

THE NATIONAL BROADCASTING AUTHORITY ORDINANCE, 1988

No.266-Pub-The following Ordinance made by the President of the People's Republic of Bangladesh , on the 24th May, 1986, is hereby published for general information:-

Ordinance No. XXXII of 1986 AN ORDINANCE

To provide for the establishment of the National Broadcasting Authority

WHEREAS it is expedient to provide for the establishment of the National Broadcasting Authority and for matters connected there with;

NOW, THEREFORE, in pursuance of the Proclamation of the 24th March,1982, and in exercise of all powers enabling him in that behalf, the President is pleased to make and promulgate the following Ordinance:-

1. **Short title.-** This Ordinance may be called the National Broadcasting Authority Ordinance, 1986.
2. **Definitions.-** In this Ordinance, unless there is anything repugnant in the subject or context,-
 - (a) "Authority" means the National Broadcasting Authority established under this Ordinance;
 - (b) "Chairman" means the Chairman of the Authority;
 - (c) "Member" means a member of the Authority;
 - (d) "Prescribed" means prescribed by rules made under this Ordinance.
3. **Establishment of the Authority.-**
 - (1) As soon as may be after the commencement of this Ordinance, the Government shall, by notification in the official Gazette, establish an Authority to be called the National Broadcasting Authority for carrying out the purposes of this Ordinance.
 - (2) The Authority shall consist of a Chairman and not less than three and not more than seven other members.
 - (3) The Chairman and other members shall be appointed by the Government from amongst persons who are in the service of the Republic and shall hold office on such terms and conditions as the Government may determine.
 - (4) The Chairman shall be the chief executive of the Authority.
 - (5) All decisions of the Authority shall forthwith be transmitted to the members shall exercise such powers and perform such functions as may be prescribed or as may be assigned to them by the Government or the Authority.
4. **Meetings of the Authority.-**
 - (1) The meetings of the Authority shall be held in such manner as may be prescribed: Provided that until rules are made in this behalf, the meetings of the Authority shall be held in such manner as may be determined by the Chairman.
 - (2) To constitute a quorum at a meeting of the Authority atleast three members shall be present.
 - (3) All meetings of the Authority shall be presided over by the Chairman and, in his absence, by a member authorised in writing by the Chairman.

- (4) All questions at a meeting of the Authority shall be decided by the votes of the majority of the members present and voting and, in the case of equality of votes, the person presiding shall have second or casting vote.
- (5) All decisions of the Authority shall be transmitted to the Government.
- (6) No act or proceeding of the Authority shall be invalid merely on the ground of existence of any vacancy in, or any defect in the constitution of, the Authority.

5. Functions of the Authority.-

- (1) The functions of the Authority shall be.-
 - (a) to control, manage, operate and develop the radio and television in Bangladesh;
 - (b) to implement policy of the Government in respect of radio and television broadcasting;
 - (c) to prepare plans and programmes for development of radio and television and, with the prior approval of the Government, execute such plans and programmes;
 - (d) to establish and maintain institutes for the instruction and training of person engaged or likely to be engaged in any activities connected with broadcasting radio and television;
 - (e) to make all purchases of plant, machinery and stores for radio and television within and without the country in accordance with the procedure laid down by the Government and to dispose of such plant, machinery and stores;
 - (f) subject to the approval of the Government, to negotiate and sign contracts and agreements with any foreign organisation in respect of any matter relating to radio and television;
 - (g) to associate with any international organisation engaged in any activities connected with radio and television;
 - (h) to exercise all such powers and do all acts and things as may be necessary for the efficient control, management, operation and development of radio and television;
 - (i) to do all other matters and things connected with, or ancillary to, any of the aforesaid functions.
- (2) The Authority, in the discharge of its functions, shall be guided on questions of policy by such general or special instructions as may, from time to time, be given by the Government.

