

BANGLADESH LAND PORT AUTHORITY
Dhaka.

CHARTER OF DUTIES

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CHAIRMAN

1. To act chief Executive of the Authority and give decision on all policy matters.
2. To act as Chairman of the Board of the Authority.
3. To be responsible to the Government for execution of all planning and development programmes of the ports.
4. To be responsible to the Government for proper conduct of all day to day business/operation of the ports.
5. To issue directives and order as and when necessary for smooth functioning of the organization.
6. To act as Principal Accounting officer of the Authority.
7. To represent the Authority to the government in all policy matters.
8. Any other duty that may be assigned by the government from time to time.

MEMBER (DEVELOPMENT)

1. To be responsible for preparation and revision of development plans and schemes, processing and follow-up of schemes & obtaining approval from competent Authority.
2. To advise the Chairman on policy matters pertaining to Engineering Department.
3. To be responsible for supervision, technical and operational guidance for proper implementation of development works and administrative control of Engineering Department.
4. To be responsible for proper functioning and discipline of the Engineering Department.
5. To be responsible for Build-operate and Transfer (BOT) schemes for making proposals, examine, evaluate, scrutinize all relevant files, records and reports, obtaining approval from competent Authority.
6. Initiate proposal for new projects, undertake project appraisal and economic analysis.
7. To be responsible for financial and technical control and ensuring timely execution of all works undertaken by Engineering Department.
8. To be responsible for all relevant correspondences relating to development schemes including BOT schemes of the Authority.
9. To be responsible for all matters relating to development budget, estimates, ADP and follow-up.
10. To be responsible for evaluation of physical and financial progress of works under Engineering Department.
11. To be responsible for periodical tour and inspection of development works undertaken under BOT Schemes.
12. To attend Board meeting of the Authority as a full time member of the Board.
13. Any other duty assigned by the Chairman of the Authority.

MEMBER (TRAFFIC)

1. To be responsible for proper functioning and discipline of the Land Ports of the Authority.
2. To provide technical and operational guidance to the officers and staff under him and exercise control and supervision over them.
3. To be responsible for inspection of the land ports at least once in a month to ensure desired smooth functioning.
4. To be responsible for all matters relating to operations of the Traffic Department.
5. To be responsible for preparation of import-export cargo planning and promotion of business.
6. To be responsible for ensuring effective and efficient utilization of cargo handling equipment, storage, space and port facilities.
7. To advise the Chairman on policy matters relating to Traffic control and management system of the Authority.
8. To consult and co-ordinate with port users such as Transport Agencies, C&F Agents, Government Departments and Autonomous Bodies on matters relating to Traffic Department.
9. To deal with claims and refunds cases including matters of theft/pilferages.
10. To consult and co-ordinate with Engineering and Administration Departments regarding new construction, repairs and maintenance of buildings, warehouses, sheds, yards, roads & drainage system etc. of the ports under him.
11. To be responsible for all matters relating to collection of tariff, port revenue and Accounts of port charges and dues.
12. To be responsible for preparation of schedule of training of officers & staff under his charge.
13. To be responsible for appointment of cargo handling contractor, labour handling contractor, cleaning & sweeping contractors, etc.
14. To attend Board meeting of this authority as a full time member of the board.
15. Periodical tour and inspection of ports under the authority.
16. To be responsible for maintaining proper security of the ports under his charge.
17. Any other duty assigned by the Chairman.

MEMBER (FINANCE & ADMINISTRATION)

1. All correspondence relating to appointment, promotion, confirmation of officers and staff, compilation of gradation list and service records, transfer and posting of staff.
2. Control of revenue and development budget and expenditure including revenue earning of the Authority.
3. General correspondence regarding port facilities land, complaints, schedule of tariff, Govt. loan and other miscellaneous correspondence.
4. Deal with disciplinary and appeal cases and processing of pension and provident fund cases & various establishment matters.
5. To be responsible for maintenance of Manual, Rules, Regulations their correction, modification & revision.
6. To be responsible for visit of Dignitaries.
7. To be responsible for correspondences with all Autonomous, Semiautonomous and Governmental bodies and NGOs.
8. To be responsible for correspondences on Account and budget matters.
9. To be responsible for settlement of outstanding audit objections.
10. To be responsible for maintenance of records on progress of expenditure and revenue earning of the authority.
11. To be responsible for Assembly Questions and other miscellaneous correspondences.
12. To be responsible for preparation of budget and revision thereof and presentation to the Government.
13. To be responsible for operation and maintenance of all bank accounts and funds of the authority.
14. To be responsible for inspection and examination of Cash Accounts at least once in a quarter in addition to Annual Inspection.
15. To be responsible for proper functioning and discipline of the departments under him.
16. To be responsible for maintenance of proper accounts of assets and liabilities and safeguard authority's property as well as maintaining proper security measures of the Authority.
17. To advise the Chairman on all policy matters relating to Accounts Department and Administration Department.
18. To attend Board Meeting of the Authority as a full time members.
19. Any other duty assigned by the Chairman.

