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

Commandant Temporary Memorandum No: 0 5 /2024

Date:2/ 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	<ul> <li>a. Assist CNS</li> <li>b. Prepare Nautical department Class routine.</li> <li>c. Coordinate with DoS and BSMRMU regarding Nautical departmental activities.</li> <li>d. Coordination and observation of Nautical department class and Exam.</li> <li>e. Arrange Nautical Instructor f. Arrange and coordinate ancillary courses</li> <li>g. Prepare and Upgradation Lesson Plan (Nautical Dept. &amp; Ancillary)</li> <li>h. Routine work observation (Nautical Dept.)</li> <li>j. Accounts Officer</li> <li>k. Execute of all Nautical department activities</li> <li>l. Focal Point-Grievance Redress System (GRS)</li> </ul>	Lieutenant Commander Kazi Sadiquzzaman Pias, (E), BN (P No 2956)
3.	Lieutenant Commander M Anisur Rahman Siddiqui, (G), BN (P No 2307)	Adjutant	<ul> <li>a. Officer's Mess Secretary</li> <li>b. APA focal point</li> <li>c. Innovation Team leader</li> <li>d. Focal point-Right to Information (RTI)</li> <li>e. Coordinate for Sher-E-Bangla Medical College &amp; Hospital.</li> </ul>	Lieutenant Commander Md Milton Kobir, (G), BGBM, BN (P No 1980)

(P No 2956)  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  5. Md. Golam Raiyhan, Assistant Electrical Engineer (Attachment) Assistant Electrical Engineer (Attachment)  6. Md. Mizanur Rahman, CPO Seamanship Instructor and BSMRMU regarding Engineering department classivities. c. Prepare Engineering department Class routines. Goservation (Eng. Dept.) G. 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 C. Liaison with the BSMRMU and BU d. Arrange Instructor for academic subjects. c. Coordinate with visiting lecturers' salary f. Conduct exam, Prepare result and associated job  6. Md. Mizanur Rahman, CPO Seamanship Instructor b. Correspondence officer c. Development Officer b. Correspondence officer c. Development Officer	Lieutenant Commander Md	Assist CE Coordinate with DoS		Lieutenant Commander Kazi	4.
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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  5. Md. Golam Raiyhan,  Assistant Electrical Engineer  (Attachment)  Assistant  Electrical  Engineer  (Attachment)  Assistant  Electrical  Engineer  (Attachment)  Assistant  Electrical  Engineer  (Attachment)  Assistant  BSMRMU and BU  d. Arrange Instructor for academic subjects.  e. Coordinate with visiting lecturers' salary  f. Conduct exam, Prepare result and associated job  6. Md. Mizanur Rahman, CPO  Seamanship Instructor  a. Administrative Officer  b. Correspondence officer  c. Development Officer		Routine work			
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Md. Golam Raiyhan, Assistant Electrical Engineer  Electrical Engineer (Attachment)  Assistant Electrical Engineer (Attachment)  Assistant Electrical Engineer (Attachment)  BSMRMU and BU d. Arrange Instructor for academic subjects. e. Coordinate with visiting lecturers' salary f. Conduct exam, Prepare result and associated job  Md. Mizanur Rahman, CPO  Seamanship Instructor  B. Administrative Officer b. Correspondence officer c. Development Officer		Generators, Electrical lab			
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Instructor    Instructor   Development Officer   CF	NO 2930)	Coordinate with visiting lecturers' salary Conduct exam, Prepare			
	Md. Abu Mahmud, CPO(GI)	Correspondence officer Development Officer Assistant Maintenance Officer	-	Md. Mizanur Rahman, CPO	6.
e. All the civil works in progress f. Gardening g. Look after the routine of casual personnel and their salary		Gardening Look after the routine of casual			5

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	<ul><li>a. OIC Cadets Mess</li><li>b. OIC Store</li><li>c. OIC Officers Mess</li><li>d. MTO</li></ul>	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 <u>25</u> February 2024.

Capt. S M Atiqur Rahman, BN

Commandant 21/02/24 Bangladesh Marine Academy, Barishal

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Action:

All Concerned