



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP**

Phase III

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

Volume XVI

MINISTRY OF INFORMATION

Chapter VIII

BANGLADESH FILM DEVELOPMENT CORPORATION

October 1983

**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 7.1.1984

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

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

The report of the Martial Law Committee on organisational set up of the Bangladesh Film Development Corporation, Ministry of Information

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

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

**By order of the President and
Chief Martial Law Administrator**



**M. ATIQR RAHMAN
MAJOR GENERAL
Principal Staff Officer.**

BANGLADESH FILM DEVELOPMENT CORPORATION
MINISTRY OF INFORMATION

INTRODUCTION :

1. Film Development Corporation set up in 1957 (under Act XV-1957) to promote local film industry is the only autonomous self-financing organisation of its kind in the country which extends necessary facilities and services to film producers on commercial basis. It has a built-in capacity to extend facilities for completing 25 feature films in a year, but on pressing demands of the film makers, 40-45 films on an average are being completed and released every year.

2. In the Second Five Year Plan period Government has sanctioned two development projects to meet the increased demands of the film makers and to keep abreast with the modern technology of film making. This will increase the production capacity to an average of 70 feature films per year and help raise the technical efficiency to that of international standards. Over two lacs people are engaged in production, distribution and exhibition of films. 95% of films released in over 400 cinema halls of Bangladesh are produced in FDC studios.

ALLOCATION OF FUNCTIONS :

3. Functions allocated the Corporation are given below :

- a. To take such measures as it thinks fit to render assistance in the development of film industry.
- b. Give loans to persons or companies for producing motion pictures and establishment and maintenance of studios.
- c. Give loans to persons or corporations for setting up film studios.
- d. Set up studios itself and to make available the use of such studios on hire to film producers.
- e. Prepare and submit to the Government scheme for the development of film industry and small scale industries, including schemes of research in connection thereto.
- f. Import cinematograph films and other necessary requisites for production or processing of films for distribution to film producers; and
- g. Give loans to motion picture exhibitors for purchase of projectors and ancillaries thereto.

EXISTING ORGANISATION :

4. The Corporation is under the administrative control of Ministry of Information.

It has a Board of Directors consisting of following five members as appointed by the Government:

- | | |
|--|------------|
| a. Secretary,
M/O. Information | — Chairman |
| b. Managing Director
Bangladesh Film Development Corporation. | — Member |
| c. Joint Secretary
M/O. Commerce (Foreign Trade) | — Member |
| d. Director General
Industries | — Member |
| e. President | — Member |

Bangladesh Film Producers' Association

5. The Corporation enjoys operational freedom and is free from interference in functional matters. Managing Director is the executive head of the Corporation, who runs and manages the affairs of the Corporation under the direction of the Board and provision of the Act, Rules and Regulations. He is responsible for administration, discipline and proper conduct of the affairs of the Corporation. He may, except in important policy matters, exercise all powers and do all acts and things which may be exercised or done by the Board.

6. The work of the Corporation is managed through Administration Department, Finance Department, Production Department, Technical and Engineering Services Department. Total number of sanctioned post is 462. Class-wise break up is 38 Class-I, 20 Class-II, 328 Class-III and 76 Class-IV. The existing organisation chart is given in Annexure "A".

CHARTER OF DUTIES :

7. The revised charter of duties of Class-I Officers is given in Annexure "B"

WORK LOAD :

8. The qualified staff both technical and non-technical of Bangladesh Film Development Corporation offer service to all film producers of Bangladesh in various aspects of film making. Under one roof of FDC all technical facilities required for the production of films are available.

The available technology ranges from simple mechanical machines to high technology of the electronic era. Technicians with skill and aesthetic sense are necessary for such industry. With the installed capacity to produce 25 films per year, FDC now takes the load of about 120 under-production films currently. About ninety nine percent of the released films of Bangladesh are made with the facilities of FDC.

OTHER DETAILS :

9. Officers : State of Class-I Officers is given in Annexure "C"
 10. Transport : State of transport is given in Annexure "D"

OBSERVATIONS AND RECOMMENDATIONS:

11. Bangladesh Film Development Corporation set up in 1957 to promote local film industry is the only autonomous organisation of its kind in the country. It is a self-financing corporation being run on commercial basis. With the completion of modernisation and expansion scheme under the Second Five Year Plan FDC can hopefully look forward in providing for production of high quality export-oriented films.

12. Film making is a high tech and most of the equipments imported recently are fully computerised and requires skilled personnel with minimum basic science background to operate them. It also calls for a high degree of technical management and maintenance. Maintenance side was totally non-existent in the present set up. The new organogram has provided for a scientific and more job-oriented set up with three main departments, namely, Administration, Production, and Maintenance.

13. The Committee recommends induction of qualified and talented technical personnel to operate and maintain the sophisticated equipments imported recently. The present pay structure of the technical hands should be revised to attract qualified personnel. The revised organisation chart is given in Annexure 'E'.

CONCLUSION :

14. The re-organisation will help increase production from 40-45 films per year to 70-75 films, thereby increasing the income by almost 70%. The increased manpower and the corresponding increase in expenditure is still lower than the expenditure incurred on overtime payments to the present one-shift staffing pattern.

CHARTER OF DUTIES

Managing Director :

1. To act as administrative head, and is responsible for efficient administration, discipline, recruitment and proper conduct of all affairs of the Corporation.
2. To ensure proper execution of the charter and functions of the Corporation as laid down in the Act-Regulations. To formulate policies concerning the overall functioning of the Corporation.
3. To act as the advisor to the administrative Ministry on all matters affecting film industry and film trade, including Co-productions with foreign countries and export and import of full length feature films.
4. To determine research and other programmes for the development of film industry.
5. To maintain liaison with similar organisations and film institutions in other countries.
6. To constitute committees to assist the Managing Director for better administration.
7. To prepare and control the budget passed by the Government.
8. To hold symposia, seminars, workshops etc. to promote research and development in the field of film technology in this country.
9. To delegate/withdraw powers of authority to and from senior officials to improve administrative and production activities.
10. To take punitive measures against the employees of BFDC as and when necessary as per rules and regulations.
11. To sanction funds to heads of different department for production and administrative activities.
12. To perform any other duties which may be assigned by the Government.