6. Officers and other employees of the Authority.-

- (1) The Authority may, for the efficient performance of its functions, appoint such officers and other employees as it considers necessary and in such manner as may be prescribed.
- (2) All officers and other employees appointed by the Authority shall be Government servants and, subject to the provisions of this Ordinance, be governed by all law, rules, orders and notifications applicable to Government servants.
- (3) Notwithstanding anything contained in this section, all posts under the Authority which are borne on the Bangladesh Civil Service (Information) Cadre shall be filled by appointment made by the Government, but the persons serving in those posts shall be under the control of the Authority.

7. Finance.-

- (1) The Authority shall have its own fund which shall consists of -
 - (a) grants made by the Government;
 - (b) loans made by the Governments and obtained from other sources with the approval of the Government;
 - (c) foreign grants obtained by the Authority with the prior approval of the Government;
 - (d) income accrued from the license fees of radio and television;
 - (e) revenue from the sale of advertisement time in radio and television;
 - (f) money obtained from the sale proceeds of film records, tapes and discs containing programmes already broadcast;
 - (g) income from any other source.
 - (2) The Authority shall maintain its account with the Bangladesh Bank and draws from the accounts shall be made by the officers authorised by the Authority in accordance with the budget approved by the Government.
 - (3) The Authority shall provide for all administrative and operating expenses of radio and television, depreciation of assets thereof and repayment of loans, including interest thereon, received for the purposes of radio and television.
 - (4) The surplus from the revenue account of the Authority budget shall be utilised or disposed of at the end of each financial year in consultation with, and with the approval of, the Government.
8. **Transfer of certain assets and liabilities.-** All assets and undertakings, including lands, buildings, works, machinery, equipments, materials and plants belonging to or vested in the Radio Bangladesh and the Bangladesh Television shall stand transferred to and vest in the Authority, and all liabilities of the Radio Bangladesh and the Bangladesh Television in respect thereof shall be the liabilities of the Authority.
9. **Authority to review and revalue assets.-** The Authority shall, as soon as possible, initiate a review and revaluation of the assets of the Government in respect of radio and television in accordance with sound financial principles and restructure the capital and reconstruct financial obligations of the assets in accordance with the same principles and shall carry out such revaluation not often than every five years.
10. **Borrowing powers.-** The Authority may, with the approval of the Government borrow funds from internal or external sources.
11. **Budget.-** The Authority shall, by such date in each year as may be prescribed, submit to the Government for approval a budget for each financial year
12. **Accounts and audit.-**
- (1) The Authority shall maintain its accounts in such manner and form as may be directed by the Government in consultation with the Comptroller and Auditor General of Bangladesh, hereinafter referred to as the Auditor General.
 - (2) The account of the Authority shall be audited by the Auditor General in such manner as he deems fit.
 - (3) For the purpose of an Audit under sub-section (2), the Auditor General or any person authorised by him in this behalf, shall have access to all records, books, documents, cash, securities, stores and other property of the Authority and may examine the Chairman, member or any officer or employee of the Authority.

- (4) The Authority shall produce all such accounts, books and connected documents and furnish such explanations and information as the Auditor General or any person authorised by him in this behalf may require at the time of the audit.
- (5) The Auditor General shall submit his annual report to the Government and forward a copy thereof to the Authority.
- (6) The Government may, at any time, require the Auditor General to report to it upon the adequacy of measures taken by the Authority for the management of its financial matters.

13. Reports and statements.-

- (1) The Authority shall, as soon as possible after the end of every financial year, submit to the Government a report on the conduct of its affairs for that year.
- (2) The Authority shall submit to the Government at such time and intervals as the Government may specify-
 - (a) such returns, accounts, statement, estimates and statistics as may be required by the Government;
 - (b) information and comments asked for by the Government on any specific subject;
 - (c) copies of documents required by the Government for examination and any other purpose.

