To draw-up proposals for joint ventures on technical collaboration agreements.

8. To evaluate performance of Planning & Implementation Division by arranging regular meetings with the officers & staff.
9. To liaise with the donor agencies, like UNDP, ILO, World Bank, USAID for exploring financial and technical assistance.
10. To provide information on the effects and implications of investments to enable the Board to determine its recommendations for the future development in the handloom sector.
11. To maintain inter-ministerial and sectoral relationship in order to achieve BHB's objectives.
12. To plan and co-ordinate the activities of all concerned in the implementation of the projects so that it will be completed within the agreed time scale.
13. To prepare project authorisation proposal.
14. To draw-up annual programme of works and follow-up their progress.
15. To follow-up implementation of contracts.
16. To prepare and submit reports to IMED, Cabinet Division, CMLA's Secretariat, Ministry of Jute & Textiles and Planning Commission.
17. To examine contracts and agreements.
18. To prepare feasibility studies, plan and control the construction of new projects and undertake design and development works.
19. To decide the required staffing of project team to prepare detailed plans and estimates, produce net works for the project to control progress, coordinate the works carried out and control cost when approved.
20. To ensure that all tenders and quotations are critically examined.
21. To ensure that the agreed programme is used as a basis for the progress and cost control procedures and that the final cash flow forecast agrees reasonably well with the original forecast.
22. To ensure that original designs are carried out in a competent manner.

23. To attend meetings and conferences as and when required.
24. Any other duties assigned by the Chairman.

**CHIEF (MONITORING & EVALUATION) :**

1. To ensure effective supervision of the functions of the department.
2. To provide informations to carry out feasibility studies on proposals submitted by the Government and Board to determine the benefits, costs and implications of investment in new project.
3. To monitor release of ADP funds and their proper utilisation.
4. To evaluate proposals for joint ventures on technical collaboration agreements.
5. To attend meetings and conferences as and when required.
6. To be responsible for appraisal of feasibility studies, reporting on such financial aspects of the proposed project as total investment, methods of raising capital cost of investment, return on investment, cash flow, foreign exchange requirement, etc.
7. To liaise with Planning and Implementation section in the preparation of project authorisation to ensure that the full implications of the project are taken into account.
8. To carry out regular appraisal of the projects.
9. To be responsible for monitoring & appraising the progress of implementation of all ADP Projects and other BHB activities in different places.
10. To make recommendations and policy suggestions on relevant matters on the basis of evaluation and monitoring works carried out.
11. To do all other works as assigned from time to time.

**GENERAL MANAGER (CO-OPERATIVES) :**

1. To be responsible for successful implementation of the credit scheme introduced in the Handloom sector.
2. To remain in over-all charge of the scheme for distribution of yarn through Co-operatives and implementation of the Co-operative Marketing scheme as well as LWC scheme.



3. To assist Member (C & M) and the Board in formulating policies for successful implementation of the approved scheme of the Board.
4. To supervise the implementation of all the schemes channelised through Co-operative Department.
5. To attend meetings and conferences of the Board, other Autonomous bodies and Apex Co-operatives, the Commercial Banks and Ministries whenever asked.
6. To maintain close liaison with the Department of Textiles, the Designated Commercial Banks and the Ministry to ensure proper implementation of the Credit scheme.
7. To maintain liaison with the BTMC and the private mill owners to ensure procurement of yarn and its distribution in time to the weavers through co-operatives.
8. To guide, supervise and control the working of the Deputy General Manager (Co-operatives).
9. To control the field staff and other officers of Co-operative Department.
10. To approve tour programme and pass T.A. and other bills of the Deputy General Manager (Co-operatives).
11. To conduct survey and evaluate the activities of the projects.
12. To obtain reports and returns in respect of credit monitoring and ensure timely submission of consolidated reports to the various quarters.
13. To examine periodically the activities of the projects.
14. To guide and direct the junior officers and appraise the Member (C & M) about the performance of the field officers.
15. Any other duties assigned by the Chairman & Member (C&M).