Director Administration & Finance :

1. To assist the Managing Director for implementing administrative decisions and policies on all administrative affairs of the Corporation.
2. To assist Managing Director in formulating administrative policies of the Corporation.
3. He shall be responsible to assist the Managing Director in implementing decisions and policies pertaining to financial matters of the Corporation.

4. He shall be responsible for ensuring proper management of the Finance Section of the Corporation.
5. He shall be responsible for over all security planning and execution of the plan for the Corporation.
6. He shall, with the help of connected departments and procurement section, formulate procurement policies for a given year with the approval of Managing Director.
7. He shall be Chairman of Tender Committee and process various tenders of the Corporation for approval of the competent authority.
8. He shall be the Secretary to the Board of Directors of Corporation.
9. He shall be responsible for writing A.C.R's of all Class-I Officers working under him.
10. He shall be responsible for making annual report on administrative and financial activities of the Corporation. He shall also be responsible for critically evaluating this report and place the same to the Managing Director for his perusal and necessary orders.
11. With the assistance of Additional Director (Finance) he shall be responsible for preparing the financial Balance Sheet of the Corporation to reflect the financial position of Corporation to Managing Director for his perusal and necessary orders.

Director Production :

1. To assist Managing Director in planning and execution of production policies and activities of the Corporation.
2. He shall be responsible to ascertain the requirement of production equipment, man and materials etc. for every year and submit the same to Managing Director for his necessary orders to concern department for execution.
3. With assistance from Additional Director Sales, shall work out production schedule of the Corporation.
4. Shall be responsible for acceptance of new films to be given production facilities in the Corporation with the approval of the Managing Director.
5. Shall be responsible for allocation of schedule of different production facilities to the clients of Corporation with the approval of Managing Director.
6. With the assistance of Additional Director production, he shall execute the production schedule of camera, light, sound, editing, floors & sets.
7. Shall be responsible for the loading and scheduling of man and materials of the production department.

8. Shall be responsible for ensuring preparation of bills of facilities availed by the clients of the Corporation through his billing staff.
9. He shall act as the principal liaison officer between the Corporation and the clients.
10. He shall be responsible for writing A.C.R's of all Class-I Officers of the Corporation working under him.
11. He shall act as the Chairman of the 'Raw Materials Selection Committee' of the Corporation.
12. He shall be responsible for preparation of annual production report of the Corporation, evaluate the report critically and submit the same to the Managing Director for his perusal and necessary orders.
13. He shall be responsible for correspondence of the Corporation with other organisations as assigned by the Managing Director in his policies from time to time.
14. Perform any other jobs as and when assigned by the Managing Director and shall be responsible to him for his functions.
15. He shall supervise the work of officers and staff working under him.

Director Engineering :

1. To assist Managing Director in planning and execution policies and activities of development, laboratory and maintenance sections.
2. He shall be responsible for planning, repair and maintenance of the Corporation's equipment buildings etc. through his staff, with the approval of MD.
3. He shall be responsible for planning of development projects and implementation of the same with the help of his staff and the concurrence of Managing Director.
4. He shall be responsible for scrutinising designs of architects, structural plans, submitted by the Consultants for development projects.
5. He shall be responsible for checking different bills with the help of his staff for different construction, repair, maintenance and installation of equipment etc before being paid by the competent authority.
6. He shall be responsible to supervise the work of the Consultants, Architects, Engineer and other experts connected with different works of the Corporation.
7. He shall be responsible for preparing monthly, quarterly, half yearly, and yearly reports and return required by different Govt. agencies with his staff.

8. He shall be responsible for the store policies, inventory and actions for timely replenishment of stores.
9. He shall be the Chairman of the Equipment Selection Committee of the Corporation.
10. He shall be responsible for the proper functioning, supervision of scheduling of Laboratory with the aim of optimum output of the Laboratory.
11. He shall be responsible for preparation of annual technical report of the Corporation, evaluate the report critically and submit the same to the Managing Director for his perusal and necessary orders.
12. He shall be responsible for writing ACR's of all Class-I Officers of the Corporation serving under him.
13. He shall be responsible for correspondence of the Corporation with other organisations as assigned by the Managing Director in his policies from time to time.
14. Perform any other jobs as and when assigned by the Managing Director and shall be responsible to him for his functions.

Additional Director (Finance)

1. Administrative and functional head of Finance Section.
2. To assist the Director (Admn. & Finance) in formulation of financial policies and taking financial decision.
3. To assist the Director (Admn. & Finance) in financial management of the Corporation.
4. To analyse financial position of the Corporation.
5. To accord financial sanction up to certain limit as delegated by the authority.
6. To execute all necessary functions in connection with the financial sanction of loans, grants etc.
7. Responsible for maintaining accounts and preparation of financial statements.
8. Responsible for furnishing various financial reports to the management, Ministries and other Government organisation as and when required.
9. To make liaison with External Auditors, Customs Authority, Taxation Authority, D.G. Commercial Audit.
10. To supervise the functions of the Accounts Officers.
11. To represent the Finance Section for all purposes on behalf of the Director (Admn. & Finance) whenever delegated to do so.

12. To check the cash balance, cash books and bank books of the Corporation at least once in a month.
13. To review the system of operation of all sections under his control and try for their improvement.
14. To sanction casual leave and recommend earned leave of his Subordinate Officers and Staff to the Director (Admn. & Finance).
15. To recommend transfer and posting of staff from and to the sub-sections under his control.
16. Any other job that may be assigned to him from time to time by the management.
17. He shall be responsible to Director (Admn. & Finance) for his functions.

