

**IMPORTANT RURAL INFRASTRUCTURE DEVELOPMENT PROJECT: BHOLA DISTRICT**  
**Project Management Setup (GoB)**

Sl. No.	Name of Post	Qty.	Qualification	Scale / Amount (Taka)	Responsibilities/ Accountabilities
<b>Project Implementation Office</b>					
1	Project Director	1	B,Sc in civil Engineering	50000-71200 (Grade-4)	PD will be deputed to the project from existing setup or hold additional charge. He/She will be responsible to prepare an overall project implementation plan and detail designs and supervise various civil works with the assistance of field officials. Guide and supervise the officers and staff working in the project. Preparation of annual work plan and ensure implementation of project activities with assistance from the Executive Engineer. Making arrangement for timely release of fund. Implementation, monitoring and supervision of the project activities at the field level. Keep upward and downward liaison with the Ministry/Agency and the Executive Engineer respectively. Provide technical and other assistance to the Executive Engineer. Keep accounts/records of the project and give reply to the audit queries.
2	Senior Assistant Engineer	1	B,Sc in civil Engineering	35500-67010 (Grade-6)	The Personnel will be deputed to the project from existing setup. She/ He will assist the Project Director and Executive Engineer to prepare Annual Procurement Plan/Work plan as per approved DPP and PPR-2008. He/ She will frequently visit the field activities of project as per instruction of the Project Director; try to ensure the quality work of the project activities. He/ She will examine/verify the cost estimate, tender evaluation report and variation order of civil works & also will assist the Project Director to prepare the progress report and other report as wanted by the concern authority. He/ She is accountable for his all activities to the PD.
3	Sub-Assistant Engineer	1	Dip in Civil Engineering	16000-38640 (Grade-10)	The Concerned staff will be deputed to the project from existing setup/Out Sourcing. He/ She will assist the Project Director, Senior Assistant Engineer to examine/verify the estimate, drawing, design, bidding documents, tender evaluation report etc. He/ She will assist the Project Director to prepare the progress report, Annual Procurement Plan and other report as wanted by the concern authority. He/ She will frequently visit the field activities of the project as per instruction of the Project Director. He/ She is accountable for his all activities to the Project Director.

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4	Accountant	1	B.Com	12500-30230 (Grade-11)	<u>The concerned staff will be deputed to the project from existing setup.</u> He will perform his duties as per the instruction of the controlling authority. Directly work under the Accounts Officer in the works described in SL.6. He is accountable for his all activities to the Project Director.
5	Accounts Assistant	1	H.S.C. (Commerce group)	11000-26590 (Grade-13)	<u>The concerned staff to be Out Sourcing.</u> He will perform his duties as per the instruction of the controlling authority. Directly work under the Accounts Officer in the works described in SL-6. He is accountable for his all activities to the Project Director.
6	Office Assistant cum Computer Operator	1	H.S.C. with Computer Certificate course completed	9300-22490 (Grade-16)	<u>The concerned staff will be Out Sourcing.</u> He/ She will perform his duties as per the instruction of the controlling authority. He/ She will prepare & compose all office letters as per the instruction of authority and project Director. He/ She is accountable for his activities to the Project Director.
7	Driver	1	Class VIII with valid driving licence	9300-22490 (Grade-16)	<u>Personnel will be Out Sourcing.</u> He/ She will drive the official vehicle with follow the traffic rules as assigned by the authority of LGED. He/ She will maintain log book, updating tax token, fitness certificate, blue book etc. of the vehicle. He/ She will take necessary step so that the vehicle maintenance would be done in time. He/ She will ensure proper safety of the vehicle. He/ She is accountable for his all activities to the Project Director.
8	Office Support	1	Class VIII	8250-20010 (Grade-20)	<u>Personnel will be deputed Out Sourcing.</u> He/ She will perform his duties as per the instruction of the concern authorities. He/ She will carry files, reports, letter etc. He/ She will assist the project official for entertainment their guest (if needed).He/ She will operate the photocopier as per the instruction of concern authority. He/ She is accountable for his all activities to the PD.
<b>Total:</b>		<b>8</b>			

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### Organizational Setup