#### DEPUTY GENERAL MANAGER ( OPERATION ) :

1. To plan for production, servicing and maintenance works of all projects.
2. To organise successful implementation of scheduled works programme.

3. Any other duties assigned by Member (C&M) & Chairman.

**DEPUTY GENERAL MANAGER (MARKETING) :**

1. To be responsible for proper functioning of the Marketing Department under the direct supervision of the Member ( C & M ).
2. To ensure effective supervision of activities of the Marketing Department.
3. To make propaganda in possible ways to popularise the handloom products.
4. To take possible steps in creating market of handloom cloths in country and out side.
5. To keep constant attempts to promote the export of handloom products.
6. To guide, direct and supervise the issue of participation in the Industrial, Export Fair in the country and abroad.
7. To be responsible for followup of import entitlements of raw materials and spares and recommendation thereof.
8. To report to the Member about the functioning of his Department.
9. Any other duties assigned by the Chairman & Member (C&M).

**DEPUTY GENERAL MANAGER ( CO-OPERATIVES ) :**

1. To assist the General Manager ( Co-operative ) in implementing the various approved schemes of the Bangladesh Handloom Board channelised through Co-operative Department.
2. To arrange preparation of periodical reports, Returns on credit monitoring, yarn lifting and distribution, allotment and lifting of yarn by Industrial Union and the Bangladesh Handloom Board's projects.
3. To approve the tour programme of the Manager (Co-operatives) and pass their T. A. bills ( to be countersigned by G. M. ).
4. To sortout problems and difficulties in implementing the schemes and recommend remedial measures to the General Manager (Co-operatives) and the Member ( C&M ).
5. To maintain liaison with the BTMC, private mill owners and arrange quick distribution of yarn to the weavers.

6. To guide, control and supervise the working of the Manager (Co-operatives), Asstt. Managers and Co-operative Officers.
7. To collect Returns and statements on end-use of credit given to the weavers by the Commercial Banks and ensure credit monitoring report to the proper quarters.
8. Any other duties assigned by the Chairman & Member (C&M)

**DEPUTY CHIEF ( PLANNING & IMPLEMENTATION ) :**

1. To examine and evaluate feasibility reports submitted by consultants, external agencies, offer comments and submit recommendations
2. To prepare paper for NEC meetings,
3. To prepare Project Proforma ( PP ), write-up, reports etc.
4. To undertake cost benefit analysis, IRR, Sensativity analysis, technological studies relating to the industry.
5. To prepare basic working papers for top management of the Board.
6. To ensure that adequate records are kept of handloom sector, market trends and technological advances in order to determine possible areas into which Bangladesh Handloom Board's functions can be diversified.
7. To provide information on the effect, and implementation of capital investments.
8. To arrange to meet the queries of the concerned authorities on the scheme and furnish reply/clarification.
9. To prepare monthly, quarterly, half yearly and annual reports on development activities for concerned authorities.
10. To liaise with the outside centre and foreign experts and donor agencies.
11. To prepare ADP and revised ADP.
12. To review and revision of development schemes ( PP ).
13. To prepare monthly physical and financial progress report of ADP projects.
14. To draw-up proposals for technical assistance for projects.



15. To assist prepare and submit reports to IMED, Cabinet Division, CMLA's Secretariat, Ministry of Jute & Textiles and Planning Commission.
16. To assist in preparing project authorisation proposals.
17. To assist & prepare feasibility studies, plan and control the construction of new projects and undertake new design and development work.
18. To ensure that all the technical aspects of the feasibility study are fully taken into account.
19. Any other duties assigned by the Chairman & Member (P&I).

