

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Martial Law and Civil Wing

No. 7002/1/Civ-/1, dated Dhaka, the25-1-831983.

NOTIFICATION

SUBJECT : Organisational Set Up—Ministries/Divisions, Departments and other organisations under them.

Reference :

- A. Chief Martial Law Administrator's Secretariat letter No. 7005/1/ Civ/CMLA, dated 18 April, 1982.
- B. Chief Martial Law Administrator's Secretariat letter No. 7002/1/ Civ-1, dated 12 July, 1982.

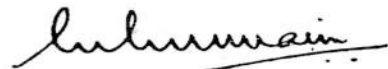
The report of the Martial Law Committee on organisational set up of the

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

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

By order of the
Chief Martial Law Administrator



MUZAMMEL HUSSAIN
MAJOR GENERAL,
Principal Staff Officer.

Part 2. Chapter XXXII

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Phase II, Volume II

Part 2, Chapter VII

OFFICE OF THE CONTROLLER OF PRINTING AND STATIONERY

INTRODUCTION

1. The Office of the Controller of Printing and Stationery is an attached Department under Establishment Division of CMLA's Secretariat. Formerly, it was an attached Department under the Ministry of Industries of the then Government of Pakistan. Its Headquarter was located in Karachi with Unit Offices/Presses in Karachi, Lahore, Islamabad and Dacca. During the erstwhile Pakistan regime Government Printing and Stationery alongwith Printing and Supply of Forms were being controlled and administered by two sets of organisations. The requirements of the erstwhile Central Offices located in the territory now comprising Bangladesh were being met by Government Printing Press and the Office of Stationery, Forms and Publications and those of the erstwhile Provincial Government by the former East Pakistan Government Press and the Provincial Stationery Office. The former was under the administrative control of the Department of Printing and Stationery while the latter was administered and controlled by the then S. & G. A. Department. With the emergence of the People's Republic of Bangladesh as an independent and sovereign nation, it had become necessary to reorganise the Printing, Stationery and Forms Offices to suit the needs of a national Government.

2. Accordingly, the Department of Printing and Stationery was established in the country with Headquarter in Dacca as per Establishment Division Resolution No. G-II/IP-13/72-102, dated 30th August 1972 for supervision and control of the Government Printing, Stationery and Forms and Publications work. In the same Resolution the existing service offices were organised in four different Offices/Presses under this Department. Subsequently, a Security Printing Press has also been established with a view to meet the needs of security printing of the country.

3. The Sub-offices/Presses under the administrative control of this Department are as under :—

- (i) Bangladesh Stationery Office.
- (ii) Bangladesh Forms and Publications Office.
- (iii) Bangladesh Government Press.
- (iv) Government Printing Press.
- (v) Bangladesh Security Printing Press.

FUNCTIONS

4. The functions of the Office of the Controller of Printing and Stationery are as under:—

- a. To advise the Government in all matters connected with Printing and Stationery.

- b. To control all Government Offices against instance of neglect/breach of the Printing and Stationery rules in force and report to Government in serious cases.
- c. To arrange periodical inspection of Government Offices and guide in maintenance of accounts and economic use of stationery articles and papers.
- d. To procure and supply of stationery articles, papers, Typewriters, Copiers and Duplicating Machines or similar Machines for all Government Offices in the country and Embassies/High Commissions abroad.
- e. To regulate the monetary allotment to Government Offices for utilisation of Stationery and Forms.
- f. To enlist Government Offices for supply of Stationery Articles, Forms and Publications.
- g. To arrange for disposal of unserviceable Stores and Papers.
- h. To receive and scrutinise Indents from all Government Offices in the country for supply of Stationeries, Forms and Publications.
- i. To print and supply all kinds of Government Forms (Standard and Non-Standard) and Government Publications, Journals, Gazette Notification of all Government Offices.
- j. To undertake printing of Government Budget (of 22 kinds) Assembly proceedings, District Gazetteers, Audit Reports, Public Accounts Committee Reports, High Court Case Lists, ADP Reports, Regulations and Ordinance, Manuals, etc.
- k. To undertake secret printing of question papers, certificates of all Universities, Secondary and Higher Secondary Boards in the country.
- l. To undertake printing of Cypher codes of Defence Services, Non-Judicial Stamps, Post Cards and Envelopes, National Saving Certificates of all kinds, Wage Earner Development Bonds, Over Printing of Stamps, Copy Stamps, Bangladesh Bank and Scheduled Bank Cheques and such other Security documents of different Government Offices and Semi-Government/Autonomous Organisations.
- m. To supervise and co-ordinate of the works of all the Unit Offices/Presses under this Department.
- n. To deal with cases relating to Recruitment, Promotion, Transfer of all employees up to Class-II posts.
- o. To form Departmental Promotion and Recruitment Committee.
- p. To conduct Departmental Proceedings against concerned employees up to Class-II posts.
- q. To frame the draft Recruitment Rules of all categories of Officers and Staff of this Department for approval by the Government.
- r. To implement Pay and Services Commission Report.
- s. To select apprentice for appointment in the different technical posts and policy matters regarding their trainings in the Presses and abroad.
- t. To maintain A.C.R's of all Officers and staff under this Department.

- u. To deal with all matters relating to procurement of Machineries and Spare Parts for the Presses under this Department.
- v. To prepare and scrutinise the budget for six offices of this Department.
- w. To submit the Statement of Revenue receipts and budget recoveries of all offices under this Department to the Ministry of Finance.
- x. To deal with all kinds of advance to the Officers and Staff under the Administrative control of this Department.
- y. To deal with cases of pension/gratuity commutation of the retired employees under this Department.
- z. To control over expenditure under the Major Head "56—Stationery and Printing".
- aa. To prepare monthly statement of revenue receipts and budget recoveries from all unit Offices.
- bb. To supervise over the maintenance of accounts of the Office under this Department.
- cc. To meet audit objections and deal with Public Accounts Reports.
- dd. To accord sanction of all bills regarding printing and stationery after proper scrutiny.
- ee. To undertake inspection and enlistment of private presses for out printing as and when necessary.
- ff. To look after the welfare of the staff under the control of this Department.
- gg. To arrange Annual verification of stocks in the Presses and Offices under this Department.
- hh. To watch over the production and outturn reports of the Machineries and Presses.
- ii. To make periodical inspection of Presses and Stores.
- jj. To undertake inspection and periodical Review of outstanding Printing job in the Presses.
- kk. To implement Government Policy decisions issued from time to time.

