

**BANGLADESH MANAGEMENT DEVELOPMENT CENTRE  
INDUSTRIES DIVISION  
MINISTRY OF INDUSTRIES AND COMMERCE**

**FUNCTIONS.**

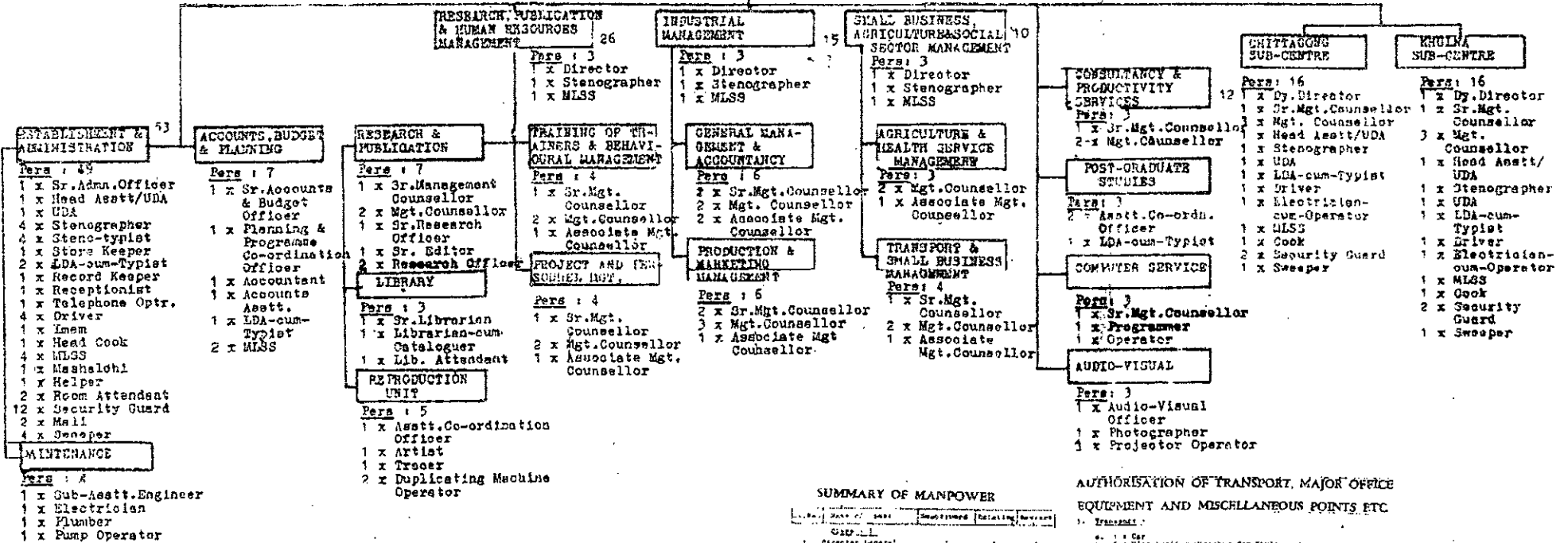
1. To create and develop the managers at all levels of the various sectors of the economy.
2. To assist in the development and maintenance of existing and constructive labour management relations.
3. To help improve productivity, standards of productivity, services, maintenance and repair works in industry and commerce.
4. To provide counsel and guidance in the various fields of management.

5. To carry out research work for improving management practices and to solve the different problems confronting the various sectors of the economy.
6. To publish books, journals and other publications in the fields of management and training.
7. To co-operate with similar other institutions, set-ups and centres, in promoting the various concepts or managers through joint sponsorship of seminars, courses and similar activities.

**ORGANIZATION**

**DIRECTOR GENERAL** 160

- Posts: 5**  
 1 x Director General  
 1 x Stenographer (PA)  
 1 x Asstt. Co-ordination Officer  
 2 x MLSS



**SUMMARY OF MANPOWER**

Class	Grade of post	Established	Retiring	Vacant
<b>GROUP - I</b>				
1.	Director General	1	1	1
2.	Director	2	2	2
3.	Deputy Director	2	2	2
4.	Sr. Management Counsellor	12	12	12
5.	Management Counsellor	25	25	25
6.	Senior Research Officer	1	1	1
7.	Programmer	1	1	1
8.	Planning & Programme Co-ordination Officer	1	1	1
9.	Cr. Research & Asstt. Officer	1	1	1
10.	Sr. Librarian	1	1	1
11.	Sr. Librarian-cum-Cataloguer	1	1	1
12.	Lib. Attendant	1	1	1
13.	Associate Mgt. Counsellor	7	7	7
14.	Research Officer	2	2	2
15.	Senior Librarian	1	1	1
16.	Assistant Librarian	1	1	1
<b>TOTAL</b>				
		50	50	50
<b>GROUP - II</b>				
16.	Asstt. Co-ordination Officer	4	4	4
17.	Machine Operator (Duplicating)	1	1	1
<b>TOTAL</b>				
		5	5	5
10.	Class - III Asstt	51	38	57
15.	Class - IV Staff	54	42	45

**AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS, ETC.**

1. Transport:
  - a. 1 x Car
  - b. 5 x Motorcycle & mopeds for Khulna and 1 x Motorcycle for Chittagong and one horse for Dhaka Centre.
2. Private use of transport on payment will be strictly as per latest instruction issued by the Government.
3. Office Equipment:
  - a. 1 x Plain Paper Copier
  - b. 1 x Duplicating Machine
  - c. 1 x Projector (including 1 x Overhead Projector, 1 x Slide Projector, 2 x 16 mm. Sound Projector)
  - d. 2 x Type Writer
  - e. 1 x Tape and Cassette Recorder.
4. Miscellaneous:
 

adjustment of empty spaces within the approved strength may be made on need basis.

*Approved  
21-08-2024*

*Approved*  
 (SEAL AND SIGN)  
 CHIEFMAN, MAJOR OFFICE  
 OR HEADQUARTERS SET UP OF  
 PUBLIC SECTOR COMPANIES ETC.  
 2-2-11-83