14. Payment of a fixed return on Government investment.- The Authority shall pay to the General Revenue a fixed return of such percentum on Government investment in Radio and Television as may be determined from time to time by the Government at the close of the preceding financial year.

15. Delegation of powers.- The Authority may, by general or special order delegate to the Chairman or any members or officer of the Authority any of its functions subject to such conditions as may be specified in the order.

16. Power to make rules.- The Government may, by notification in the *official Gazette*, make rules for carrying out the purposes of this Ordinance.

(Published in Bangladesh Gazette, dated: 25 May 1986.)

**THE NATIONAL BROADCASTING
AUTHORITY (AMENDMENT)
ORDINANCE, 1988**
Aa'v' k bs 18, 1988

bs 216 cre- MYcRvZŠx evsj v' tki ivócwZ KZK GZØviv 1988 mv'j i 7B Gw'c'j , Zwi tL cV'xZ Ges GZ` mstM msthv'RZ Aa'v' k wU mvavi tYi ÁvZv' c'Kw'kZ nBj t

National Broadcasting Authority Ordinance, 1986 Gi
mstkvabKt'í cV'xZ

Aa'v' k

th'tnZywbge'w'Z D't'í k' ci-YKt'í National Broadcasting Authority Ordinance 1986 (XXXII of 1986) Gi mstkvab mgx'Pxb I c'Qv'Rbxq ;

Ges th'tnZyism` Awatek'tb bvB Ges ivócwZi w'kU Bnv m'tšw RbKfv'te c'Zxqg'v' nBqv'tQ th, Av'í e'e'v' Mh'tYi Rb' c'Qv'Rbxq cwi w'w'Z we'`gvb i'w'nv'tQ;

th'tnZy MYcRvZŠx evsj v' tki msweav'tbi 93(1) Ab'ty'Q't' c'Ö'É y'gZvetj ivócwZ w'bg'e'fc Aa'v' k c'V'qb I Rvi x Kw'í t'j b t-

- 1| ms'w'f'ß w'k't'ivbg : GB Aa'v' k The National Broadcasting Authority (Amendment) Ordinance, 1988 bv'tg Aw'f'w'nZ nB'te |
- 2| Ord. XXXII of 1986 Gi section 3 Gi mstkvab : National Broadcasting Authority Ordinance, 1986 (XXXII of 1986) Gi section 3 t'Z, -
(K) sub-sections (2) Ges (3) Gi cwi e't'Z' w'bg'e'fc sub-sections c'Ö'Z'w'w'cZ nB'te , h_vt-

"(2) The Authority shall consist of the following members, namely :-

- (a) Director General, Radio Bangladesh, ex-officio ;
- (b) Director General, Bangladesh Television, ex-officio;
- (c) one person to be appointed by the Government from among persons in the service of the Republic; who shall be the member (finance);
- (d) three other persons to be appointed by the Government.

(3) The Government shall appoint one of the members to be the Chairman of the Authority.

(3A) The Chairman and the appointed members shall hold office on such terms and conditions as the Government may determine."; Ges

- (L) sub-section (5) Gi "All decisions of the Authority shall forthwith be transmitted to the members" kã_w'j i cwi e't'Z' "Subject to the provisions of the Ordinance, the Chairman and other members" kã_w'j I Kgv c'Ö'Z'w'w'cZ nB'te |

(Published in Bangladesh Gazette, dated: 11 April 1988.)