Accounts Officer-I :

1. Directly responsible to Additional Director (Finance).
2. Directly supervise and control the function of Accounts-IV and Accounts-V
3. Responsible for checking of bills, preparation of statements of Development Schemes.
4. To assist Additional Director (Finance) in executing the over-all functions of various sub-sections of the Finance Section under his control.
5. To ensure the preparation of bills (Production) keeping and maintenance of production record and preparation of S. Debtors schedules.
6. To pursue realisation of dues from production companies and other Govt.-Semi-Govt-Autonomous bodies etc.
7. To do all necessary jobs in connection with the preparation of yearly budget of the Corporation.
8. Any other job that may be assigned to him from time to time.

Accounts Officer-II

1. Directly responsible to Additional Director (Finance)
2. Directly supervise and control the functions of Accounts-I, Accounts-II and Accounts-III.
3. Responsible for checking of bills in respect of salary, overtime, final settlement and all other payable bill and adjustment of advances etc.
4. To assist Additional Director (Finance) in executing the overall functions of various sub-sections of Finance Sections under his control.
5. To ensure the daily verifications of cash after checking the receipts and payments.
6. To do all jobs relating to Banks, Insurance, Taxes etc.

7. To do all jobs in connection with the preparation of yearly budget and budget requirement.
8. To help in the preparation of financial statements of the Corporation.
9. Responsible for adjustment and recoveries of purchase and work advances.
10. Any other jobs that may be assigned to him from time to time.

Audit Officer :

1. Checking of cash and Bank books with relevant vouchers and money receipts.
2. Physical verification of cash from time to time.
3. Pre-audit of contractors and suppliers bills before payments.
4. Yearly physical verification of stores and stock (Inventory).
5. Verification of production reports with actual issue/uses of equipments/materials/floors etc on daily/periodical basis
6. Review of the periodical consumption of stock/stores.
7. To face the Government, Commercial and external audit.
8. To maintain liaison with Government, Commercial, External Audit and the Finance Section of the Corporation.
9. Executive of post audit of pay bills/O.T. bills/final settlement bills etc.
10. Any other job that may be assigned to the audit division by the authority from time to time.

Deputy Director (Procurement) :

1. To remain in charge of administration of the procurement section.
2. To be responsible for proper execution of contracts and follow the rules and procedures laid down in the purchase manual.
3. To prepare the foreign exchange budget for non-development requirements of the Corporation.
4. The Deputy Director will arrange all purchase of equipment, accessories, raw films, chemicals etc to be used for production of films in the Studio & Laboratory.
5. He will arrange for periodical import licence.
6. He will provide the necessary liaison with the customs, clearing and forwarding agents, railway authorities and steamer companies etc. for the transport of materials and machineries from port on arrival to the Studio, Laboratory and any othe assigned location.
7. He will be responsible for depositing stores for safe custody in the FDC Store.

8. To interview intending suppliers and other people connected with purchase.
9. To put up purchase cases to the committee for selection of raw materials and chemicals, committee for selection of equipment and to the Tender Committee. He will act as Member-Secretary of all the committees.
10. To pass purchase bills and forward them to Accounts Section.
11. To maintain liaison with Government Departments, Autonomous and Semi-Autonomous Bodies and various Agencies.
12. To exercise other powers and perform obligations as mentioned in Purchase Manual.
13. To deal with all routine correspondence.
14. To perform other works given by the authorities from time to time.
15. He shall be responsible to Director (Admn. & Finance) for his functions.

Assistant Director (Procurement) :

1. He shall arrange all local purchase of materials.
2. He shall maintain purchase register of both local and imported materials, insurance claim register, letter of credit register etc.
3. He shall prepare comparative statements of supplier's quotations.
4. To arrange for the inspection of all stores locally procured and imported.
5. To scrutinise indents and tenders.
6. To prepare claim bill for any damage-loss of the imported items.
7. To prepare all reports, documents, charts, figures etc. required in processing a purchase case.
8. To attend Tender Committee meetings to assist the Deputy Director (Procurement).
9. To keep liaison with different indenting Division.
10. To prepare and submit various returns to the Government.
11. To fulfil the works given by the Deputy Director (Procurement).
12. To submit all sorts of bill of the parties.
13. To check the bills of clearing agent and the import duty, sales tax etc.
14. To supervise works of all U.D. Assistant/L.D. Assistant of the section.

Medical Officer :

1. To provide general medical treatment and care to officers/staff of the Corporation and their family members including their yearly medical check-up.
2. To undertake appropriate measures to maintain good hygienic conditions and improve sanitation in the campus.

3. To look after the activities of all clinical staff and evaluate their activities.
4. To undertake measures for motivating the BFDC officers/staff and their family members in understanding the significance of family planning.
5. To advise and help the BFDC officers, staff and their family member in adapting family planning practices.
6. To help the Director (Administration & Finance) in writing the ACRs of staff working at the medical centre.
7. To performs any other duty as desired by the Managing Director and Director (Admn & Finance).

Law Officer :

1. Preparation of the written statement of the case for submission into the courts of law.
2. Attending different courts of law in connection with representation of the Corporation in legal disputes between individuals, parties and organisations.
3. He shall prepare and vet deeds and agreements executed between the Corporation and others in consultation with the legal adviser.
4. Examine and assist the production department in examining the legal aspects of the production files with consultation with legal adviser whenever required.
5. Assist the Director Administration and Finance with respect to disciplinary cases of the Corporation with suggestion on legal aspects.
6. Assist the production department in preparation of notices for defaulters.
7. Any other assignment given by the Director Administration & Finance and shall be responsible to Director (Admn & Finance) for his functions.

Assistant Director (Admn) :

1. He will be responsible for processing the appointment/leave/increment/disciplinary action of the employees/officers of the Corporation.
2. He will be responsible for up-keeping the records/files of the staff of the Corporation.
3. He will be responsible in assisting the Director (Admn & Finance) relating to the welfare of the staff.
4. He will be responsible in looking after the day to day administration of the section.
5. He will supervise the works of the clerks/assistant/Head clerk of the section.

Security Officer :

1. To assist the Director (Admn & Finance) to plan and implement the security measures of the Corporation.
2. To execute the security plan of the Corporation.