**DEPUTY CHIEF ( MONITORING & EVALUATION ) :**

1. To analyse statistical information and carry out investigations to determine the financial implication of possible development policies and optimum use of capital available for investment.
2. To participate in field works for undertaking survey/studies as required.
3. To assist in monitoring and appraise the progress of implementation of all ADP Projects and other Bangladesh Handloom Board activities in different places.
4. To carry out regular appraisal of the projects.
5. To assist in the preparation and appraisal of feasibility studies, reporting on such financial aspects of the proposed project as total investment, methods of raising capital cost of investment, cash flow, foreign exchange requirements etc.
6. To evaluate and monitor the Weaver's Credit Programme.
7. Any other duties assigned by the Chairman and Member ( P&I )

**DEPUTY CHIEF ACCOUNTANT ( ACCOUNTS ) :**

1. To submit final and periodical accounts of Head Office and projects to Chief Accountant.
2. To meet queries of Government Commercial Auditors,
3. To deal with matters relating to pay fixation.
4. To deal with appointment of External Auditors.

5. To check cash Books, Ledgers, Subsidiary Ledgers daily.
6. To reconciliation of current of accounts between Head Office and Projects and Inter-Project accouts.
7. To deal with realisation of outstanding debtors in Projects and Head Office.
8. To be responsible for implementation of Board decisions relating to financial matters.
9. To prepare Manual for Accounts and Financial Codes and amendments thereto from time to time.
10. To deal with Administration of the Finance Division personnel and handling of posting, transfers, leave, disciplinary case of accounts personnel in Head Office and the project.
11. To deal with training of accounts personnel of Head Office and the projects.
12. Any other duties assigned by the Chairman & Member (Finance).

**DEPUTY CHIEF ACCOUNTANT ( FINANCE ) ;**

1. To prepare Budget.
2. To obtain approval of the Budget from Board and Ministry.
3. To deal Budgetary Control of Expenditure.
4. To prepare and place Indent to Ministry.
5. To follow up of Indent for G. O.
6. To prepare Bills and submit to A. G. B. after obtaining signature and counter signature thereon.
7. To follow up of the bill for getting cheque from A. G. B. and handing over it to Accounts.
9. To do any other formalities necessary to accomplish the process of fund release.
10. To deal with indenting and release of fund against Foreign Exchange allocation.
11. To obtain licence from C.C.I.

12. To do all other works in connection with Imports.
13. To deal with Insurance (Group & General).
14. To deal with Tax matters.
15. Any other duties assigned by the Chairman & Member (Finance).

**MANAGER (OPERATION) :**

1. To assist the Deputy General Manager in all matters relating to project works.
2. To organise production and servicing activities of projects.
3. To make directives for implementation of all related matters of projects as per decision of the Management.
4. To attend all problems of the projects and suggests appropriate measure.
5. To look after the projects works and give guidelines, working procedure for better performance.
6. To introduce better recording and reporting system of project work.
7. To collect and compile all reports of the projects for transmission to higher authority and for ready reference.
8. To procure raw materials and storage for steady supply to meet project need.
9. To make costing of products fixation of service charge and other related matters.
10. To maintain close liaison with other departments.
11. Any other duties assigned by the Chairman & Member (O&M).

**MANAGER (MAINTENANCE) :**

1. To prepare work plan and programme for maintenance of all machinery of the different projects.
2. To look after the maintenance of machinery by spot visits and take appropriate measures.



3. To collect and compile all requirements of spares on annual basis and arrange to supply of the same.
4. To control repairing and renewal expenditure of the project and arrange better repairing and renewal service by central arrangement.
5. To overall maintenance of projects factory, building, godown, gardens etc.
6. To maintain assets lists, records of machinery with sketches, drawing and value.
7. To sort out problems and difficulties of any mechanical problems machinery of all projects.
8. To do any other work to be assigned by the Member (O&M).
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#### MANAGER ( MARKETING ) :

1. To be responsible for Smooth functioning of the Marketing.
2. To supervise the works of Asstt. Manager.
3. To assist Deputy General Manager in making propaganda to popularise the handloom products.
4. To take necessary steps to promote the export of handloom products and create their market in country and abroad,
5. To supervise the issue of participation in the Industrial, Export Fair etc. in the country and abroad.
6. To supervise the follow up of import entitlements of raw materials and spares.
7. To keep they Deputy General Manager inform about the functioning of the Marketing Department.
8. To any other duties assigned by the Gneneral Manager.