EXISTING ORGANISATION

5. The business of this Department are conducted in the following spheres under the overall charge of the Controller:

Department of Printing and Stationery Headquarter's Office.			Headed by Controller
Subordinate Unit Offices			
(a) Bangladesh Government Press	Superintendent.
(b) Government Printing Press	Manager.
(c) Bangladesh Stationery Office	Deputy Controller.
(d) Bangladesh Forms & Publications Office	Asstt. Controller
(e) Bangladesh Security Printing Press	Manager.

6. The Office of the Controller of Printing and Stationery is in-charge of over all command over the subordinate units of Government Printing Press; B. G. Press; Bangladesh Stationery Office; Security Printing Press and Forms and Publications Office. The Office of the Controller of Printing and Stationery (H.Q. Office) has a sanctioned strength of 7 officers and 69 staff. But actually there are 2 officers and 53 staff in position.

7. The present condition of the unit offices is reflected below:

- a. **Government Printing Press:** As against the sanctioned strength of 5 officers and 597 staff, there are 2 officers and 513 staff are in position.
- b. **Bangladesh Government Press:** As against the sanctioned strength of 4 officers and 1,335 staff, there are one officer and 1094 staff in position.
- c. **Bangladesh Stationery Office:** As against the sanctioned strength of 4 officers and 181 staff, there are 2 officers and 141 staff in position.
- d. **Security Printing Press:** As against the sanctioned strength of 3 officers and 89 staff, there are one officer and 72 staff in position.
- e. **Bangladesh Forms and Publications Office:** As against the sanctioned strength of one officer and 185 staff, there are one officer and 143 staff in position.

8. Each of the above units has a good number of vacant posts which hampers the usual technical works in those units. As such a large number of casual labourers are employed to cope with the increasing load of work.

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

CHARTER OF DUTIES

10. Revised Charter of duties of the Department of Printing, Stationery, Forms and Publications is given in Annexure 'B'.

OTHER DETAILS

11. **Officers:** Statement of Class-1 Officers is given in Annexure 'C'.

12. **Transport:** Statement of transport is given in Annexure 'D'.

WORK-LOAD

13. The Office of the Controller of Printing and Stationery with its 5 unit offices handled 15,534 files in 1972 and 23,444 files in 1981. This indicates a growth rate of 50.92% in files.

14. The increasing work-load of the Printing and Stationery Department may easily be understood by the volume of paper consumption. The B. G. Press and G. P. P. jointly consumed 1,166 tons of paper and board in 1972 and 2,574 tons of the same in 1981.

OBSERVATION AND RECOMMENDATION

15. **Organisation of the Headquarters:** As stated earlier this Department has one Headquarters Office and 5 Unit Offices under its supervision and control. The controller with the assistance of one Deputy Controller (Admin.) and other staff exercise control over the functioning of the Department. The post of Accounts Officer has been lying vacant for the last 5/6 months. But other posts of Assistant Controller have been lying vacant since long.

16. **Departmentalisation in the Organisation:** The Department of Printing and Stationery, has two clear cut functional areas e.g. Printing Press, the Technical and Stationery, Forms and Publications, the non-technical area. The majority of manpower of this department are in the technical side. Looking to the load and demand of the technical nature of work, the post of Additional Controller is placed at the top of this functional area. For effective functioning and timely service to the Government, a qualified professional should be placed in this post. The Stationery, Forms and Publications side though mainly looked by two Deputy Controllers would be under the close command of the Controller who is over all in-charge of this Department.

17. **Administration and Accounts:** The Administration and Accounts sections were previously found to be associated in every units and moreover both these sections were also found in the Headquarters. To avoid the duplication and delay in the flow of business the Administration and accounts have been gathered together to function under direct supervision of the Additional Controller in the Printing side and under the Controller in the Stationery, Forms and Publications side. As a matter of fact the Deputy Controllers are heading the different units of both the sides will solely be responsible for production and service. It is hoped this will bring efficiency and economy in management.

18. **Dissimilarity in designation:** The Chiefs of Government Printing Press and Security Printing Press are designated as Manager while the Chief of B. G. Press is designated as Superintendent. The Chiefs of all the Presses are redesignated as Dy. Controller. The designations of their subordinate officers are also following the fashions of their chiefs. Some subordinate staff working in the same functional area in different units have also dissimilar designations. An attempt has been made to bring uniformity in designation having the same pattern of functions of different units as follows:

Statement showing the re-designation of post on revision

(In Printing Presses)

Existing post		Revised post
a.	Superintendent	Supervisor
b.	(1) Accountant	} Accountant
	(2) Cost Accountant	

		Existing post		Revised post	
c.	(1)	Head Assistant	} Supervisor.
	(2)	Head Clerk	
	(3)	Head Computer	
d.	(1)	U. D. Asstt.	} U. D. Asstt.
	(2)	Estimator	
e.	(1)	LDA/LDC	} L. D. Asstt.
	(2)	Asstt. In charge, duplicating	
	(3)	Asstt. Cashier	
	(4)	Computer	
	(5)	Paper Issuer	
f.	(1)	Cash Sarker	} Cash Sarker.
	(2)	Collecting Sarker	
g.	(1)	Peon Jamader	} MLSS
	(2)	Orderly Peon	
	(3)	Peon	
h.	(1)	Darwan	} Gard.
	(2)	Guard	
	(3)	Chowkider	
i.	(1)	Sweeper	} Sweeper.
	(2)	Sweeper (Part-time)	
j.		Letter Press M/C Operator	Machine Man.
k.	(1)	Asstt. Superintendent	} Manager
	(2)	Store Officer	
	(3)	General Foreman	
	(4)	Overseer, GPP	