3. He will act as Administrative head of the security section and execute the security plan with the help of his staffs.
4. He will arrange proper manning at the main gate of the Corporation and other security points and ensure proper entry and exits of different personnels into the FDC premises after proper identification.
5. To check the work of security guard so that they perform their duty properly.
6. To prepare roaster duty of the security guard, sweeper and gardener of his section and ensure proper implementation.
7. To check the entry exists of the Corporations' vehicles regularly.
8. To ensure proper preservation of the Corporation property.
9. To ensure proper locking of shooting floors after packup and check the rooms of all division/section for proper locking.
10. To arrange security light in FDC premises.
11. If mishap occurs he has to communicate the same to the management and take necessary action as deemed fit.
12. In case of any fire in the Corporation he has to inform the fire brigade and communicate the same to the management.
13. To engage gardeners properly for beautification of the Corporation.
14. Everyday works of the sweepers will be checked by him so that the office and premises of the Corporation remains always neat and clean.
15. He will implement all the plan and measure with the help of security supervisor and inspectors.

Public Relations Officer :

1. He will deal with the press (publicity, advertisements)
2. He will make arrangements to participate in festivals, fairs and exhibitions.
3. He will entertain visitors and guests.
4. He will brief M.D. about the news regarding FDC that comes out in Daily papers and weeklies.
5. He will maintain inter-office liaison.
6. He will be responsible for his job to the Director (Admn & Finance).
7. To look after the library.
8. To perform any other job in conformity with his responsibility as and when desired by Director (Admn & Finance).
9. To assist in the schedule and arrangement of meeting, workshop and seminars.

Private Secretary to Managing Director :

1. To act as a confidential staff to the Managing Director.
2. To be responsible for the proper management of the Managing Director's Office.
3. To act as the reporting officer of all staff of Managing Director's Office.
4. To arrange and conduct all appointments of Managing Director.
5. To maintain liaison and apprise the Managing Director of day to day problems and development of the Corporation.
6. To maintain liaison with different associations of the Film Industry and trade.
7. To carry out any other assignment given by Managing Director and shall be responsible to the Managing Director for his functions.

Additional Director (Production) :

1. Co-ordination on general production policies of the production department with the sectional heads of production department.
2. To ensure proper distribution of man and material to studios for operation.
3. To supervise the functioning of the different sectional heads of the production department.
4. Notice scheduling failures of the sales department and report the same to the sales department for corrective measures.
5. Over all supervision of production activities of films in FDC.
6. To look after the problems of the clients and ensure regular services to them during the production shifts.
7. To carry out administrative works of the production department.
8. Write the ACR's of the personnel of production department.
9. Help Director (Production) in writing the ACRs of Class-I officers of production department.
10. For his functions he shall be responsible to Director Production.

Additional Director (Sales)

1. Scheduling of shooting, recording, editing and all other works in connection with Film Production period.
2. To look after the problems of the clients and ensure regular and efficient services to them during the production period.
3. To look after the billing system from the production side and to ensure that the billing has been done accurately according to the schedules allotted to the clients.

4. To look after the sales promotion from the Corporation point of view.
5. Help Director Production in formulating the sales policies of the Corporation.
6. Write ACRs of the staff of the sales section.

Chief of Camera & Light :

1. Over all incharge of camera and light section.
2. Execution of shooting schedules prepared by Production Department.
3. To ensure issue of equipments as per requisition of party on approval of Additional Director (Production).
4. To look after proper functioning of the equipment and work of technicians during shooting.
5. Routine administration of the section.
6. To prepare and enforce duty roster of the section.

Chief of Editing :

1. To execute and implement the policy and orders of the authority involving administrative, technical and financial matters.
2. To maintain liaison with the chain of command in matters relating to sectional administration, technical activities and financial reporting.
3. To direct the officers and staff of the editing section to the productive line of operation.
4. To distribute work among the officers and staff and to maintain discipline as a whole.
5. To look after the proper operation of editing machines and equipments.
6. To formulate, suggest and recommend the development projects of the editing section.
7. To prepare and maintain the editing schedule.
8. He is to maintain departmental store, film library and sectional accounts.

Chief of floor and set :

1. To execute and implement the policy and orders of the authority on the administrative, technical and financial matters and to suggest measures for the betterment of the section.
2. To supervise the works of all the subordinate staff of the section and to ensure discipline of the section.
3. To ensure the proper distribution of duties to the officers and staff of the section for smooth functioning of the section as per requirement of individual film.

4. If required, he will design and supervise the making of the sets as desired by the film makers concerned.
5. To receive applications from the parties for set making and to recommend actions for approval to relevant authority.
6. To maintain accounts and records of the equipment, set, materials and staff of the department, utilised by the parties, and to forward reports for billing by the relevant authority.

Chief Sound recording Engineer :

1. To execute and implement the policy and orders of the authority on the administrative, technical and financial matters and to suggest measures for the betterment of the section.
2. To supervise the works of his subordinate staff and take measures for improvement of the standard of their performances and to ensure discipline
3. To ensure proper distribution of duties to the officers and staff for smooth functioning of the section.
4. To receive applications from the parties for sound recording and prepare the recording schedule have that been approved by the relevant authority.
5. To maintain accounts and records of the equipment and staff of the section.
6. To maintain records of day to day jobs done in the section and to check the job reports properly before forwarding those to the relevant authority's for billing.
7. If required, he will do recording works in the interest of the Corporation.
8. He will be responsible for optimum utilisation of the manpower and equipment of the section and carry out preventive maintenance of the equipment with the help of the maintenance section.

Sound Recording Engineer :

1. He will do the recording of sound for he films to be produced in FDC.
2. He will ensure the acceptable quality of sound recording in FDC.
3. He will be responsible for routine preventive maintenance of the sound equipment.
4. He will work with close co-ordination with the Chief Sound Recording Engineer.