**MANAGER (PURCHASE) :**

1. To ensure that the indent for all purchases and other work are properly maintained and processed in time.
2. To ensure publication of the tenders in newspapers.
3. To assist in opening the tenders, preparation of comparative statements and placing the matters before the tender committee for decision.
4. To ensure issuance of work orders and receipt of all goods in time and in good conditions.
5. To ensure opening of L/Cs and make insurance of the imported goods.
6. Any other duties assigned by the Member ( C & M ) and Chairman.

**MANAGER (CO-OPERATIVES) :**

1. To assist the General Manager & Deputy General Manager in all respects in connection with their assignments.
2. To co-ordinate the activities of the field staff in connection with the various activities implemented through the co-operative Department.
3. To supervise the field officers and evaluate their activities.
4. To keep close liaison with the Industrial Unions for proper working of the various schemes particularly, yarn distribution and disbursement of loan given to the weavers and timely recovery of loan.
5. Any other duties assigned by the Deputy General Manager/General Manager/Member ( C & M ).

**ASSISTANT CHIEF ( PLANNING & IMPLEMENTATION )**

1. To assist Deputy Chief ( Planning & Implementation ) in preparing Project proforma (PP), write-ups, reports etc.
  2. To prepare monthly physical and financial progress report of ADP Projects.
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3. To assist in undertaking cost-benefit analysis, IRR. Sensitivity analysis, technological studies relating to the industry.
4. To assist in the preparation of monthly, quarterly, half yearly, annual reports on development activities for concerned authorities.
5. To assist to prepare papers for NEC meetings.
6. To process all papers concerning preparation of PP, report etc.
7. To maintain liaison with the Ministry and Planning Commission.
8. To assist to examine contracts and agreements.
9. To provide informations and necessary support for development projects in the relevant field.
10. To undertake field trips to Bangladesh Handloom Board project areas to oversee the activities of the development projects.
11. Any other duties assigned by the Chief ( P&I ).

**ASSTT. CHIEF ( MONITORING & EVALUATION ) :**

1. To carry out investigations to determine the financial implementation of development policies.
2. To carry out appraisal of projects with analysis of cost benefit ratio, internal rate of return, sensitivity analysis, technological studies relating to the industry.
3. To undertake evaluation of on-going and completed schemes, visit rendering reports and allied matters.
4. To conduct project monitoring and credit monitoring works.
5. To formulate the economic survey and research relating to the Planning of development projects.
6. To assist in preparing monthly, quarterly, half yearly and annual progress reports for ADP schemes.
7. To monitor ADP fund utilisation.
8. Any other duties assigned by the Chief ( M&E ).



**ASSTT. CHIEF ACCOUNTANT :**

1. To attend all External Audit Reports.
2. To scrutinise and make recommendation for passing all bills.
3. To pass petty bills within Tk. 100/-
4. To deal with Financial Reports/Information.
5. To deal with Cash control.
6. To be responsible for maintenance of Cheque Books, Money Receipt Book etc.
7. To deal with Costing of products.
8. Any other duties assigned by the Chief Accountant.

**ASSTT. CHIEF ( FINANCE ) :**

1. To prepare Revenue & Development Budgets.
  2. To prepare monthly expenditure statements in respect of Revenue Budget and ADP schemes.
  3. To pursue the Ministry for release of fund and issue of G. O.
  4. To pursue in A. G. B. Office for passing of quarterly Development and Revenue bills.
  5. To prepare papers for release of funds against Foreign Exchange allocation.
  6. To pursue the Bank and the CCI&E office for obtaining Import Licence.
  7. To deal with opening of Letter of Credit with concerned Bank.
  8. To obtain Insurance Policies for the following and prompt settlement of claims in respective cases :—
    - a. Group Insurance
    - b. Vehicles Insurance
    - c. Marine Insurance
    - d. Stores and Godown Insurance for fire theft etc.
    - e. Fidelity Insurance for cash handling and Cash-in-transit.
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9. To attend following Income Tax matters.