Director (Administration)

1. To be responsible for all correspondences regarding recruitment, promotion, confirmation, transfer and postings of officers and staff.
2. To be responsible for preparation and maintenance of gradation list, service records and confidential reports.
3. To be responsible for correspondences regarding disciplinary and appeal cases, pension, provident fund, leave matters.
4. To be responsible for correspondences relating to personnel management, miscellaneous establishment matters.
5. To be responsible for all reports and return on establishment.
6. To be responsible for maintenance of Manual, Rules, Regulation their correction, Modification and Revision.
7. To be responsible for Assembly Questions and other miscellaneous correspondences.
8. To be responsible for correspondences pertaining to visit of Dignitaries and VIPs.
9. To Deal with maintenance and operation of vehicles.
10. To be responsible for the administration & execution of function of the Department as per Act, Ordinance, Rules and Regulations and directives issued by the Government.
11. To keep, maintain and safeguard important/classified documents, BOT agreements and other Govt. properties under his charge.
12. To keep and maintenance of records of all stores & stationeries etc.
13. To be responsible for inspection of his office at least once in a month.
14. Supervision and administrative control of the Department under his charge.
15. Preparation and programming for training and higher education of officers & staff.
16. To advise the Member (Finance & Administration) in all matters of administration, personnel management & employees welfare service etc.
17. Any other duties and responsibilities assigned by the authority.

DIRECTOR (ACCOUNTS)

1. To be responsible for smooth functioning of the Department and Accounts Cells at different ports under BLPA.
2. To be responsible for proper maintenance of Books of Accounts of the Authority.
3. To be responsible for preparation of Revenue Income, Revenue Expenditure and Development Expenditure, Budget and over all financial control on Budget and Expenditure
4. To get the Books of Accounts of the Authority audited every year.
5. To furnish Reports, Returns, Statement as and when required by the Management.
6. To be responsible for operation and maintenance of all Bank Accounts including Fixed Deposit receipts of the Authority and passing of all payment bills, vouchers etc. as per delegation of power.
7. To be responsible for efficient administration and management of all officers and staff of his department.
8. To be responsible for examination of daily fund position & bills in hand prepared by the subordinates before passing the same.
9. To be responsible for various functions relating to Govt. Banks & other Agencies in respect of Credit, Aids & Grants, Loans etc.
10. To be responsible for examination of monthly Cash Accounts of BLPA and submission of monthly Cash Abstract to the Member (F &A) within 15 days of closing of the monthly cash account with a copy to the Chairman.
11. To be responsible for efficient controlling of Cash Accounts and Bank Accounts of the BLPA.
12. Any other duty assigned by the Authority from time to time.

DIRECTOR (AUDIT)

1. To be responsible for proper auditing of Books of Accounts of the Authority.
2. To be responsible for preparation and execution of internal audit programme.
3. To be responsible for controlling and supervision of the Audit Cell.
4. To carry out physical verification of works under development and revenue head as per work order.
5. To advise the Management in connection with reducing the expenditure in the matter of running the organization efficiently and judiciously.
6. To assist the Govt, BLPA and Commercial Auditors to perform their duties.
7. To receive audit queries and objections from Govt. Audit and Distribute those to the relevant Department/Sections of the Authority and Collect replies to the objections, queries, compilation of all reports and submission of the same to the Management for approval and onward submission to the Government.
8. To carry out post-facto/continuous audit of all transactions of the Authority and detect irregularities and prevent fraudulent practices, if any, to the management for regularization.
9. To deal with all legal matters of the authority including various court cases.
10. To be responsible for acquisition and leasing out of BLPA land and properties.
11. Any other duty assigned by the authority from time to time.

DIRECTOR (TRAFFIC)