Assistant Director (Schedule) :

1. To supervise the production activities in individual shifts.
2. To ensure the availability of equipment and technicians for each shift in time
3. To report the activities and problems if any during the shifts to Additional Director for necessary action-
4. To assist Assistant Director (Billing) in proper billing on actual work and facilities availed basis.
5. To keep record of overtime performed by the staff and obtain prior approval of the competent authority for performance of the overtime.
6. He shall act as the principal field officer of the Production Department.
7. Any other assignment given by the Additional Director (Sales) and for his functions he shall be responsible to the Additional Director (Sales).

Assistant Director (Bills) :

1. To receive job reports from various production department and consolidate them regularly.
2. To check job reports and prepare bills accordingly for parties.
3. To prepare and place objection against bills of parties to the Additional Director for further action.
4. On the spot checking of job reports if necessary.
5. To co-ordinate with the Accounts about Bills.
6. To do any other related job as per assignment of Additional Director (Sales).

Chief Of Laboratory :

1. To supervise the work and duty of Lab Superintendent and Quality Control Officer.
2. To be responsible for total Laboratory Administration.
3. Suggest methods to improve the quality.
4. Prepare schemes to achieve maximum output utilising the manpower and equipment of the Laboratory.
5. Preparation and submission of annual requirement of chemicals and other necessary articles to the authority in due time.
6. Suggest to the authority the means and ways to improve the performance and condition of the Lab and take necessary action accordingly.

7. Should have a thorough knowledge about the working conditions, plants machine and equipment of the Laboratory.
8. To look after the welfare of the Lab staffs.
9. To supervise the printing, processing and quality section of both black, and white and colour laboratory.
10. Prepare and submit daily, monthly, quaterly and annual report regarding the problems faced during working and suggested solutions in connection to those.
11. He is the divisional head of the Lab Division and for his job, he will be responsible to the Director (Engineering)

Laboratory Superintendent :

1. He will supervise the work of Lab-in-Charge.
2. Prepare schedule of shift duties to ensure good quality and maximum output.
3. He will work with the instruction of Chief of Laboratory.
4. Prepare and submit a daily report about the performance of his section to the Chief of Laboratory.
5. He will receive the raw materials and other materials from store.
6. prepare a daily report about the problems faced during working conditions, if any, and suggest remedies.
7. He is the sectional head of Laboratory which includes printing, processing and colour analysing.

Quality Control Officer :

1. He will supervise the works of Senior Chemists.
2. Ensure proper preparation of bath chemicals.
3. He will check and suggest, if necessary, the Senior Chemists for any changes at the time of chemical mixing and check every mixture before use.
4. Prepare and submit annual requirement of chemicals to the Chief of Laboratory in due time.
5. He will ensure maximum output from the chemicals used and be responsible for good harvesting of silver.
6. Prepare roaster duty for his section.
7. As a sectional head of Lab Quality Control Section he will be responsible to the Chief of Lab for his work.

Lab-In-Charge :

1. He will be the incharge of each shift.
2. He will supervise the work of printer/developer and processor.
3. Readily give decision and suggestion to any problem.
4. If any problem sustains he shall communicate it to the other shift and to the Lab Superintendent.
5. He will check the quality output of his shift and arrange projection if required.
6. He shall ensure minimum wastage.

Senior Analyst :

1. He will work for grading negatives/for final print or rush print.
2. He will grade as per schedule of work, and the graded values shall be recorded.
3. He will prepare programme tape for printer's memory unit.
4. For each type/emulsion of film he will mention voltage of both picture and sound lamp and give exact pre-filter value and grey filter value.
5. He will be responsible for accurate co-relation between printing machine and the analyser.
6. The checking of programme tape, verification and duplication of it will be made by him,
7. He will ensure the proper work of air-conditioner and dehumidifier lying in that room.
8. He should be vigiland at the time of processing and see the quality.

Junior Analyst :

1. His work is to assist the Senior Analyst.
2. Everyday before the start of work he will arrange everything for grading.
3. In the absence of the Senior Analyst he will work as a grader.
4. He will also keep the analyser room neat and clean.

Senior Chemist :

1. Senior Chemist will work under the guidance of Quality Control Officer.
2. Everyday he will check the densotometric curve, PH reading, and bath analysis result and take necessary action accordingly.
3. Everyday he will check the quantity of chemicals in the reserve tank and give instruction for further bath/replenisher preparation to chemist.
4. He will initiate the requisition for lifting of chemicals from store.
5. Solution of AR grade chemicals will be made by him.
6. He will analyse the baths with the help of chemist according to the frequency of analysis.
7. He will ensure proper desilverisation of fixing baths and keep constant watch on it.

8. He will also ensure maximum output from chemicals.
9. All daily activities of this section should be recorded and be in his knowledge.
10. He will also ensure proper storage of chemicals and make sure that the mixing zone is clean.

Chemist :

1. He will prepare all bath/replenisher with the help of chemical assistant.
2. He will weigh the chemicals and mix it with the help of assistant.
3. Extensive care shall be taken by him in case of preparation of developer baths and sound tracks redeveloper.
4. Everyday he will measure the PH value of the solution at 9-10 A.M. and adjust accordingly.
5. Everyday he will also process wedge/strips in sufficient quantity, measure the density and plot in graph, which should be shown to the Senior Chemist.
6. Mixing tank, Reserve tank and all tanks of the processing plant should be cleaned regularly or periodically and he will ensure this.

Superintending Engineer :

1. To examine, scrutinise and adjust, if so required all building designs submitted by architects/consultants and submit such verified structural plans, designs and estimates to the Director (Engineering) for his further scrutiny.
2. To examine and scrutinise all plants, machineries and equipments with estimates to be supplied to the Corporation and furnish a report to the Director (Engineering) for his further scrutiny.
3. To supervise the construction work of all in-going projects and rectify all construction as per plans and designs and where alternation or any additional work is required, he shall submit proposals with proper justification to the Director (Engineering) for his further scrutiny.
4. To verify and check all bills from the suppliers of machineries/equipment and construction contractors received through the BFDC's construction consultants/architects and send these to Director (Engineering) for his further scrutiny.
5. To prepare all schedules for procurement of construction materials including sanitary and electrical items and submit it to Director (Engineering) for his further scrutiny.
6. To prepare all schedules for procurement of machines, equipment to be used in any project or in anywhere dictated by the pattern and situation and submit the same to Director (Engineering) for his further scrutiny.

