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OFFICE STATUS

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 XIII
(MINISTRY OF INDUSTRIES AND COMMERCE)

PART 2
(INDUSTRIES DIVISION)

CHAPTER III
(OFFICE OF THE CHIEF INSPECTOR OF BOILERS)

November, 1982

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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 1982.

NOTIFICATION

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

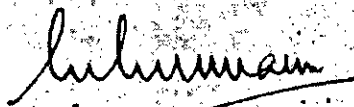
References :

- 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
OFFICE OF THE CHIEF INSPECTOR OF BOILERS, INDUSTRIES DIVI-
SION, MINISTRY OF INDUSTRIES AND COMMERCE 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.

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OFFICE OF THE CHIEF INSPECTOR OF BOILERS

Industries Division

INTRODUCTION

1. Office of the Chief Inspector of Boilers is a subordinate office under Industries Division of the Ministry of Industries and Commerce. The responsibilities of the Inspectorate is the inspection, registration, issuance of certificate of boilers and to administer the following Act, Rules and Regulations now in force in Bangladesh:

- a. The Boiler Act, 1923.
- b. Boiler Regulation, 1951.
- c. Boiler Attendants Rules, 1955.
- d. Boiler Rules, 1951.

There are about 1110 numbers of boilers in the country. Each of the Boilers requires annual inspection to ensure safe and efficient working.

FUNCTIONS

2. The broad functions in conformity with the provisions of the Boilers Act, Rules and Regulations are as under:

- a. Advising the Ministry regarding import and use of Boilers, steam pipes and economizers in the country.
- b. Advising the owners regarding design construction, maintenance and working of boilers.
- c. Advising the owners regarding water treatment of feed water and cleaning of boilers.
- d. Determination of safe working pressure for an old boiler after taking measurement and necessary calculations.
- e. Examination of design, drawings and specifications of boilers to be imported from abroad or manufactured within the country.
- f. Registration of all installed boilers after inspection and hydraulic test, preceded by examination of all manufacturing certificates from steel makers, contractors and approved inspecting authority.
- g. Inspection/Hydraulic testing of every working boiler annually and provide certificates thereof, if found fit.
- h. Recommend repairs, additions and alterations wherever found unfit to make the boilers workable.
- i. Steam test after registration when the boiler goes into operation.
- j. Enquire into accidents of boilers or steam pipes.

- k. Conducting functions of the Board of Examiners, a high powered technical board for taking examinations for issuance of certificates to boiler operators.
- l. Conducting functions of a Boiler's Board, a high powered technical body for laying down the up to-date technical standards on design, testing and inspection of Boilers.

EXISTING ORGANIZATION

3. To carry out the business of the office, there is sanction of 5 Class I Officers and 11 staff against which there are 4 officers and 11 staff in position.
4. The existing organization of the Inspectorate of Boilers is given in Annexure 'A'

CHARTER OF DUTIES

5. The revised charter of duties of each officer working in the Inspectorate of Boilers is given in Annexure 'C'.

WORK-LOAD

6. The work of the office is related to issuance of certificate, Registration and Inspection of Boilers. It appears from the data supplied by the office that its 5 officers are handling on an average 3809 in-coming and 3392 out-going letters annually. It indicates that the officers are dealing with 14 receipts per working day. Seven clerical staff of the office handled 7,201 in-coming and out-going letters i.e. each clerk handled on an average 4 letters per day. The office has dealt with 4,347 files which rose to 9,812 in the year 1981. The average growth rate of files over last ten years is about 34%. The officer to clerk ratio is 1:1.6.