- a. Payment of monthly Income Tax in respect of salary of Bangladesh Handloom Board officials.
- b. Preparation of Income Tax assessment returns in respect of all Bangladesh Handloom Board officials at year end, and calculation of balance income Tax payable to the Deputy Commissioner of Taxes.
- c. Attending to all Tax matters in respect of Bangladesh Handloom Board projects and assisting the Tax Advisor in finalisation of Income Tax assessment of Bangladesh Handloom Board officials of past years with the Tax Authorities.

ASSTT. CHIEF AUDITOR/AUDIT OFFICER :

1. To prepare the annual audit programmes and to submit them to the Chairman for his approval. This will be done keeping in view the programme of commercial Audit and External Audit.
2. To prepare programmes for any special audit or investigation as may be required. These programmes should require the prior approval of the Chairman.
3. To get approval of the detailed audit programme of the Internal Audit.
4. To select important paragraphs from the Internal Audit Reports for inclusion in the Register of Serious Financial Irregularities and reviewing the register once in a month before submitting it to the Chairman to see that due action has been taken on each case.
5. To report cases of embezzlement or serious financial irregularities to the Chairman.
6. To supervise the work of the audit parties for which he will visit some of the projects personally. He should undertake tour for at least 90 days in a year.
7. To submit monthly review of progress of Audit to the Chairman.
8. To approve the T.A./D.A. bills of the officers and staff of his Department.

9. To sanction advance T.A. for his subordinates.
10. To check the progress of Audit, issue of the audit reports and pursue them and their finalisation.
11. To recommend cases of regular Leave, Increments, Crossing of E. B. and promotions in respect of the officers and staff of his Department.
12. To sanction C. L. in respect of the officers and staff of his Department.
13. Any other duties assigned by the Chairman.

**ASSISTANT MANAGER (PURCHASE) :**

1. To be responsible for obtaining indents for local and foreign purchase and other works from all departments.
2. To scrutinize the indents and process them in time.
3. To ensure minimum stock position of the stores.
4. To ensure publication of tenders in the newspapers, opening tenders and their proper maintenance.
5. To be responsible for enlistment of local suppliers, contractors, pre-qualification of engineering firms.
6. To be responsible for preparation of comparative statement of tenders, placing them before the Tender Committee, issuance of work order.
7. To issue work order and agreements for purchases.
8. To ensure receipt of stores in time.
9. To open L/Cs and arrange insurance of the materials.
10. To deal with appointment of clearing and forwarding agent for clearing and forwarding the goods.
11. To deal with pre-shipment inspection of the imported goods.
12. To process bills in time, maintaining register of unpaid bills and put up to the authority for action.
13. To ensure proper functioning of the Purchase Department.
14. Any other duties assigned by Member ( C & M ) and Manager.



**ASST. MANAGER (MARKETING) :**

1. To assist Deputy General Manager in all respect in connection with his assignments.
2. To take necessary steps for making propaganda to popularise the handloom products.
3. To take necessary steps to promote the export of handloom products and create their market in the country and out side.
4. To supervise the issue of participation in the exhibition, fair etc. in the country and abroad.
5. To supervise the follow up of import entitlements of raw materials and spares.
6. Any other duties assigned by the Deputy General Manager (Marketing) and Manager (Marketing)

**ASSISTANT MANAGER ( CO-OPERATIVE ) :**

1. To remain in charge of the implementation of the scheme for distribution of yarn through Co-operatives under his jurisdiction.
2. To supervise the activities of the Field supervisors in his area.
3. To keep close liaison with the Project Implementation Committee and Co-operative Industrial Unions for the proper working of the schemes.
4. To ensure proper distribution of yarn to the weavers under the project of the B. H. B.
5. To ensure proper distribution of loan to the weavers on the basis of the Pass Books.
6. To make regular field visits for supervision of end use of credit and ensure collection and repayment of instalements in collaboration with the bank branches.
7. To motivate the weaver-members for regular deposit of small savings and share money to enhance the working capital of the primary weavers Co-opertive and to avoid outside financial help.