7. To check and certify the eligibility and fitness of all contractors, either for construction work or for supply of construction materials, machines, equipments before selling tender documents to them.
8. To verify and prepare comparative statements of all tenders in case of construction work to be done by BFDC without the assistance of BFDC's consultant/Architect Engineers. In case, where the consultant will prepare the comparative sheet, he will check and verify and give his comments forwarding it to Director (Engineering).
9. To supervise the work of Executive Engineers and other staff so as to achieve maximum effectiveness and efficiency.
11. To write monthly, quaterly, half-yearly and annual reports on the physical progress of the construction work, and fitness report of equipment as per proforma of various Government agencies.
12. To preserve all plans and designs of the Corporation.
13. To be responsible for his work to the Director (Engineering)
14. To perform any other duties as and when assigned by the Director (Engineering).

Executive Engineer (Workshop) :

1. He will be responsible for the smooth operation of workshop.
2. All machines and equipments of the workshop will directly be under his authority.
3. In case of manufacturing of any machine parts/spares dictated by the situation, he shall readily do so or dicate his men.
4. To prepare and establish a scheme to produce the machine parts/tools with locally available material to meet the Corporation's demand.
5. To be responsible for his job to the Superintending Engineer.
6. To perform any other duties as and when assigned by the Superintending Engineer.

Executive Engineer (Plants & Machineris)

1. To be responsible for all plants, machines and equipments of the Corporation.
2. To ensure the smooth operation of all plants and machine of the Corporation.
3. To detail personnel/staff to undertake extensive measures to clear faults.
4. Detail personnel/staff for weekly routine test of plant and machine.
5. To prepare estimate for machine parts/spares for plant and machines as and when required.

6. To prepare detail schedule to handle daily maintenance of plants, machines, equipment as and when required.
7. To be responsible for his work to the Superintending Engineer.
8. To perform any other duties and when assigned by the Superintending Engineer.
9. To detail men for loading of the plants machines.
10. To preserve design, drawing related to the plants.
11. To keep records of the type of faults, steps taken to clear the fault of all plant and machines.

Executive Engineer (Electrical) :

1. To be responsible for all electrical equipments of the Corporation.
2. To ensure smooth operation of all electrical system .
3. To verify and prepare any changes in electrical system suggested by the consultant or depicted by the situation.
4. To ensure smooth and fast electrical fault location and subsequent clearance of the fault.
5. To prepare estimates for electrical works to be involved in any project or falling in the regular maintenance schedule.
6. To keep the power station in perfect operation and suggest modification, alternation, if any, to cope up with the future expansion.
7. Detail personnel/staff to carry out regular routine maintenance to ensure reliable electrical system.
8. To be responsible for his work to the Superintending Engineer.
9. Certify the works of contractors in relation to completion any in-going project.
10. To perform any other work as and when assigned by the Superintending Engineer.
11. Certify the performance of electrical machines equipments purchased/procured.
12. To certify the bills arising from the consumption of electrical energy by the clients and uses out of the electrical amenities.
13. To ensure efficient works of electricians tagged with clients, be aware of problems arising at the spot and steps suggested to rectify.

Executive Engineer (Electronics) :

1. To ensure smooth operation of all electronic equipments and machines
2. To bring any faulty machine in operation as soon as possible.
3. Detail personnel/staff for weekly routine maintenance.

4. Prepare a detail schedule of machines to be procured for operational schedule.
5. Suggest equipment procurement and installation schemes.
6. Certify the performance of machine/equipment, purchased/procured.
7. To be responsible for his work to the Superintending Engineer.
8. To perform any other duties as and when assigned by the Superintending Engineer.

Assistant Engineer (Civil) :

1. To assist the Superintending Engineer in verification of designs, drawings, specifications, schedules and estimates of construction works and execution of works.
2. To supervise construction work as a routine item.
3. To check and certify the bills for supervision and design fee of the consultants.
4. To assist the Superintending Engineer in all of his activities & functions.
5. To look after the procurement of construction materials and prepare the schedules and specifications for carrying of construction materials, procurement of bricks, M.S. rods and sanitary materials.
6. To prepare comparative statements of the tenders received for construction works.
7. To consult with and assist the Superintending Engineer for communicating with the consultants and contractors.
8. To perform any other duty as desired by the Superintending Engineer.

Assistant Engineer (Workshop) :

1. He will assist the Executive Engineer for the smooth operation of workshop.
2. He will be directly working with the machines.
3. In case of manufacturing of any machine parts/spares demanded by the situation he shall readily do so.
4. He shall implement the scheme prepared by Executive Engineer (Workshop) to produce machine parts/spares/tools with locally available material to meet the Corporation's demand.
5. To be directly responsible for his job to the Executive Engineer (Workshop)
6. To perform any other duties as and when assigned by the Executive Engineer (Workshop)

Assistant Engineer (Plants & Machineries) :

1. He will assist the Executive Engineer (Plants & Machineries) for the smooth operation of all plants & machineries of the Corporation.
2. He will supervise the personnel/staff detailed to clear out the fault and intimate the Executive Engineer about the detail of it.
3. He will prepare the scheduling of weekly routine maintenance and supervise it by himself.
4. He will assist the Executive Engineer in preparing the estimates for machine parts/spares for plant & machines as and when required.
5. To assist the Executive Engineer to handle daily maintenance of plants, machines, equipments as and when required.
6. Supervise the loading of the plants/machines.
7. Assist the Executive Engineer to keep records of the type of faults, steps taken to clear out the fault.
8. To be responsible for his job to the Executive Engineer.
9. To perform any other duties as and when assigned by the Executive Engineer.