Existing post		Revised post
l.	(1) Foreman (Mechanical, BGP) ..	} Mechanical Foreman.
	(2) Mechanical Supervisor, GPP ..	
m.	(1) Incharge, Binding, SPP ..	} Binding Overseer.
	(2) Overseer-I, BGP	
n.	(1) Selection Grade Reader ..	} Reader
	(2) Reader	
	(3) Senior Reader	
	(4) Junior Reader	
o.	(1) Asstt. Paper Store Keeper ..	} Asstt. Store Keeper.
	(2) Asstt. Misc. Store Keeper	
p.	(1) Store Keeper, BSPP ..	} Store Keeper
	(2) General Store Keeper, GPP ..	
	(3) Paper Store Keeper, BGP ..	
	(4) Misc. Store Keeper	
q.	(1) Electric Mechanic	} Electric Mechanic
	(2) Asstt. Electric Mechanic	
r.	(1) Counter Grade-I	} Counter
	(2) Counter Grade-II	
s.	(1) Mechanic	} Mechanic
	(2) Fitter	
t.	(1) Electrotyper-cum-Electroplater	} Stereo Typer
	(2) Stereo Typer, GPP	
u.	(1) Offset Operator	} Offset Operator.
	(2) Rota Print Operator	

Existing post				Revised post
v.	(1)	Mono Caster	} Mono Caster.
	(2)	Mono Caster Attendant	
	(3)	Caster Attendant	
w.	(1)	Metal Melter	} Metal Melter
	(2)	Asstt. Roller Moulder	
x.	(1)	Stereo Finisher, GPP	} Stereo Finisher
	(2)	Finisher, BGP	
y.	(1)	Machine Report Writer	} Report Writer
	(2)	Bindery Report Writer	
z.	(1)	Head M/C Operator	Head Operator.
aa.	(1)	Asstt. Offset M/C. Operator	} Asstt. M/C Operator
	(2)	Asstt. Machine man (Offset)	
bb.		Asstt. Binding In-Charge	Asstt. Binding Foreman
cc.		Senior Checker	Checker.
dd.	(1)	Packer	} Sorter.
	(2)	Paper Suppliers	
	(3)	Sorter	
ee.	(1)	Labourer	} Porter
	(2)	Porter	

19. **Upgradation of posts** : It appears from the discussion with the officers of this organisation as well as from the proposal that some highly technical posts are getting very lower pay scales. For example the Overseer of the GPP was non-gazetted Class-II posts in the erstwhile Pakistan but now he is getting the scale of pay Tk. 425—1035. His portfolio is quite technically important being the supervisor of Composing section, Machine section and Binding section. In the revised organisation this post is recommended to be upgraded from Class-III to Class-II post.

20. **Pay scale of certain staff** : The existing pay scale of certain categories of staff are not commensurate with the nature of duties and responsibilities assigned to them. The whole process of their work being technical in nature in printing industry, it is necessary that their scale of pay should be revised commensurate with the nature, risk, responsibility and importance which go with the performance of quality printing.

The Committee therefore, recommends that the administrative Ministry should take up the case for revision of the Scales of pay of the following categories of staff with the Finance Division. This will provide incentive for them and ensure better and efficient performance of their duties :

Name of posts :

1. Planning Supervisor
2. Secret Printing Supervisor
3. Head Reader
4. Reader
5. Reviser
6. Lino Operator
7. Mono Operator
8. Ludlow Operator
9. Offset Operator
10. Binding Foreman
11. Assistant Binding Foreman
12. Binder
13. Cameraman

21. **Skilled, Semi-Skilled and Risk Allowance** : The Committee has observed that certain posts of technical and risky nature are grossly underpaid. It is difficult for the Press authorities to retain skilled personnel for such key positions. The posts having long-term effect on health condition mostly results in incurable chronic diseases. The Committee opines that the following three groups should be sanctioned with additional financial benefit as compensatory to extra work-load and health hazard :

a. Posts recommended for Skill Allowance :

- (1) Planning Supervisor.
- (2) Mechanical Foreman.
- (3) Secret Printing Supervisor.
- (4) Offset Section Holder.
- (5) Cameraman.
- (6) Head Operator.
- (7) Head Reader.
- (8) Offset Operator.
- (9) Binding Foreman.
- (10) Machine Foreman.
- (11) Asstt. Binding Foreman.
- (12) Asstt. Machine Foreman.

- (13) Asstt. M/C Operator.
- (14) Mono Casting Section Holder.
- (15) Ludlow Operator.
- (16) Head Mechanic.
- (17) Head Caster.
- (18) Retoucher.
- (19) Machine Man.
- (20) Colour and Halftone Etcher.
- (21) Lino Section Holder.
- (22) Mono Section Holder.
- (23) Section Holder (Composing).
- (24) Electric Foreman.
- (25) Compositor.
- (26) Binder.
- (27) Reader.
- (28) Artist.
- (29) Lino Asstt. Section Holder
- (30) Mono Asstt. Section Holder
- (31) Asstt. Section Holder (Composing).
- (32) Line Etcher
- (33) Lino Mechanic.
- (34) Mono Mechanic.
- (35) Lino Asstt. Mechanic.
- (36) Mono Asstt. Mechanic.
- (37) Overseer (Composing, Machine and Binding Branches)
- (38) Mechanic.
- (39) Stereo Typer.
- (40) Plate Maker.
- (41) Prover
- (42) Design Supervisor.
- (43) Type Foundry Foreman

b. **Posts recommended for Semi-Skill Allowance :**

- (1) Electric Mechanic.
- (2) Roller Moulder.
- (3) Impositor.
- (4) Distributor.

- (5) Reviser.
- (6) Graining Machine Man.
- (7) Machine Inkman.
- (8) Copy Holder.
- (9) Forma Washer.
- (10) Forma Carrier.
- (11) Type Store Keeper

c. Posts recommended for Risk Allowance (for Presses) :

- (1) Metal Melter
- (2) Mono Caster.
- (3) Mono Operator.
- (4) Lino Operator.

22. Detailed rules regarding justification, service limit, level of skill, etc., will be issued by the Head of the Department after approval from the establishment Division. It is recommended that the allowance should be as under :

- a. Risk Allowance— Tk. 60.00 p.m.
- b. Skilled Allowance— Tk. 60.00 p.m.
- c. Semi-skilled Allowance— Tk. 40.00 p.m.