evsj vt`k teZvti i ewYvR`K KvHtgi Abtgvw`Z bxiZgvj v

- 1| teZvti i gra`tg cPvti i mel qm` cixyvi cL`ugK` wqZj emYvR`K` Bti i cmi Pj tKi Dci b`-`_mkte| tKib teZvi evZPer weAvcb mvgwMK fite ev Zvi tKib Ask we tkl cmi Pj K A_er GB` Bti i Ab` tKib ygZv cLb KgKZfI metePbvq hir` teZvti i cPvti i Abtgvw`Z evj qv gtb Kiv nq, Zvrv nBtj Zvrv tK ZvB cPvti i Rb` Abtgv` b` vtb eva` Kiv hvBte bv| Aek` weAvcb` vZv ev Zvrv cLZvba B`Qv Kvi tj D³ teZvi evZPer weAvctbi Abtgv` tbi Rb` gnvcmi Pj K, ti wvI evsj vt` tki vBKU Avte` b Kvi tZ cmi teb Ges tmB tytI gnvcmi Pj tKi wv vSb PgvS-evj qv MY` Kiv nte|
- 2| tKib weAvcb ev` ubmW`cL`Mtg mspvS-e`vcti hir` tKib cy` nBtZ ti wvI evsj vt` tki wei`tx AvBbMZ` vex Avbqb Kiv nq Zvrv nBtj mskO weAvcb` vZv ev th cLZv tbi Zid nBtZ D³ ubmW`cL`Mtg cPvi Kiv nBqvtQ D³ cLZv tbi wvI evsj vt` k tK AvBbMZ` vex mspvS-` yvZciY` vb Kvi tZ eva` _mkte|
- 3| t` tki AvBtbi minZ mvgAm` weavb Kvi qvB weAvcb mgjtni cmi Ki bv Kvi tZ nBte Ges Zvrv RbM tbi bmxZeva, kuj xbZv Ges agrq AbtgvZi cLZ` cior` vqK nBte bv|
- 4| cLZ`thMx cY`i v`v Kvi qv bq Ges weAvctbi gri dZ cPvi Z cY`i` _bvej xi Dci wvI Kvi qvB RbMb Zvrv tK MhY Kvi te GB bxiZB weAvcb cPvti i D`i`k` nBte|
- 5| teZvti i tKlZvtK` i agrq` cY`i Lvi`vi evj qvB gtb Kiv nBte bv eis GKRb vP`Skvj` `y` kv`g`g`gbv e`w³, vhib kuj xbZv Ges mZZvi cLZ` kkvkxj Ggb e`w³ evj qvB avi bv Kiv nBte|
- 6| ewYvR`K KvHtg Gi cY`i thgb teZvi cPvti i gra`tg cY`i` mejtqi mnvZv Kivi A`_wvZK` wqZj` cvj tb mKZ nBte Aci cY`i RbM tbi mI`^o msi`y` tbi mvgwRK` wqZj` cvj b Kvi te|
- 7| teZvti cPvi Z weAvctbi cLZ` RbM tbi we tkm msi`y`y Kivi cmi t`cY`tZ JIa cT`i weAvctb D`j` wZ` vxi cLZ` Abtgv` b` vtb we tkl mKZv Aej` p` MhY Kiv nBte| mI`n` gS`y`j` tqi Abtgv` b` e`ZvZ JIa cT`i weAvcb cPvi Kiv nBte bv|
- 8| cKZ`Z`_i e`vcti wq`_v Dm³ Ges Abtgv` ev eR`fbi gra`tg m`e` cL`Avr cmi nvi Kivi Rb` we tkl mKZv Aej` p` Kiv nBte| weAvctb Ggb` vex MhY Kiv nBte bv, hirv cY`i`v`y` fite wqU`v`v m`e` nBte bv|
- 9| ewYZ mgjtni Dci weAvcb ev tcl`Mtg MhY Kiv nBte bv t-
 - (K) Rbmvari tbi kmS`-fsm Kvi tZ cvti ev Aciva cL`Y`Zv mI`o Kvi tZ cvti A_er AvBb Agiv` Kvi tZ Drmrv w` tZ cvti Ggb we l q|
 - (L) Kiv tvi m`y` tbi AL`wZ RbK i Pbv, cy`K, ev eY`v|
 - (M) ce`Abtgv` b` e`wZ`ti` tK tKib agrq we l q|
 - (N) i vR`wvZK we l q ev e`w³ |
 - (O) e`emvq ev wkv`v cLZv tbi wev` mspvS`-GKZi dv cPvi |
 - (P) RmZMZ` ev miv`cL`wqK Nbv mI`o Kivi we l q|
 - (Q) gnvcmi Pj tKi ce`Abtgv` b` e`wZ`ti` tK P`v`i Rb` Avte` b|
 - (R) g`, MURv BZ`w` |
 - (S) eU`y`v`o mgjtni minZ gZ we tiva mI`o Kvi tZ cvti Ggb we l q|
 - (T) gr`j`x, hr` ym`f`c`c`l`b JIa ev Rbmvari tbi Kms`v`i` tK j`v`f`i Rb` Kiv R` j` w`v`v`v` Ggb we l q|
 - (U) bvBU Kve l g`i` i` v`Kib|
 - (V) thSb` `g`f`Zv, AKij` eva`K`, l Rb Kgv`v`v` BZ`w` we l q we tkl w`v`k`rmv` c`x`v`Z|
 - (W) gnvcmi Pj tKi ce`Abtgv` b` e`wZ`ti` tK cy`K, mvgwKx, mser` cT` BZ`w` |