Assistant Engineer (Electrical) :

1. To be directly related to all electrical equipments of the Corporation.
2. To assist the Executive Engineer (Electrical) for the smooth operation of the electrical system.
3. To assist the Executive Engineer to verify and prepare any changes in electrical system suggested by the consultant or as depicted by the situation.
4. To assist in locating the fault and subsequently to clear it.
5. To assist the Executive Engineer in preparing the estimates of electrical works to be involved in any project or falling in the regular maintenance schedule.
6. To keep the power system in perfect operation and suggest the Executive Engineer of any modification, alternation, if any to cope-up with the future expansion scheme.
7. To do scheduling of weekly routine maintenance with the detailed personnel/staff and supervise it.
8. To assist the Executive Engineer in billing matters.
9. To assist the Executive Engineer to solve problem arising at the spot and to improve the efficiency and effectiveness of electricians.

10. Assist the Executive Engineer to certify the performance of men and equipment.
11. To be directly responsible for his work to the Executive Engineer.
12. To perform any other work as and when directed by the Executive Engineer,

Assistant Engineer (Electronics) :

1. To assist the Executive Engineer for the smooth operation of all electronic equipments.
2. Directly work on the equipments, machines when required:
3. Carry out the weekly routine maintenance as directed by the Executive Engineer.
4. Assist the Executive Engineer in the scheme of equipment procurement and installation.
5. Certify the performance of the machine, equipment as and when asked by the Executive Engineer.
6. To be responsible for his functions to the Executive Engineer.
7. To perform any other duties as and when asked by the Executive Engineer.

Development Officer :

1. He shall be responsible to assist in the preparation of development schemes/projects by the Director (Engineering).
2. He shall assist the Director (Engineering) to evaluate the development scheme, monitoring the scheme and prepare all reports relating to the scheme.
3. He shall assist Director (Engineering) to process in floating of tender for development works.
4. He shall supervise the work of the contractor and check the bill of contractors before processing.
5. He shall assist to keep liaison with planning commission and other Ministries relating to development activities, whenever asked to do so by the Director (Engineering).
6. He shall be responsible to maintain the liaison with the Architects/Consultants .

7. He should be responsible for day administration of development section.

8. For his functions he shall be responsible to Director (Engineering).

Store Officer :

1. Store Officer is the controlling officer of store. He will perform all over supervisory function of store including supervision over receipt, requisition and issues of all stores, and materials.

2. He will arrange technical and insurance survey of the incoming consignments.

3. He is responsible to supervise receipt of materials into stores and control over issue requisitions. He will maintain minimum stock level of all stores spares etc. He will records the receipt of materials into storage, on planned and classified manner.

4. Inspecting purchased materials and parts, and delivering all materials and parts to the store room for storage.

5. He is to determine the necessity for replenishment of stores of all groups on the basis of past activity.

6. All physical transections of stores will be reflected in bin card and each posting will be initialled by store officer.

7. He will submit quarterly/half-yearly/yearly forecast indent for raw films, chemicals, spares, and stores etc, within the prescribed time limit.

8. A periodical review of consumption and stock position of stores will be made by Store Officer on the basis of report received from different branches of stores and appropriate action will be taken accordingly.

9. He is to look after the maintenance of stores and materials in desired condition. He will checkup regularly all records and accounts maintained by staffs.

10. He will undertake randum check up his store every month and will carry out full physical varification of the store once in every six months.

11. He will carry out such other function as will be entrusted to him by the management.

12. He will be responsible for maintaining proper accounts of store.

13. It is the duty of store officer to take adequate security measures against theft, pilferage and fire and protection of stores against hazardous conditions.

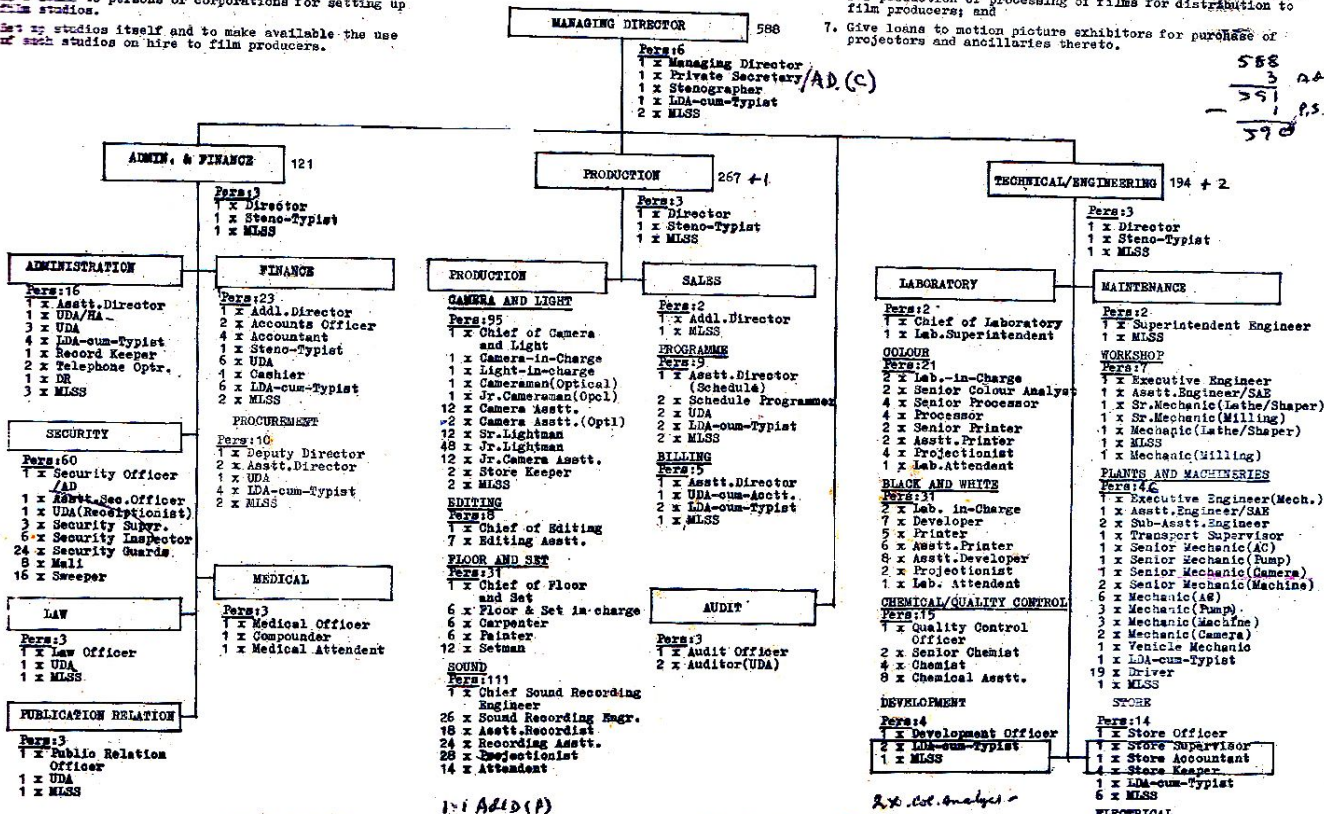
14. He will arrange to send daily stock return in prescribed form to the management.