8. To prepare & submit reports, returns and statements to the proper quarters as and when necessary.
9. To maintain records, files and registers of allotment and distribution of yarn and credit.
10. To ensure timely submission of Muster Rolls for yarn distribution and supervise proper use of yarn.
11. To hold periodical meetings/conferences with the field officers/other of the allied departments/agencies of the area.
12. To conduct regular inspection to the societies under the project of the Bangladesh Handloom Board.
13. Any other duties assigned by the Dy. General Manager.

**EXECUTIVE ENGINEER :**

1. To Plan and co-ordinate the activities of all concerned in the implementation of the projects so that they will be completed within the agreed time scale.
2. To check the validity of tenders and contracts.
3. To carry out design and drafting work on the projects.
4. To supervise the works of the contractors and sub-contractors.
5. To prepare specification of contracts in collaboration with the Planning Department.
6. To prepare tender documents for plant and machinery/technical know how/consultancy contracts.
7. Any other duties assigned by the chairman.

**MEDICAL OFFICER :**

1. To attend and render consultation to the employees of BHB at his chamber as well as in BHB office.
  2. To attend to sick employees of BHB and their dependents at their residence when called for.
  3. To place indent for purchase of medicine to Admn. Deptt.
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4. To issue medicines to the sick employees from the stock.
5. To refer cases of complex nature requiring specialist examination to the Medical Specialists.
6. To sign and recommend cases for payment of medical bills.
7. To attend BHB employees at their residence when called for.
8. Any other works related to medical services assigned by the authority.

#### ASSTT. SECRETARY ( ESTB. ) :

1. To deal with all sorts of meetings including Board meeting and to maintain records/connecte d files.
2. To deal with matters relating to recruitment, promotion, absorption & pay scale etc.
3. To collect data and prepare monthly resume of activities.
4. To be responsible for circulation of Government orders.
5. To be responsible for preparation, ammendment modification of Board rules etc.
6. To deal with organisation and method.
7. To deal with all training matters.
8. To prepare annual report of the Board.
9. To deal with all disciplinary cases of officers and employees.
10. To deal with legal matters.
11. To check attendance of the officers and employees ; and
- 12 Any other work to be assigned by the Chairman and Secretary.

#### ASSTT. SECRETARY (COMMON SERVICE)

1. To be responsible for maintenance of Board's transport.
2. To be responsible for repair/maintenance of office properties and equipments etc.
3. To be responsible for functioning of R & I section.
4. To look after the Store section of the Board.
5. To be responsible for office security.



6. To deal with telephone matters.
7. To look after protocol works of the Board ; and
8. Any other works to be assigned by the Chairman and Secretary.

**ASSTT. SECRETARY (PERSONNEL) :**

1. To deal with personal files of all officers and employees of both Head Office and projects.
2. To be responsible for maintaining all service records.
3. To deal with leave cases of all officials.
4. To deal with increment cases of all officials.
5. To be responsible for final settlement of officers and employees due to retirement, resignation, termination from services etc.
6. To look after welfare matters of officers and employees.
7. To deal with transfer, posting of all officers and employees.
8. To ensure supply of liveries to Class IV employees ;
9. To deal with accommodation ;
10. To deal with any other matters relating to personnel affairs, and
11. Any other duties assigned by the Chairman and Secretary.

**PUBLIC RELATION OFFICER :**

1. To deal with public relation matters.
2. To deal with protocol matters of the Board.
3. To deal with publicity and advertisement affairs of the Board.
4. To maintain and to remain incharge of the Board's Library and record room.
5. Any other duties assigned by the Chairman/Secretary.

**CO-OPERATIVE OFFICERERS :**

1. To assist the Assistant Manager Co-operatives and other senior officers in the implementation of the credit scheme and yarn distribution in his area.