10| ubmW`cL`Mtg l Z` f`y` weAvctbi` ``N`P` cmi gib vlogie`c nBte|

tcl`Mtg i` ``N` ^o	weAvctbi` ``N` ^o
10` ^o	60 tmt
15` ^o	90 tmt
20` ^o	120 tmt
30` ^o	150 tmt

11| ubmW`cL`Mtg i` g`ta` weAvctbi` v`v`v` `n`v` e`wZ`Z` tcl`Mtg Abtgv` we l q Gi gra`tg mskO`-cLZv tbi ev cY`i` big ev GZ` mspvS`-tKib we l q cL`y` ev cY`i`v` fite D`j` l`-Kiv hvBte bv|

12| eZ`gvb Pj yeAvcb nvi ej er` _mkte|

[Z`_` gS`y`j` tqi` `y`i` Kwj` w`c` bs` 8/8/78/-t`i` wvI` /31, Zvvi L: 01-01-1979]

CHARTER OF DUTIES

Director General

1. To act administrative head and be responsible for overall administration of the department.
2. To act as advise to the government on formulation of broadcasting policies.
3. To act as Principal Accounting Officer of the department within the budget provision.
4. To be responsible for execution of policies regarding the department as per acts, ordinances, rules and regulations and directives issued by the government for time to time.
5. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
6. To be responsible for appointing class II, II and IV employees of the department as per procedure laid down by the government from time to time.
7. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
8. To represent the department and, where personal representation is not possible, select representatives on his behalf.
9. To grant earned leave etc, to all class 1 Officers under him.
10. To hold regular coordination meetings with the officers under him to ensure speedy disposal of cases.
11. To inspect the field officers at least once in a quarter.
12. To allocate duties of officers.
13. To ensure revenue collection and safeguard government property under his charge.
14. To be responsible for all security matters of the department.
15. To provide guidance for liaison between the planners of different developments projects of the government and broadcasters.
16. To provide guidance to devise ways and means for wider participations of the country's talent in the programmes.
17. To provide guidance to formulate plans for audience participation programmes.
18. To provide guidance in execution of broadcasting policies to achieve national objectives.
19. To provide guidance for liaison and coordination with regional and international broadcasting organizations.
20. To provide guidance for organizing feedback of programmes.
21. Any other duties assigned by the government.

Deputy Director General (Programme)

1. To assist the Director General in the implementation of the policies of the government in all broadcasting matters.
2. To maintain liaison with the regional and international organizations and deal with them.
3. To be responsible for implementing international conventions and agreements concerning broadcasting.
4. To supervise the work of the subordinate officers and units.
5. Any other duties assigned by the Director General.
6. To inspect news officers and units regularly.