BANGLADESH FILM DEVELOPMENT CORPORATION
MINISTRY OF INFORMATION

to take such measures as it thinks fit to render assistance in the development of film industry.
 Give loans to persons or companies for producing motion pictures and establishment and maintenance of studios.
 Give loans to persons or corporations for setting up film studios.
 Set up studios itself and to make available the use of such studios on hire to film producers.

- Prepare and submit to the Government schemes for the development of film industry and small scale industries, including schemes of research in connection thereto.
- Import cinematograph films and other necessary requisites for production or processing of films for distribution to film producers; and
- Give loans to motion picture exhibitors for purchase of projectors and ancillaries thereto.

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391
1 P.S.
390



SUMMARY OF MANPOWER

Sl. No.	Name of the	Sanctioned	existing	Revised
1.	Managing Director	1	1	1
2.	Secretary	1	1	1
3.	Director (Finance)	1	1	1
4.	Director (Admn./Finance)	1	1	1
5.	Chief Accountant	1	1	1
6.	Adnl. Director (Finance)	1	1	1
7.	Purchase Officer	1	1	1
8.	Deputy Director (Procurement)	1	1	1
9.	Medical Officer	1	1	1
10.	Law Officer	1	1	1
11.	Administrative Officer	1	1	1
12.	Asstt. Director (Admn.)	1	1	1
13.	Legal Advisor	1	1	1
14.	Accounts Officer	1	1	2
15.	Sr. Security Officer	1	1	1
16.	Security Officer	1	1	1
17.	Public Relation Officer	1	1	1
18.	Private Secretary to MD	1	1	1
19.	Audit Off.	1	1	1
20.	Operative Director	1	1	1
21.	Director (General & Production)	1	1	1
22.	Director Production	1	1	1
23.	Manager Operation and Production	1	1	1
24.	Adnl. Director (Production)	1	1	1
25.	Controller of Production	1	1	1
26.	Adnl. Director (Sales)	1	1	1
27.	Chief Cameraman	1	1	1
28.	Chief of Camera and Light	1	1	1
29.	Senior Editor	1	1	1
30.	Chief of Editing	1	1	1
31.	Chief Artist	1	1	1
32.	Chief of Floor and Set	1	1	1
33.	Chief Recordist	1	1	1
34.	Chief Sound Recording Engineer	1	1	1
35.	Sr. Cameraman (Opt.)	1	1	1
36.	Cameraman (Spl. Effects)	1	1	1
37.	Asstt. Director (Production)	1	1	1
38.	Asstt. Director (Billing)	1	1	1
39.	Sr. Recordist	1	1	1
40.	Sound Recording Engineer	1	1	26
41.	General Manager (R&S)	1	1	1
42.	Director (Engineering)	1	1	1
43.	Manager (R&S)	1	1	1
44.	Superintendent Engineer	1	1	1
45.	Chief of Laboratory	1	1	1
46.	Development Officer	1	1	1
47.	Maintenance Engineer	1	1	1
48.	Executive Engineer	1	1	4
49.	Quality Control Officer	1	1	1
50.	Laboratory Superintendent	1	1	1
51.	Sr. Chemist	1	1	2
52.	Sr. Colour Analyst	1	1	2
53.	Laboratory Incharge	1	1	1
54.	Jr. Chemist	2	2	4
55.	Chemist	1	1	4
56.	Colour Analyst	2	1	2
57.	Chief Mechanic	1	1	7
58.	Asstt. Engineer	1	1	1
59.	Store Officer	1	1	1
TOTAL CLASS - I		38	32	84
CLASS - II		20	19	71
CLASS - III		328	261	381
CLASS - IV		76	76	95
GRAND TOTAL		462	388	588

1:1 Adnl (P)

AUTHORISATION OF TRANSPORTS, MAJOR EQUIPMENTS AND DISPENSABLES

- Transport:**
- The Corporation is authorised:
 - 4 x Car.
 - 1 x Pickup.
 - 4 x Microbus.
 - 5 x Camera Van.
 - 5 x Lighting Equipment Van.
 - Private use of transports will be as per Government Instructions issued from time to time.
 - Air-Conditioner/Coolers:**
 - 1 x Air-Conditioner.
 - Office equipment:**

The following office equipments may be retained by the Department:

 - 1 x Plain Paper Copier.
 - 1 x Duplicating Machine.
 - 12 x Typewriter.
 - The Organisation being self financed essential technical personnel for newly installed laboratories have been catered for out of development projects.

1 X Car to DP (P)
1 X Car to ADC
3 X Car to L.S.

J. M. H. BRIGADIER
(SHAMUL HUG KHAN)
CHIEF MANAGER, MARITAL LAW COMMITTEE
ON ORGANISATIONAL SIDE OF
PUBLIC STATUTORY CORPORATIONS ETC.
07.1.84