23. All the Class-II posts like Manager in the revised organisation (Annexure E) may either be filled up by new recruitments through appropriate rules and procedure or by initiating promotion case of senior and sound persons fit for promotion or through adjustment of the same level of officers/employees as the case may stand.

24. All the Class-I posts excluding the posts for administration and accounts in the Printing side should be filled up by only professional having academic background and relevant expertise/diploma in printing.

25. **Zonal Offices of the Department of Printing, Stationery Forms and Publication :** The Department of Printing, Stationery, Forms and Publication has been revised (Annexure E) with the post of a Controller at the top of the organisation. There will be 4 Zonal Offices at Khulna, Bogra, Chittagong and Dhaka to meet local demands of Stationery, Forms and Publication. A post of UDA is given at Chittagong only to look after and expedite the matters of clearing. This will probably reduce the expenditure of the Government by saving the huge amount usually paid as demurrage to the Port authority. The Zonal Offices will cater the local demands. But the Offices of different places may prefer taking their stationeries and forms from Dhaka as a matter of convenience. For example, the offices of Sylhel or Comilla will usually prefer to come in Dhaka rather than going to the Zonal office at Chittagong. This practices may be allowed for convenience of Transport and Communication. The Dhaka Zonal Office will be accommodated in the existing office premises of Stationery and Forms.

26. **Recruitment Rules :** Recruitment rules should be rationalised according to the revised organisation.
27. **Pay and Status of the Controller :** The post of Controller and Additional Controller are quite important for the revised organisation. The Controller will be the adviser to the Government on stationery side while the Addl. Controller in charge of presses will act as an adviser on printing. As such the pay scale and status should be according to the importance and work-load of the posts. The pay scales of the subordinate officers may be elevated accordingly. But the posts of Manager or equivalent will exclusively be in the Class-II while Class-I post will start from the designation of Asstt. Controller or equivalent.
28. **Printing and Stationery Consultant to the Government :** Any question of installation/procurement of printing machineries and qualities thereof under any Government organisation may conveniently be consulted with the Controller/Addl. Controller of Printing, Stationery, Forms and Publication. In the same way the Controller will advise the Government in matters of Stationery, Forms and publication. He will have the specific skill in this field to help Government framing policy in this aspect so that the Government machinery is benefited by all his actions and programmes.
29. **Accommodation :** This department is entitled to 9,49,973 sq. ft. of office and storage accommodation but it holds 7,29,398 sq. ft. of accommodation for both the purpose.
30. **Office Equipments :** The Department of Printing and Stationery presently holds the following office equipments.
- | | | | |
|----|-------------------------|----|----|
| a. | Gestafex Machine | .. | 1 |
| b. | Plain Paper Copier | .. | 2 |
| c. | Addrossographer machine | .. | 1 |
| d. | Calculating machine | .. | 13 |
| e. | Duplicating machine | .. | 3 |
| f. | Typewriter | .. | 51 |
31. **The Department is authorised to hold the following office equipments :**
- 1 × Gestafex machine
 - 2 × Duplicating machine
 - 2 × Plain Paper Copier
 - 1 × Addrossographer machine
 - 10 × Calculating machine
 - 23 × Typewriter
32. **The remaining 1 × Duplicating machine, 3 × Calculating machine and 28 × Typewriter to be deposited to stationery Office stock**

33. **Transport:** The Department of Printing, Stationery, Forms and Publications is holding 10 × Transport. Out of these 4 are unserviceable. This Department is authorised with the following:—

- a. 2 × Car
- b. 2 × Microbus
- c. 2 × Pick-up
- d. 3 × Truck
- e. 2 × Bus

34. The Department will deposit 2 × Jeep, 2 × Van to Government Transport Pool. The GTP will issue 1 × Pick-up and 2 × Truck ex-stock for this Department.

35. **Air-cooler:** The B.G. Press and Security Press jointly hold 14 × Air-cooler Out of these, 10 × Air-cooler are now unserviceable.

36. **Expenditure:** The Department of Printing and Stationery incurred an expenditure of Tk. 183.75 lakhs in the financial year 1972-73 when total strength was 2173. The expenditure rose to Tk. 1123.29 lakhs in the year 1980-81 when posted strength was 2043. This indicates a growth rate of 511.31% in expenditure because of enhancement of pay and allowances of the officers and staff.

37. **Library for storing Press-Copies:** The Committee has observed that numerous publication; printed by different Government Presses are not preserved centrally by any organisation. Most of these publications are no more available even with the indenting/publishing authority. These publications are required for reference/educational and research purpose. To maintain a central store of all Government publications a library need to be opened to cater for all the presses. This library will retain 3 copies of all publications as standard practice, unless otherwise instructed by the indenting authority. The Press authorities will periodically review the storage position and distribute the accumulated publications to following libraries:

- a. Secretariat Library.
- b. Central Public Library.
- c. Public Administration Training Centre Library.
- d. Archive.
- e. Any other suitable Institute/Library.

38. The library will also maintain a detail list of all publications printed stored and subsequently distributed to various libraries or reference/research/educational purpose. With the growth of work-load the manpower position of the library will be reviewed and the post of Librarian to be upgraded to Class-II with additional post of cataloguar.

