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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP
PHASE II
(DEPARTMENTS/DIRECTORATES AND OTHER
ORGANISATIONS UNDER THEM)
VOLUME XIV
(SPORTS AND CULTURE DIVISION)
PART 3
CHAPTER II
(DIRECTORATE OF ARCHIVES AND LIBRARIES)

March, 1983

তারমিনা আক্তার
সেইমিনিং অফিসার
আইসিআইডিএল ও গ্রন্থাগার অধিদপ্তর
সংস্কৃতি বিষয়ক মন্ত্রণালয়
আগারগাঁও, শেরেবাগালা লস্কর, ঢাকা।

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

Martial Law and Civil Wing

No. 7002/1/Civ-I, dated Dhaka, the

1983.

NOTIFICATION

SUBJECT : Organizational Set Up—Ministries/Divisions/Departments
and Other Organisations Under Them.

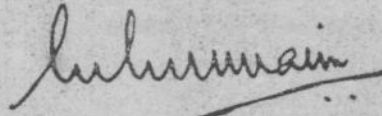
References :

- 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-I
dated 12 July, 1982.

The report of the Martial Law Committee on organisational set up of the
DIRECTORATE OF ARCHIVES AND LIBRARIES, SPORTS AND CUL-
TURE DIVISION, was submitted to the Chief Martial Law Administrator
after consideration by the Review Committee in consultation with the
representative of the organisation concerned.

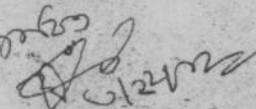
The Chief Martial Law Administrator is pleased to approve the report and
the revised organisational set up as printed in this booklet.

By order of the
Chief Martial Law Administrator



MUZAMMEL HUSSAIN

MAJOR GENERAL
Principal Staff Officer.

২০/৭/৮৩

তাহমিনা আক্তার
প্রোগ্রামিং অফিসার
আরকাইভস ও গ্রন্থাগার অধিদপ্তর
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**EXISTING ORGANISATION
DIRECTORATE OF ARCHIVES AND LIBRARIES
SPORTS AND CULTURE DIVISION**

**ANNEXURE 'A'
Phase II, Vol. XIV
Part 3, Chapter II.**

DIRECTOR (50)

Personnel-3

- 1 x Director
- 1 x Stenographer
- 1 x Peon

DEPUTY DIRECTOR OF ARCHIVES (18)

Personnel-18

- 1 x Deputy Director
- 1 x Junior Microfilming & Photostating Officer.
- 4 x S.T.A.
- 1 x Photostating Asstt.
- 1 x Stenotypist
- 1 x Manuscript Asstt.
- 3 x J.T.A.
- 1 x Bengali Typist
- 1 x Daftary
- 1 x Peon
- 1 x Farash
- 2 x Night Guard

BIBLIOGRAPHER (5)

Personnel-5

- 1 x Bibliographer
- 1 x S.T.A.
- 1 x S.A.C.
- 1 x L.D.C.
- 1 x Peon

BIBLIOGRAPHER (5)

Personnel-5

- 1 x Bibliographer
- 1 x J.T.A.
- 1 x L.D.C.
- 1 x Book Sorter
- 1 x Farash

BIBLIOGRAPHER (5)

Personnel-5

- 1 x Bibliographer
- 1 x S.T.A.
- 1 x U.D.C.
- 1 x L.D.C.
- 1 x Book Sorter

ASSISTANT DIRECTOR OF LIBRARIES (14)

Personnel-14

- 1 x Asstt. Director of Libraries
- 1 x Librarian
- 1 x S.T.A.
- 1 x J.T.A.
- 2 x U.D.C.
- 1 x Stenotypist
- 1 x Book Sorter
- 1 x Farash
- 2 x Chowkidar
- 1 x Daftary
- 1 x Peon
- 1 x Driver