1. To be responsible for the total operations of all the work of the Traffic Department.
2. To ensure that all work related to Traffic Department are efficiently carried out.
3. To deal with policy matters in connection with Traffic Department.
4. To arrange licensing and execution of Agreements in connection with holding of charge etc.
5. To deal with establishment matters of staff of Traffic Department.
6. To ensure that the level of staff provided are adequate for the operation, documentation and other purposes.
7. To plan and formulate working procedure and methods to expeditiously conduct the operation in the least cost method.
8. To guide, instruct and control officers and staff working in the Traffic Department.
9. To take administrative actions as and when necessary and keep close liaison with Director (Administration) on such matters.
10. To co-ordinate and consult with the Executive/Superintending Engineer regarding the utilization, planned preventive and casual repairs and maintenance of cargo handling equipment.
11. To co-ordinate with the port users as and when necessary so that they may be able to obtain optimum benefit from the services provided to them.
12. To investigate into matters and areas for taking corrective actions, forward planning and business promotion.
13. To provide information and suggestion to the Member (Traffic) in matters of traffic structure.
14. To provide departmental budgets to the Accounts Department.
15. To deal with claim and refund cases which are above administrative and financial limits set to the Deputy Director (Traffic).
16. To ensure compilation of statistics for the use of the Authority, Ministries, Govt. Departments and other Agencies.
17. To accompany any the Member (Traffic) in attending Transport Co-ordination Committee & other periodical meetings held by Govt. and Semi Govt. Departments in connection with the movement of Traffic to and from the ports with prior permission of the Authority.
18. To assist and co-ordinate with other Departmental Heads on matters concerning Traffic Department and assist the Chairman/Members by providing information promptly.
19. To consult and liaise with BLPA Security and Police as and when required.
20. To co-ordinate with port users such as Transport Agencies Clearing & Forwarding Agents, Government Departments and autonomous bodies etc. on matters concerning Traffic Department.
21. To consult and co-ordinate with BLPA Management Information System by providing information as and when required.
22. Any other duty assigned by the authority from time to time.

DEPUTY DIRECTOR (TRAFFIC)

1. To be responsible for all the operations of the Traffic Department in all the ports of the Authority.
2. To assist Director (Traffic) in policy matters on rates, dues and charges and framing of rules and bye-laws.
3. To co-ordinate all the activities of the Sr. Assistant Director (Traffic) Assistant Director (Traffic-Administration) and Traffic Inspectors in connection with operations of cargoes and all other activities.
4. To ensure landing, storage, removal, delivery etc. of all cargoes.
5. To deal with all operations & documentation etc. of cargoes loaded/discharged/transmitted to and from the ports.
6. To consult and co-ordinate with the custom officials in matters of mutual interest.
7. To deal with establishment matters of staff working under his control.
8. To be responsible for improving and maintaining over all efficiency of officers and staff under him.
9. To guide and organize staff in a manner that renders maximum productive utilization.
10. To ensure that all administrative matters and actions are dealt with promptly.
11. To ensure proper handling and effective utilization of the cargo handling equipment.
12. To deal in matters of receiving port & other dues and take follow up actions as required.
13. To provide all the necessary information required by the BLPA Management Information System as and when necessary.
14. To provide all information necessary to other departments as and when necessary.
15. To co-ordinate and consult with other deputies and departmental heads as and when necessary.
16. To ensure efficient operations of the Transport Agencies within the port area.

17. To ensure close liaison with Port Police in enforcing security measures and law and order within the port area.
18. To provide all budget figures and analysis to Director (Traffic) as and when required.
19. To ensure proper recording, examining, evaluating and reporting of claims and refund cases in the best interest of the Authority.
20. To refer all claims and refund cases beyond his schedule of power as laid down or prescribed.
21. To deal with cases of disposal of unclaimed and unconnected cargo etc.
22. To take administrative actions against port users within the limits prescribed in the administrative and financial power schedules.
23. To deal with various court cases arising out of claims.
24. To find out ways and means to minimize claims including theft/pilferages.
25. To ensure compilation of various statistics as required.
26. To deal with licencing and appointment of BLPA cargo handling contractors.
27. To attend all mechanical equipment, electrical equipments and labour problems.
28. To deal with public complaints.
29. To co-ordinate with customs, various govt. departments and Semi-govt. Organization/Departments etc. in connection with clearance of cargo.
30. To assist the Director (Traffic) by providing information promptly and assist and co-ordinate with other Departments on matters concerning Traffic Departments.
31. To consult and co-ordinate with the Engineering and Administration Departments regarding parking of transports, repairs and maintenance of cargo handling equipment and administrative matters respectively.
32. To co-ordinate & co-operate with port users, Clearing and Forwarding Agents, Transport Agencies and Govt. Departments/Autonomous Bodies etc. on matters concerning Traffic Department.
33. Any other duty assigned by the authority from time to time.

PRIVATE SECRETARY TO THE CHAIRMAN

1. To check all the mails before putting up to the Chairman.
2. To make appointment of all visitors with the Chairman and keep all programmes of the Chairman in readiness.
3. To prepare relevant documents for Chairman prior to meetings and conference. Edit letters and documents prepared by Concern Staff for the signing of the Chairman. Translate Bangla letters into English if necessary.
4. Ensure all relevant records and documents and passed on of the relevant persons regularly and accurately as required.
5. Make necessary appointments with national and international individuals and organizations.
6. Maintain the Chairman's diary and ensure he/she in up-to-date on all appointments.
7. Screening all the Chairman's incoming telephone calls and keeping and passing on messages as required.
8. To keep the Members and all Heads of the Department informed of all programmes and meetings of the Chairman.
9. To perform protocol duties as may be assigned.
10. Any other duty assigned by the authority from time to time.

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