CONCLUSION

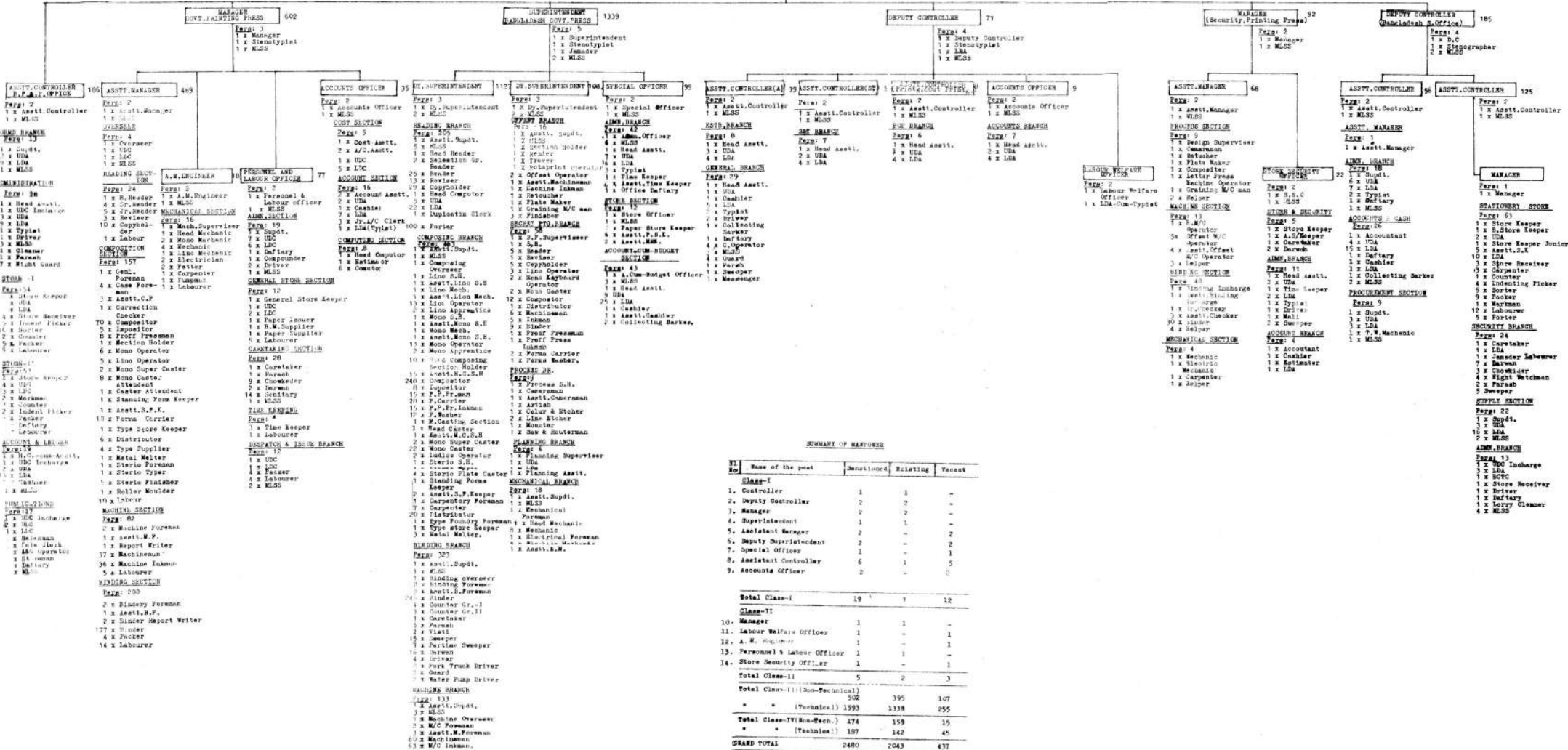
39. The Department has been revised in such a way that it will definitely help expedite the flow of business and make the organisations into effective service oriented organisation for other agencies. The opening of Zonal Offices will be of great saving to the Government. The set-up recommended by the Committee will bring down the strength from present sanction of 2480 to 2268.

MINING ORGANIZATION
DEPARTMENT OF PRINTING AND STATIONERY

CONTROLLER 840

Page 5
1 x Controller
1 x Stenographer
1 x LIA
2 x MSSS

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House 11, Volume 11
Part 2, Chapter 241



SUMMARY OF MANPOWER

Sl No	Name of the post	Sanctioned	Existing	Vacant
Class-I				
1.	Controller	1	1	-
2.	Deputy Controller	2	2	-
3.	Manager	7	7	-
4.	Superintendent	1	1	-
5.	Assistant Manager	2	2	-
6.	Deputy Superintendent	2	2	-
7.	Special Officer	1	1	-
8.	Assistant Controller	6	1	5
9.	Accounts Officer	2	2	-
Total Class-I				
		19	7	12
Class-II				
10.	Manager	1	1	-
11.	Labour Welfare Officer	1	-	1
12.	A. M. Supervisor	1	-	1
13.	Personnel & Labour Officer	1	1	-
14.	Store Security Officer	1	-	1
Total Class-II				
		5	2	3
Total Class-I+II (Non-Technical)				
		502	395	107
Class-III				
		1593	1338	255
Total Class-III (Non-Mech.)				
		174	159	15
Class-IV				
		107	142	45
GRAND TOTAL				
		2480	2043	437

REVISED CHARTER OF DUTIES

1. **Controller of Printing, Stationery, Forms and Publications**

- a. To act as administrative head and is responsible for overall administration of the Department.
- b. To act as an adviser to the Government on printing and stationery matters.
- c. To act as Principal Accounting Officer of the Department within the budget provision.
- d. To be responsible for the administration and execution of function of the Department as per Act, Ordinance, Rules and Regulations and directives issued by the Government from time to time.
- e. To be responsible for proper functioning and discipline of the Department.
- f. To be responsible for appointing Class II, III and IV employees of the Department as per existing procedure.
- g. To be responsible for issuing clear standing orders laying down the maximum extent of deligation of powers to the officers serving under him.
- h. To control and supervise the work of the Department.
- i. To represent the Department and where personal representation is not possible to select representative on his behalf.
- j. To grant earned leave etc., all Class-I Officers under him.
- k. To meet all officers under him once in a month to review cases pending for disposal for over a month.
- l. To allocate duties of officers as and when required.
- m. Ensure revenue collection where applicable and safeguard Government property under his charge.
- n. To be responsible for maintaining proper security measures of the Department.
- o. To be responsible for procurement of all sorts of material required for the Department.
- p. To provide executive and operational guidance to the subordinate unit offices including Zonal offices and exercise control and supervision over them.
- q. Any other duties assigned by the Government.

2. **Additional Controller.**

- a. To assist the Controller in all matters of administration on printing matter.