SUMMARY OF MANPOWER

Sl. No.	Name of Post	Sanctioned Strength/Post	Actual	Remarks
Class-I				
1	Director	1	1	
2	Deputy Director of Archives	1	1	
3	Asstt. Director of Libraries	1	1	
4	Bibliographer	3	3	
Class-II				
5	Jr. Microfilming & Photostating Officer	1	1	
Class-III				
6	12 Categories	27	22	
Class-IV				
7	Book Sorter/Daftary/Peon/Farash/Chowkidar	15	16	
		50	45	

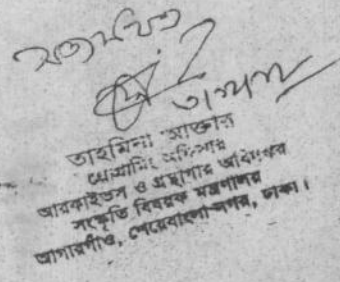
SUMMARY OF TRANSPORT AND OFFICE EQUIPMENT

a. Transport :

- 1 x Jeep

b. Office Equipment :

- 6 x Typewriter
- 1 x Duplicating Machine
- 1 x Copier



 তাহমিনা হাজরিন
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REVISED ORGANISATION
DIRECTORATE OF ARCHIVES AND LIBRARIES
SPORTS AND CULTURE DIVISION

ANNEXURE 'E'
Phase II, Volume XIV
Part 3, Chapter II.

DIRECTOR 48

Personnel-3
1 x Director
1 x Stanographer (PA)
1 x MLSS

DEPUTY DIRECTOR (ARCHIVES)

Personnel-18
1 x Dy. Director
1 x Jr. Microfilming and Photostating Officer
4 x Sr. Technical Asstt.
4 x Jr. Technical Asstt. — 2 vacant posts
1 x Manuscript Asstt.
1 x Steno-typist
2 x LDA-cum-Typist
3 x MLSS (including Farash)
1 x Night Guard — 1 vacant posts

BIBLIOGRAPHER (ACQUISITION)

Personnel-4
1 x Bibliographer
1 x Sr. Tech. Asstt. Fazlul Hoque
1 x LDA-cum-Typist
1 x MLSS (Book Sorter)

BIBLIOGRAPHER (COMPILATION)

Personnel-4
1 x Bibliographer
1 x Sr. Tech. Asstt. Aminulch
1 x LDA-cum-Typist
1 x MLSS (Book Sorter)

BIBLIOGRAPHER (REFERENCE)

Personnel-4
1 x Bibliographer Aminul Islam
1 x Sr. Tech. Asstt. (C. B. Chatterjee)
1 x LDA-cum-Typist
1 x MLSS (Book Sorter)

ASST. DIRECTOR (Library)

Personnel-7
1 x Asstt. Director of Libraries
1 x Librarian
1 x Sr. Tech. Asstt. Syed Amin
1 x Jr. Tech. Asstt. Razzaul Haque
1 x LDA-cum-Typist
2 x MLSS (Book Sorter including Farash)

ADMINISTRATION SECTION

Personnel-8
1 x Head Asstt.
1 x Accountant
1 x LDA-cum-Typist
1 x Driver
1 x Despatch Rider (MLSS)
2 x MLSS
1 x Night Guard

SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing	Revised
1	Director	1	1	1
2	Dy. Director of Archives	1	1	1
3	Asstt. Director of Library	1	1	1
4	Bibliographer	3	3	3
5	Jr. Microfilming and Photostating Officer	1	1	1
6	Class-III Staff	27	22	27
7	Class-IV Staff	16	16	14
	Total	50	45	48

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

- Transport :- Directorate of Archives and Libraries to retain the following transport for official use only :
 - 1 x Car for Director of Archives and Libraries (Existing transport will be retained till replacement)
 - 1 x Motor Cycle for Despatch Rider Duty,
- Private use of transport will be as per Government instruction issued from time to time.
- Office Equipment :
 - 1 x Duplicating Machine
 - 1 x Plain Paper Copier
 - 8 x Typewriter; Ratio of Bengali and English typewriter will be 60:40.

স্বাক্ষরিত
আবু মিনা আকতার
প্রোগ্রামিং অফিসার
আইআইসিএল ও এমআইসিএল
সংস্কৃতি বিষয়ক সচিবালয়
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