A list of Boilers which has been inspected and permitted for operation since January 1979 to October 1981 is given below:

Year	No. of Boiler inspected and final certificate issued.	No. of Boiler permitted.
1979	384	237
1980	388	194
1981	554	113
1982	566	72

OTHER DETAILS

7. Officer: The present State of Officers working in the office is given in Annexure 'C'.

OBSERVATIONS & RECOMMENDATIONS

8. a. **Organisation:** The Inspectorate of Boilers is a small organisation with bare minimum working staff. Its function is of technical nature. After detail study the Committee is of the view that the existing staff can efficiently run the organisation with little readjustment. The revised organisation worked out by the Committee within the sanctioned strength is given in Annexure 'E'.

b. **Transport:** The Office does not possess any transport for official use. The Committee, therefore, recommend that 1×Car/Jeep from ex-Transport Pool should be allotted to the department for official use only.

c. **Office Equipment:** The Office is having the following office equipment:

- a. 1×Duplicating Machine.
- b. 5×Typewriter

d. **Operational Equipment:** A list of Operational Equipment is given below:

- a. 3 × Hydraulic test pump.
- b. 1 × Slide wrench.
- c. 2 × Hammer (Hand).
- d. 2 × Screw Driver (small).
- e. 1 × Chisel (ordinary).
- f. 1 × Hack saw frame.
- g. 1 × Pipe wrench (small).
- h. 1 × Spirit level instrument.
- j. 1 × Square buttom.
- k. 1 × Hand drill machine.
- m. 1 × Plumber.
- n. 4 × Spanner open double ended of sizes.
- p. 6 × Drill twisted (one set).
- q. 1 × Scissors (small).
- r. 1 × Scissors (large).
- s. 3 × Brush painting.
- t. 1 × Chopper.
- u. 1 × Spade.

- v. × File round tapered
- w. 1 × File half round 12"
- x. 1 × Augar Carpenter 3/4"
- y. 1 × Compass.
- z. 1 × Vice hand.
- aa. 1 × Pressure guage single indicator.
- bb. 1 × Metal tape measuring (10 metre).
- cc. 1 × Plaires cutting & sealing.

e. Expenditure: The Office of Inspectorate of Boilers spent taka 1,00,700 in the year 1974-75 which rose to taka 2,60,457 in the year 1980-81. The growth rate of expenditure is 158%. During the period 1974-75 and 1980-81 the Inspectorate of Boiler earned revenue of Tk. 1,04,000 and Tk. 2,22,120 respectively as fees for inspection of steam boilers. The growth rate in revenue receipt is 162% over last 7 years.

CONCLUSION

9. Considering the role played by the Inspectorate of Boilers for smooth industrialisation of the country the Committee recommends that the sanctioned strength of the office be kept as it is.

EXISTING ORGANISATION
OFFICE OF THE
CHIEF INSPECTOR OF BOILERS
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

ANNEXURE 'A'
Phase II, Vol. XIII
Part 2, Chapter III.

CHIEF INSPECTOR OF BOILERS
AND
EX-OFFICIO CHAIRMAN, BOA D
OF EXAMINERS

(16)

Pers : 7
1 × Chief Inspector of Boilers
*1 × U.D. Asstt.
1 × Steno-Typist
*1 × L.D. Asstt.
*1 × Boiler Mistry
1 × MLSS
*1 × MLSS

INSPECTOR OF BOILERS AND
SECRETARY, BOARD OF
EXAMINERS

Pers : 4
1 × Inspector of Boilers
1 × L.D. Asstt.
1 × Typist
1 × MLSS

INSPECTOR OF BOILERS

Pers : 5
3 × Inspector of Boilers
1 × L.D.A-cum-Typist
1 × MLSS

SUMMARY OF MANPOWER

Sl. No.	Name of the post	Sanctioned	Existing
1	Chief Inspector of Boiler	1	1
2	Inspector of Boilers	4	3
3	Class-III staff	7	7
4	Class-IV staff	4	4
Total:		16	15

SUMMARY OF OFFICE EQUIP-
MENT

1. a. 3 × Typewriter (Bengali)
- b. 2 × Typewriter (English)
- c. 1 × Duplicating Machine

Note: *The employees are not the personal staff of the Chief Inspector of Boilers but work for the Inspectorate.