- b. To be responsible for general administration and proper functioning and discipline of the Department.
- c. To exercise full command and control over the printing press.
- d. To be responsible for appointing Class III and IV employees with the approval of the Controller in the printing units as per existing rules and procedure of the Government.
- e. To look after the proper security measures of the printing presses.
- f. To be responsible for procurement of printing materials, spare parts, chemicals and other sundry materials.
- g. To allocate duties to officers under him as and when required.
- h. To be responsible for any other duties as may be assigned by the Government from time to time.
- i. To ensure smooth functioning of the Press Library.

3. **Asstt. Controller (Admn.)**

- a. To be responsible for general administration of the Department.
- b. To be responsible for appointment, promotion and transfer of the officers and staff of the presses.
- c. To be responsible of the timely disposal of the disciplinary cases.
- d. To be responsible for sanction of leave, pension and advances.
- e. To be responsible for appointment of annual contractors for (i) disposal of waste paper, (ii) repair of printing machines and office machineries.
- f. To be responsible for procurement of printing paper and binding materials, boards and chemicals and sundry materials by submission of indents to the Director of supply and Inspection or by placement of orders direct to the Mills.
- g. To be responsible for maintenance of ACRs/CCRs of the officers and staff of the Presses.
- h. To assist the Controller in fixing the monetary allotment of the indenting officers.

4. **Manager (Admn.)**

- a. To assist the Asstt. Controller (Admn.) in matters of appointment, promotion and transfer of the officer and staff of the Presses.
- b. To check up the Attendance Registers of the Presses.
- c. To be responsible for maintenance of the personal files, service book, leave statements, gradation list of all officers and staff of the Presses.
- d. To assist the Asstt. Controller (Admn.) in the matters of disposal of waste materials.

5. Manager (Procurement and Distribution)

- a. To be responsible for compilation of demands for Press and to assess the annual requirement thereof.
- b. To assist the Asstt. Controller (Admn.) in matters of procurement of printing papers, binding materials and boards, chemicals and sundry materials, etc.
- c. To be responsible for preservation of approved samples of the store to be procured for the Presses.
- d. To distribute the above items to the respective printing units.

6. Accounts Officer

- a. To act as drawing and disbursing officer of the Presses.
- b. To be responsible for preparation of monthly pay bills, O.T. bills of the officers and staff.
- c. To scrutinise the cases for monetary sanctions and tender advice thereof.
- d. To ensure timely disposal of audit objection of the Presses.

7. Budget Officer

- a. To be responsible for collecting the data for preparation of annual budget of the Department of Printing.
- b. To be responsible for preparation of the detailed statement of expenditure and for verification of the same with those booked in AGB's office and reconciliation of the figures, if any.
- c. To assist the Accounts Officer in matters of preparation of annual budget, fixation of net grant, surrender of savings and re-appropriation, if any.
- d. To tender advice in matters of G.P. Fund and other advances, pension in the files of the administrative branch.

8. Senior Security Officer

- a. To ensure proper security by co-ordinating security and care-taking matters in all the printing units.
- b. To ensure proper supervision over the Watch and Ward Staff.

9. Deputy Controller (GPP, BGP and SPP)

- a. To assist the Controller in matters of procurement of printing machinery, spare parts and other things.
- b. To be responsible for management and administration of the Presses.
- c. To be responsible for submission of indents to the Controller of Printing.
- d. To allocate duties to the Officers under him as and when necessary.
- e. To prepare panel of trainees for the staff.

10. Assistant Controller (Production)

- a. To be responsible for supervision of the productive branches in the Presses.
- b. To look after the proper maintenance of the machineries.
- c. To forecast the requirement of spare parts and equipments for the productive branches.
- d. To arrange for proper maintenance of prescribed records of the branches under him.
- e. To submit monthly progress report to the Deputy Controller, on working of the machineries of productive branches and persons connected with the same and for management of problems with the specific suggestion for improvement thereof.
- f. To look after the welfare of the staff which includes arrangements of first aids and medical facilities to Press employees, canteen and rest and recreation.
- g. To inspect the branches under him regularly.
- h. To dispose off casual leave cases of the employees working under him.

11. Manager (Composition and Reading)

- a. To be responsible for supervision of his branch for better, efficient and smooth management.
- b. To look after the progress of the work received from the different organisations.
- c. To maintain proper records for the works received and place requisition for necessary papers for printing.

12. Manager (Machine and Mechanical)

- a. To look after the machineries for maintenance and proper running.
- b. To submit monthly progress report to the Asstt. Controller regarding the performance.

13. Manager (Binding and Despatch)

- a. To supervise all sorts of binding works, jobs and forms, numbering ruling, stitching and cutting thereof.
- b. To arrange delivery of the printed job and forms.
- c. To look after the maintenance of binding machineries, etc.
- d. To look after the works of offset and process sections.

14. Manager (Store and Caretaking)

- a. To be responsible for storage and distribution and supply of the stores as per orders and rules in force.
- b. To see that the receipts and issue of stores are promptly and timely dealt with in the stock ledger under proper initial of the Deputy Controller authorised for the purpose.
- c. To sign the issue voucher and ensure that no stores are delivered to any branch without proper verification.
- d. To give proper attention to internal security by ensuring efficient caretaking.

15. Security Officer (Store)

- a. To be responsible for receipt and issues of all the stores including Security Paper.
- b. To function as custodian of end products (Printed Security Instruments)
- c. To deal with administrative and accounts matters, preparation of indents for procurement of paper and other store, etc.
- d. To be responsible for maintaining delivery schedule of the security Instruments.

16. Deputy Controller (Stationery)

- a. To assist the Controller in matters of procurement, storage and distribution of the stationery articles, office machinery and water marked plain paper to be used with stamps and to be responsible for management and General Administration of Stationery Office.
- b. To be responsible for obtaining forecaste of requirement of stationery articles from the Indenting Offices and to arrange for procurement thereof by submission of indents to the Department of Supply and Inspection through the Controller.
- c. To be responsible for distribution of stationery stores as per monetary allotment made by the Controller.
- d. To act as consignee of the stores procure through the Department of Supply and Inspection and to be responsible for receiving the stores in full as per correct specification and terms and condition of the contract.
- e. To be responsible for maintaining proper accounts of the stroes received and supplied.
- f. To allocate duties to the officers under him as and when required.
- g. To attend the purchase Committee meeting in the Department of supply and Inspection or to send his accredited representative when personal representation is not possible.

