

Government of the People's Republic of Bangladesh
Ministry of Shipping
Bangladesh Marine Academy, Barishal

Commandant Temporary Memorandum No: 05/2024

Date: 21 February 2024

ALLOCATION OF DUTIES - OFFICERS

1. Henceforth, following officers will perform under mentioned duties as shown against their names:

Sl	Name & Rank	Appointment	Description of Duties	Auto Reliever
1.	Captain S M Atiqur Rahman, (G), NUP, psc, BN	Commandant	a. Deputy Commandant b. CNS c. CE d. DDO	-
2.	Lieutenant Commander Md Milton Kobir, (G), BGBM, BN (P No 1980)	Nautical Instructor	a. Assist CNS b. Prepare Nautical department Class routine. c. Coordinate with DoS and BSMRMU regarding Nautical departmental activities. d. Coordination and observation of Nautical department class and Exam. e. Arrange Nautical Instructor f. Arrange and coordinate ancillary courses g. Prepare and Upgradation Lesson Plan (Nautical Dept. & Ancillary) h. Routine work observation i. Feedback observation (Nautical Dept.) j. Accounts Officer k. Execute of all Nautical department activities l. Focal Point-Grievance Redress System (GRS)	Lieutenant Commander Kazi Sadiquzzaman Pias, (E), BN (P No 2956)
3.	Lieutenant Commander M Anisur Rahman Siddiqui, (G), BN (P No 2307)	Adjutant	a. Officer's Mess Secretary b. APA focal point c. Innovation Team leader d. Focal point-Right to Information (RTI) e. Coordinate for Sher-E-Bangla Medical College & Hospital.	Lieutenant Commander Md Milton Kobir, (G), BGBM, BN (P No 1980)

4.	Lieutenant Commander Kazi Sadiquzzaman Pias, (E), BN (P No 2956)	Engineering Instructor	<ul style="list-style-type: none"> a. Assist CE b. Coordinate with DoS and BSMRMU regarding Engineering departmental activities. c. Prepare Engineering department Class routines d. Routine work observation (Eng. Dept.) e. Arrange Engineering Instructor f. Observation and Execute of all Engineering department activities g. Electrical and Engineering Officer of the academy h. Maintenance Officer. i. Arrange Engineering Cadets visit for practical. j. PRO k. Focal Point-Integrity l. In-charge Swimming pool, Demo Hall, Generators, Electrical lab m. Upgradation of Website, Facebook page and YouTube Channel 	Lieutenant Commander Md Milton Kobir, (G), BGBM, BN (P No 1980)
5.	Md. Golam Raiyhan, Assistant Electrical Engineer	Assistant Electrical Engineer (Attachment)	<ul style="list-style-type: none"> a. CEO b. ICT officer c. Liaison with the BSMRMU and BU d. Arrange Instructor for academic subjects. e. Coordinate with visiting lecturers' salary f. Conduct exam, Prepare result and associated job 	Lieutenant Commander Kazi Sadiquzzaman Pias,(E),BN(P No 2956)
6.	Md. Mizanur Rahman, CPO	Seamanship Instructor	<ul style="list-style-type: none"> a. Administrative Officer b. Correspondence officer c. Development Officer d. Assistant Maintenance Officer e. All the civil works in progress f. Gardening g. Look after the routine of casual personnel and their salary 	Md. Abu Mahmud, CPO(GI)

7.	Md. Abu Mahmud, CPO(GI)	Parade Training Instructor	a. Cadet discipline b. Running the cadet routine	Md. Mizanur Rahman, CPO
8.	Pronay Kumar Haldar, PO(PTI)	Physical Training Instructor	a. Sports Officer b. OIC Gymnasium	Md. Mamun Mia, PORS (G)
9.	Md. Mamun Mia, PORS (G)	Signalling Instructor	a. OIC Cadets Mess b. OIC Store c. OIC Officers Mess d. MTO	Pronay Kumar Haldar, PO(PTI)

2. All previous CTM in this regard are to be superseded.
3. Handing/Taking over as required (where necessary) is to be completed by 25 February 2024.


Capt. S M Atiqur Rahman, BN
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Action:

All Concerned