**Board of Examiners—A high powered Technical Board to conduct examination and certify boiler operators.

REVISED CHARTER OF DUTIES
OFFICE OF THE CHIEF INSPECTOR OF BOILERS

Chief Inspector of Boilers

1. To act as administrative head and is responsible for overall administration of the Inspectorate of Boilers.
2. To act as an adviser to the Ministry of Industry and Commerce (Industries Division) on formulation of policies concerning the Department.
3. To act as Principal Accounting Officer of the Inspectorate of Boilers and work within the budget provision for the Department.
4. To be responsible for the administration and execution of function of the Department as per Boiler's Act 1923 and Rules and Regulations, 1951 and directives issued by the Government from time to time.
5. To provide executive and operational guidance and to supervise and control the work of the inspectors under him and in exceptional cases, inspect certain cases of Boilers, if necessary.
6. To be responsible for appointing Class III and Class IV employees of the Department as per existing procedure.
7. To be responsible for issuing of clear standing orders laying down the maximum extent of delegation of powers to the Officers serving under him.
8. To supervise the work of the Officers working under him.
9. To represent the Department and where personal representation is not possible to select representative on his behalf.
10. To grant earned leave etc. to all Class III and Class IV employees working under him.
11. To meet all officers under him once in a month to review cases pending for disposal for over a month.
12. To allocate duties of officers as and when required.
13. Ensure revenue collection where applicable and safeguard Government property under his charge.
14. The Chief Inspector of Boilers under Boiler's Act, 1923 and rules and regulations of 1951 is empowered to advise the owners of the boilers regarding design, construction, maintenance and working of boilers and also advise the Ministry of Industries and Commerce (Industries Division) regarding imports of new Boilers and Steel pipes, and Economize in the country. And as per provision of the Boilers Act, 1923 and rules and regulation,

1951 he is empowered to take necessary disciplinary actions against the owners of the Boilers if they defy the provisions of Boilers Act, 1923 and rules and regulations, 1951.

5. To be responsible for proper conducting functions of the Board of Examiners, a high-powered Technical Board for taking examinations for issuance of certificates to Boiler operators and also conducting functions of Boilers Board, a high powered technical body for laying down the up-to-date technical standards on design, construction, testing and inspection of Boilers.

16. Any other duties assigned by the Government.

INSPECTOR

1. To conduct inspection and examination of boilers and steam pipes as per Regulations and Rules laid down in the Act.

2. Kinds of inspection: There shall be two kinds of inspection of boilers—

a. When the certificate granted under this Act is about to expire or when it has been revoked or suspended under section 11 and the owner desires that it shall be renewed, a thorough examination, inside and outside, shall be made by one of the Inspectors in person for which purpose the boilers must be prepared as required by Regulation 356.

b. An ordinary inspection may be made by an Inspector at any time for the purpose of ascertaining whether a certificate should be revoked or suspended under section 11 of the Act.

3. Search for unregistered boilers—In addition to the inspection and examination of boilers, it shall be the duty of Inspectors to search for unregistered or uncertificated boilers within their areas, and to see that certificated boilers are worked in accordance with the terms of their certificates, and with any regulation or rule under the act for safe working.

4. Advice at the time of inspection—Inspectors may advise the owner and the person in-charge of the boiler on the management and keep of the boiler with special reference to the amount of cleaning required in view of the quality of water used.

5. Inspectors shall—

a. prepare a programme of inspections with regard to the convenience of owners generally and submit it to the Chief Inspector for approval at such periods as he may fix, at least fourteen days before the first date fixed in the programme;

b. maintain a memorandum of inspection book for each boiler under their charge and submit it to the Chief Inspector for examination and countersignature after each inspection;

c. Keep a diary for monthly submission to the Chief Inspector showing places visited, boilers registered or inspected, variations from the programme and any other important particulars;

d. receive application for registration or inspection under section 7 or 6, proposals for repairs, alterations or renewals under sections 12 and 13, reports of accidents under section 18;