17. Assistant Controller (Stores)

- a. To hold the subordinate charges of:
 - (i) Stationery Stores
 - (ii) Supply Section.
- b. To be responsible for storage and distribution of stationery stores, office machinery and water marked plain paper.
- c. To be responsible for despatch of stationery stores to the indentors through Railway/Steamer parcels and timely clearance of the consignments from the Railway Station/Steamer Ghats.
- d. To be responsible or realisation of cost of stores through the book debits from the paying offices.
- e. To be responsible for timely appointment of Contractor for manufacture and supply of rubber stamp etc. and repair of office machinery.

18. Manager (Stores)

- a. To be responsible for storage, distribution and supply of stores as per orders and rules in force.
- b. To see that the receipt and issue of stores are promptly and timely entered in the Stock Ledgers under proper initial of the officer authorised for the purpose.
- c. To sign the issue vouchers and ensure that no stores are delivered to any one without proper verification of the identity of the representative of the Indenting Officers as per standing orders.
- d. To see that proper cleanliness is maintained in the store and stocks of paper and stationery stores are periodically re-stacked to avoid damage by white ants, etc. due to long storage.

19. Assistant Controller (Procurement)

- a. To hold the subordinate charges of :
 - (1) Procurement Section;
 - (2) Store-Accounts Section;
 - (3) Care-taking Section.
- b. To be responsible for preparation of Indents for procurement of stationery articles, office machinery and watermarked plain paper.
- c. To be responsible for receiving the stores as per correct specification and terms and condition of the contract.
- d. To be responsible for preparation of Proforma and Store-Accounts.

20. **Manager (Inspection)**

- a. To be responsible for examining, in detail, the consumption of stationery articles in the Government offices and tendering advice on the methods of control over the use of stationery stores.
- b. To be responsible for visiting the Government offices to see that the stationery stores received and consumed by them are properly accounted for in the prescribed Register under initial of the Indenting Officer or any other officer authorised on his behalf.
- c. To report to the Controller the instances of misuse, waste and extra vagance.
- d. To be responsible for visiting the Government offices to see that the office machinery (T.W machine, Duplicator, Plain paper copier machine, Calculator, etc.) are properly maintained for proper up keep of the machinery and to see that a Machine Card in a prescribed form is maintained for each and every machine to exhibit full particulars of the machine (*i.e.* Name of Maker, Model, Machine No., Name of Machine, date of procurement, source of receipt, date of repair, nature of repair, cost of repair and depreciation value, etc.)

21. **Deputy Controller (Forms and Publications)**

- a. To be responsible for storage and supply of forms (Standard and Non-Standard) to all offices under the Bangladesh Government (including Bangladesh Embassies and Missions abroad), three Defence Services, Post Office, Telegraph and Telephone etc.
- b. To arrange disposal of obsolete forms.
- c. To be responsible for placing of requisitions for all varieties of forms and registers, etc., to the Presses.
- d. To be responsible for scrutinizing of printing bills.
- e. To act as the editor and publisher of all Government Gazettes.
- f. To act as the distributor of all Government Gazettes.
- g. To be responsible for storage, distribution and sales (home and abroad) of all Government Gazettes and publications.
- h. To be responsible for maintaining a publications library for all old gazettes and publications.
- i. To be responsible for maintaining accounts and ledger of all forms, gazettes and publications.

22. Assistant Controller (Forms)

- a. To be responsible for storage and supply of forms (Standard and Non-standard) to all offices under the Bangladesh Government (including Bangladesh Embassies, High Commissions and Missions abroad, three Defence Services, Postal department, Telegraph and Telephone department etc.)
- b. To arrange for printing of forms.
- c. To arrange disposal of obsolete forms.
- d. To receive and consolidate the indents from different offices for forms and placing print orders according to the demand.
- e. To be responsible for scrutinizing printing bills.
- f. To be responsible for maintaining accounts and ledger of all forms.

23. Manager (Store)

- a. To be responsible for storage of different forms and supply there of to all concerned offices.
- b. To maintain proper accounts of forms stock and placing print orders according to the demand.
- c. To assist the Assistant Controller in other matters relating to forms.

24. Manager (Publications)

- a. To arrange printing of all Government Publications.
- b. To procure all incoming publications and storage of the same.
- c. To distribute all publications meant for free distribution to all concerned.
- d. To arrange publication, storage and distribution of all Government Gazettes according to the rules.
- e. To assist the Deputy Controller (Forms and Publications) regarding all matters connected with the Government Publications.
- f. To assist the Deputy Controller (Forms and Publications) regarding maintenance of accounts and ledger of all publications including gazettes.
- g. To arrange the publication of advertisements in the Gazettes.

25. **Manager (Sales and Library)**

- a. To arrange sales of all Govt. Gazettes, Acts, Ordinances and other publications through two sales centres of the office and different private agents.
- b. To be responsible for maintaining a publication library for old Gazettes and publications.
- c. To be responsible for maintaining accounts and ledger of all Gazettes and publications.
- d. To arrange sales of Govt. publications outside the country.
- e. To promote sales all Government Publications at home and abroad.

26. **Manager (Zonal Office)**

- a. To be responsible for efficient functioning of the Zonal Offices as per directives issued by the Controller.
- b. To be responsible for the receipt, storage and supply of stationery, stores, forms and publications as per rules.
- c. To be responsible for the proper accounting of the stores received and issued.
- d. To be responsible for submitting monthly statement of receipt and issue of stores (in terms of quality and value) to the Controller.
- e. To act as drawing and disbursing Officer of the Zonal Office.