2. To maintain regular liaison with the different designated Commercial Banks and the weavers to ensure distribution of Pass Books and issue of loan to them.
3. To ascertain the actual requirement of yarn & transmit the same to the Asstt. Manager (Co-operatives) and Deputy General Manager (Co-operative) in the Head Office and supervise the proper distribution of yarn and ensure timely submission of the Muster Rolls of yarn distribution.
4. To collect information from the field after physical verification of the end use of credit and submit reports, returns to the proper quarters on the credit monitoring.
5. To visit primary weavers co-operatives and attend distribution of yarn to the weavers and ensure proper use of yarn received through BHB.
6. To assist the primary co-operatives in holding regular weekly/Monthly/Annual General meetings for successful implementation of the programmes of the BHB.
7. To arrange regular realisation of instalment of loan and its timely repayment along with interest in collaboration of the concerned bank branches.
8. To maintain files, records and registers of allotment of yarn and its distribution to the weavers in his jurisdiction.
9. To conduct survey of looms of the individual weavers as and when called for by the authority,
10. To ensure regular collection of saving deposit and share money from the members of the primary weavers co-operatives for increase of own capital of the society.
11. To motivate the weavers on the proper use of credit received from the Commercial Banks increase their production for proper marketing.
12. To help the societies writing up their books of accounts for proper accounting & auditing.
13. To maintain constant liaison with the co-operative Industrial Unions and apprise them on the workings of the primary weavers co-operatives.
14. Any other duties assigned by the General Manager.

**RESEARCH OFFICERS :**

1. To assist in the preparation of future development plans for BHB.
2. To carry out market research surveys and report the results to the Deputy Chief to assist in the preparation of feasibility studies.
3. To prepare statement showing progress of implementation of the on-going projects and utilisation of ADP funds.
4. To prepare Annual Report/Annual Economic Review of BHB.
5. To Make quantitative analysis of the projects.
6. To liaise with Ministry, Planning Commission and other Research agencies.
7. Any other duties assigned by the Chief (P&I)/M&E).

**EVALUATION OFFICER :**

1. To assist Assistant Chief ( Monitoring and Evaluation ) in carrying out investigations to determine the financial implication of development policies.
2. To assist Assistant Chief ( M & E ) in carrying out appraisal of projects.
3. To undertake field trips to projects areas for observations and monitoring of BHB activities.
4. To evaluate and appraise post implementation activities of ADP projects.
5. To monitor the progress of works of ADP projects under implementation.
6. Any other duties assigned by the Chief ( M & E ).

**STATISTICIAN :**

1. To collect, compile and analyse relevant data received from various agencies and sources and retain them for use of the Board.
  2. To assist in the evaluation of the feasibility reports received from consultants.
  3. To participate in the pre-feasibility studies conducted by the department.
  4. To collect performance reports from various projects/centres.
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5. To collect data regarding market and examine them.
6. To use quantitative methods in short term as well as long term forecasting.
7. To apply statistical method in analysing any data for use of the Board.
8. To review the IMED reports duly filled in by the project-in-charge/ Division and send the same to the concerned authorities as per approval of the Board.
9. To liaise with the consulting firms and Research Bodies such as ISRT, IBA, BID3 etc.
10. To undertake special studies and advanced statistical analysis and interpretation.
11. Any other duties assigned from time to time.

#### TECHNICAL OFFICER ( M & E ) :

1. To assistant Chief ( M & E ) in carrying out investigations on different technical aspects of development programme undertaken by BHB.
2. To evaluate and appraise post implementation activities of BHB projects.
3. To provide all technical informations for monitoring and evaluation of development activities.
4. Any other duties assigned by the Chief ( M & E ).

#### TECHNICAL OFFICER ( MAINTENANCE ) :

1. To prepare job plan, schedule of works and other related matters and submit for necessary action to higher officer.
2. To supervise site works and issue necessary instructions and submit reports to the higher officers.
3. To find out problem of procurement of raw materials and all technical matters in connection with production and servicing works and report to next higher officer for immediate remedial measures.
4. To arrange preparation of monthly and periodical position statements of projects.
5. To meet all queries of day to day function of the projects and co-ordinate all directives of Operation and Maintenance Division to the respective projects.

6. To look after all mechanical and technical aspects and make remedial measures as when required.
7. Any other duties assigned by the Manager (Maintenance).