- c. enquire into accidents to boilers or steam pipes and report to the Chief Inspector.
 - f. report to the Chief Inspector cases of unreported accident discovered at the time of inspection, and
 - g. Submit for the orders of the Chief Inspector—
 - (1) the memorandum of inspection books of all boilers proposed for registration under section 7;
 - (2) proposals for increasing or decreasing the pressure of a boiler after inspection under sub-clause (ii) of clause (a) of the second provision to sub-section (5) of section 8;
 - (3) proposals for necessary repairs, structural alteration or renewals to a boiler after inspection under section 8 or 12;
 - (4) proposals for revoking, cancelling or refusing to renew certificate under section 14; and
 - (5) report when boilers have not been properly prepared for inspection under section 14;
 - (6) proposal for prosecutions under the Act.
6. **Inspection declaration**—When an inspection under the Act is completed, the Inspector making it shall prepare a declaration in Form No. B. 2. Pressure in pounds per square inch shall be clearly noted.
7. **Grant of certificate for the use of boiler**—Upon receipt of the declaration in the office, a certificate authorising the use of the boiler shall be prepared in the Form VI prescribed by regulation. Such certificate shall be signed by the Inspector and the Chief Inspector and shall be delivered to the owner, manager or agent of the steam boiler inspected.

The time for the inspection of boiler shall be between sunrise and sunset.

As Secretary, Board of Examiners

The Secretary to the Board of Examiners shall perform such duties and exercise such powers in addition to those specified in these rules as the Board of Examiners may direct:

- (1) To convene meeting of the Board of Examiners time to time with the concurrence of the Chairman of the Board.
- (2) To draw the minutes of the meeting and to place before the Board for acceptance and signature.
- (3) To receive all the applications of the candidates appearing in the Examination and to maintain serial to call for examination.
- (4) To check all the Treasury Chalang of the depositing examination fees and their correct posting in the ledger.
- (5) To arrange issuance of the competency certificate of the successful examinees.
- (6) To maintain all the files and records in connection with Board of Examiners and other relevant correspondences properly and correctly.
- (7) To attend meetings as member during examination.
- (8) Any other duties assigned by the Government.

ANNEXURE 'C'
Phase II, Vol. XIII,
Part 2, Chapter IV.

LIST OF CLASS I OFFICER

Sl. No.	Name and Designation of officer.	Date of birth.	Date of appointment as Class I officer.	Date of joining the present post.
1	Mr M. H. Khan, Director of Industries (Engg.), Department of Industries, Incharge, Chief Inspector of Boilers, Bangladesh.	1-2-1932	7-10-1972	30-6-1982
2	Mr Md. Faizuddin Khan, Inspector of Boilers, Bangladesh.	1-11-1929	20-10-1971	20-10-1971
3	Mr. Md. Abdullah, Inspector of Boilers, Bangladesh.	24-11-1954	13-8-1979	14-8-1979
4	Mr. Mahbub Ali Khan, Inspector of Boilers, Bangladesh.	9-7-1955	13-8-1979	14-8-1979
5	Mr Md. Majedul Islam Bhuiyan, Inspector of Boilers, Bangladesh.	15-6-1955	13-8-1979	14-8-1979

REVISED ORGANISATION
OFFICE OF THE CHIEF INSPECTOR OF BOILER
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

ANNEXURE 'E'
Phase II, Volume XIII
Part 2, Chapter-III.

CHIEF INSPECTOR OF BOILERS
AND
EX-OFFICIO CHAIRMAN, BOARD OF
EXAMINERS

(16)

Pers : 3
1 × Chief Inspector of Boilers
1 × Steno-grapher
1 × MLSS.

INSPECTOR OF BOILERS
SECRETARY, BOARD OF
EXAMINERS

INSPECTOR OF BOILERS

Pers : 4
1 × Inspector of Boilers
2 × LDA-cum-Typist
1 × MLSS.

Pers : 9
3 × Inspector of Boilers
1 × UDA
2 × LDA-cum-Typist
1 × Boiler Mistry
2 × MLSS.

SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanc-tioned	Exis-ting	Revised
1	Chief Inspector	1	1	1
2	Inspector of Boilers	4	3	4
3	Class III staff	7	7	7
4	Class IV staff	4	4	4
Total :		16	15	16

AUTHORISATION OF TRANSPORT
MAJOR OFFICE EQUIPMENT

1. Transport : The Inspectorate of Boilers to retain 1 × Car/Jeep—from Ex-Transport Pool for official use.
2. Use of Transport will be as per Government instruction issued from time to time.
3. Office Equipment :
 - a. 1 × Duplicating Machine
 - b. 3 × Typewriter. Ratio of Bengali & English Typewriter will be 60 : 40.