27. **Assistant Controller (Administration)**

- a. To be responsible for General administration of the Department.
- b. To be responsible for appointment promotion and transfer of the officers and staff of the Department.
- c. To be responsible for timely disposal of the disciplinary cases.
- d. To be responsible for sanction of leave, pension and advances.
- e. To be responsible for appointment of annual Contractors for (i) disposal of waste papers, (ii) repair of office machinery and (iii) manufacture and supply of rubber stamp etc.
- f. To be responsible for procurement of stationery stores and binding materials by submission of indents to the Director of Supply and Inspection or by placement of orders direct to the Nationalized Mills, Industries, etc.
- g. To be responsible for maintenance of ACR/C.C.R's of the officers and staff of the Department.
- h. To assist the Controller in fixing the monetary allotments of the Indenting officers.
- i. To supervise and ensure smooth functioning of the Press Library.

28. Manager (Administration)

- a. To assist the Assistant Controller (Administration) in matters of appointment, promotion and transfer of the officer and staff of the Department.
- b. To check up Attendance Registers of the Headquarters Office and as well as of the subordinate offices and prepare statement of absentees for necessary action.
- c. To responsible for maintenance of the personal files, service books, leave statements, gradation lists of all officers and staff of the Department.
- d. To assist the Assistant Controller (Administration) in matters of disposal of waste materials.

29. Manager (Procurement)

- a. To be responsible for compilation of demands to assess the annual requirement of the stationery stores.
- b. To assist the Assistant Controller (Administration) in matters of procurement of stationery stores, binding materials, etc.
- c. To be responsible for reservation of approved samples of the stores to be procured.

30. Accounts Officer

- a. To act as Drawing and Disbursing Officer of the Stationery, Forms and Publications side.
- b. To be responsible for preparation of monthly pay bills of the staff.
- c. To be responsible for preparation of Annual Budget estimate of the Department.
- d. To scrutinise the cases of monetary sanctions and tender advice thereof.
- e. To inspect the Accounts of the subordinate offices and to ensure timely disposal of Audit objections.

31. Budget Officer

- a. To be responsible for collecting the data for preparation of Annual Budget.
- b. To be responsible for preparation of the detailed statement of the expenditure and for verification the same with those booked in A.G.B's office and reconciliation of the discrepancies, if any.
- c. To assist the Accounts officer in matters of preparation of Annual Budget, fixation of net grant, surrender of savings re-appropriation, etc.
- d. To tender advice in matters of G.P. Fund advance, pension in the files of the Administration Branch.

N.B.—The Manager Zonal Office, Chittagong would pursue the D.C.O.S. (Shipping) Chittagong, Deputy Director of Supply, Chittagong to ensure timely clearance of the imported goods from the Chittagong Port and to arrange dispatch thereof.

LIST OF STATEMENT OF OFFICERS

DEPARTMENT OF PRINTING AND STATIONERY

Sl. No.	Name with Designation	Date of birth	Date of appointment as class-I Officer	Date of joining the present post	Remarks
1	2	3	4	5	6
1.	Col. (Rtd.) A.F.M. Abdur Rab, Controller.	1-3-1929	17-11-1952	8-2-1982	
2.	Mr. Sheikh Shafiqul Islam, Deputy Controller (Admn.)	1-2-1943	1-11-1968	18-6-1980	
3.	Mr. Md. Azizur Rahman, Manager, Security Printing Press.	2-1-1931	11-3-1969	7-10-1977	
4.	Mr. Mortuza Ali Chowdhury, Deputy Controller, Bangladesh Stationery Office.	27-3-1933	1-7-1973	15-2-1982	
5.	Mr. K. O. Muqtader, Superintendent, Bangladesh Government Press.	1-3-1933	1-7-1973	15-2-1982	
6.	Mr. Md. Siddiqur Rahman, Manager, Government Printing Press.	1-8-1936	1-7-1973	15-2-1982	
7.	Mr. A.T.M. Fazlul Karim, Assistant Controller, Bangladesh Forms and Publications Office.	1-12-1953	30-1-1981	8-5-1982	

STATEMENT OF TRANSPORT
DEPARTMENT OF PRINTING AND STATIONERY

Sl. No.	Registration No.	Type of Vehicle	State of Service-ability	Users	Source	Detail of whole time use if any	Remarks
1	2	3	4	5	6	7	8
1	Dacca GHA-863	Car	Running	Controller, Printing and Stationery.	Purchased	Whole-time Deducted an amount of Taka 125 from his pay for the purpose.	
2	DA-368	Pik-UP Jeep	Unservice able	Ditto	Abandoned Vehicle alloted by the Transport Committee.	..	Awaiting disposal by auction.
3	Dacca- BA- 1893	Valk Wagon Micro bus	Condemmed	Bangladesh Stationery Office.	Purchased	..	Awaiting disposal by auction.
4	Dacca- CHA-24	Toyota Micro bus	Running	Ditto	Purchased	For booking of Parcels, lifting stationery articles, attending, P.C. meeting and other Official work.	
5	DA-943	Truck	Running	Bangladesh Government Press.	Purchased	For carrying papers, flour, oil, Mobil, K. Oil, etc.	Under repair
6	KA-7701	Mazda 1500 Car	Running	Ditto	Purchased	For Office duty	Under repair
7	DA-2900	Van	Running	Government Printing Press.	Purchased	For carrying Forms and papers etc. and to bring cash from the Bangladesh Bank.	

Sl. No.	Registration No.	Type of Vehicle	State of Service-ability	Users	Source	Detail of whole time use if any	Remarks
1	2	3	4	5	6	7	8
8	TA-8041	Van	Condemned	Ditto	
9	Dacca, BA-1159	Wagoner Jeep station Waton 6 Cylinder 72 H.P. 1 ton.	Condemned	Bangladesh Security Printing Press.	..	Used for carrying papers form the Indentor for Printing of their Security documents and delivery of the printed materials, to the Indentor.	
10	Dacca TA-2250	Toyota Pickup	Running	Bangladesh forms and Publications Office	Purchased	Whole time distribution of Gazette Publication etc. to the various local offices Department. Carrying Printed Forms Registers from Govt., Presses. Carrying bags containing Printed Forms and Register Railway Station, Steamer Ghats, etc. for booking to Various offices throughout Bangladesh and bring the each from Bangladesh Bank.	

REVISED ORGANISATION
DEPARTMENT OF PRINTING, STATIONERY, FORMS AND PUBLICATIONS
GOVERNMENT OF BANGLADESH

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