**QUALITY CONTROL OFFICER :**

1. To prepare quality control procedures and measure for maintaining standardisation of products with necessary forms & register.
2. To make out standard size, specification and other technical matters for different variety of products.
3. To evolve check and control device for defect in the product with the help of standard guide lines.
4. To introduce system of strict supervision and examination of products before marketing the goods.
5. To do all other technical matters to ensure quality.
6. Any other duties assigned from time to time.

**ACCOUNTS OFFICER : ( HEAD OFFICE ACCOUNTS ) :**

1. To verify and recommend payment of petty bills, T. A. bills.
2. To deal with construction and suppliers bills.
3. To deal with Store Accounting system in Head Office and Projects.
4. Any other duties assigned by the Chief Accountant.

**ACCOUNTS OFFICER ( PROJECT ACCOUNTS )**

1. To prepare Project Accounts.
  2. To deal with reconciliation of Current Accounts between Head Office and Projects.
  3. To prepare Budget for projects.
  4. To control project expenditure and operational expenses.
  5. To follow up monthly and interim accounts of project.
  6. To perform all matters relating to project accounts.
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7. Any other duties assigned by the Chief Accountant.

**PURCHASE OFFICER :**

1. To obtain indents both for local and imported materials.
2. To scrutinize and process the indents.
3. To assist in preparation of comparative statements of the tenders.
4. To appoint of C & F agent.
5. To assist in opening L/C and insurance of the imported goods.
6. To process requisition for cash purchases.
7. To issue work order and process bills in time.
8. To maintain all records, files tenders etc. properly.
9. To issue letter of indents and work order.
10. Any other duties assigned by the Member (C&M) and Manager.

**ASSISTANT ENGINEER :**

1. To assist Executive Engineer.
2. To check the validity of tenders and contracts.
3. To carry out design and drafting work on the projects.
4. To supervise the works of the contractors and sub-contractors.
5. To prepare specification of contracts in collaboration with the Planning Department.
6. To prepare tender documents for plant and machinery/technical know-how/consultancy contracts.
7. Any other duties assigned by the chairman.

**CO-ORDINATION OFFICER :**

1. To attend the Chairman.
  2. To ensure co-ordination of all departmental works in respect of holding meetings and submission of returns/reports/statements to all authorities in time.
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3. To maintain secrecy and deal with confidential papers and records of officers and staff.
4. Any other duties assigned by the Chairman.

#### LIAISON OFFICER (CO-OPS., CREDIT & RECOVERY) :

1. To remain in overall charge of the implementation of the schemes for Distribution of Yarn and Credit scheme under his jurisdiction.
2. To look into the lifting and distribution of yarn and ensure proper distribution of yarn to the weaver members of the primary co-operative societies and sanction and issue of loan to the weaver-members and co-operative societies.
3. To maintain liaison with the project-implementation committee, Industrial Unions and Bank for successful implementation of various schemes.
4. To motivate the weavers-members for depositing of small savings and share money for increase of working capital.
5. To help the weaver-members for preparation of loan application properly and arrangement for regular realisation of instalments of loan from the weaver-members and repayment of the same to the designated banks.
6. To submit returns to the Head Office and other papers as and when necessary.
7. To hold periodical meetings/conferences with the field officers and or other officers of the allied department/agencies of the area.
8. To approve tour programme and allow casual leave to the Field Supervisors, recommend other leaves and write their ACR.
9. Any other duties assigned by the Co-operative Officer and the Asstt. Manager.

#### MARKETING OFFICER :

1. To assist the Asstt. Manager (Marketing) in implementing various marketing schemes of the BHB.
  2. To collect market prices of Handloom products of the weavers of the country.
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3. To findout problems and defficulties of the weavers in marketing points of view and suggest remedies.
4. To collect and prepare statements on marketing schemes and ensure timely submission to the proper quarters.
5. To ascertain slowmoving items of finished product.
6. To suggest steps for development of Handloom market.
7. To arrange publicity for Handloom products of BHB.
8. Any other duties assigned by the Asstt. Manager (Marketing).