Deputy Director General (News)

1. To assist the Director General in the implementation of the policies of the government in all broadcasting matters.
2. To maintain liaison with the regional and international organizations and deal with them.
3. To be responsible for implementing international conventions and agreements concerning broadcasting.
4. To supervise the work of the subordinate officers and units.
5. Any other duties assigned by the Director General.
6. To inspect news officers and units regularly.

Director (Administration & Finance)

1. To assist the Director General in the in discharge of his duties.

2. To deal with the administration and financial matters of the department.
3. To coordinate the work of all wings of the department and maintain liaison with other agencies of the government.
4. To inspect field officers regularly under the guidance of the Director General.
5. Any other duties assigned by the Director General.

Additional Director (Admin & Finance)

1. To assist the Director (Admin & Finance) in all administrative matters of the departments.
2. To supervise the work of the all administrative personnel of the head quarters.
3. To be responsible for implementing international conventions and agreements concerning broadcasting.
4. To assist the Director (Admin & Finance) in all financial matters of the department.
5. To supervise the work of the all personnel to deal with financial matter of the headquarters.
6. Any other duties assigned by the superior officers.

Deputy Director (Admin & Finance)

1. To assist the Additional Director (Admin & Finance) in all administrative matters of Radio.
2. Any other duties assigned by the superior officers.
3. To assist the Additional Director (Admin & Finance) in all financial matters of Radio.

Accounts Officer

1. To assist Deputy Director (Admin & Finance) in financial matters of Radio.
2. To prepare budgets of the headquarters.
3. To scrutinize the budgets of all units of Radio.
4. To supervise budgets works.
5. To reconcile audit objections.
6. TO examine monthly expenditure statement of all units and proposal for re-appropriation of fund.
7. Any other duties assigned by the superior officers.

PROGRAMME WING

Director (programme)

1. To assist Additional Director General in implementation of the policies of the government.
2. To plan production and presentation of programme for home and external service.
3. To help maintain standard relating to programmes.
4. To evaluate programmes and conduct research for improvement.
5. To coordinate work of Additional Directors/Regional Directors .
6. To inspect regional station/units regularly to ensure implementation of directives regarding programmes.
7. Public relation.
8. To supervise the work of research, reference and publications.
9. Any other duties assigned by the superior officers.

Director (External Service)

1. To act as head of the office.
2. To project true image of Bangladesh abroad.
3. To help create understanding and goodwill for the country abroad.
4. To present social and cultural heritage of Bangladesh in true perspective.
5. To plan and supervise foreign language programme for different target areas of the world.
6. To present appropriate programme for the large Bangladeshi community living and working abroad.
7. Any other duties assigned by the superior officers.

Director (Liaison & Research/Education/Music)

1. To maintain liaison with various regional and international broadcasting organizations.
2. To collect reference materials continuously for enriching departmental library and achieves.
3. To evaluate listeners reaction to the programmes broadcasts.
4. To prepare plan for educational broadcasts.
5. To guide the regional stations with the regards the policies of music programmes.
6. Any others duties assigned by the superior officers

Director (Transcription Service)

1. To act as head of the office.
2. To prepare the cultural heritage of Bangladesh through sound broadcasting.
3. To project Bangladesh abroad through recorded programme.
4. To supply recorded materials about Bangladesh to other broadcasting.
5. To feed regional stations with special broadcasting materials from its library and archive.
6. To coordinate inter station programme exchange.
7. To conduct research for collecting authentic programmes materials.
8. To experiment with new production technique.
9. To handle with transcription materials.
10. To collect and preserve important broadcast documents.
11. Any other duties assigned by the headquarters.

Regional Director

1. To act head of the office.
2. To supervise and control operation of broadcasting at the station.
3. To execute the directives of the headquarters and government policies, relating broadcasting.
4. To coordinate work of all sections of the stations.
5. To maintain liaison maintain with government agencies.
6. To ensure maintenance of quality and standard programmes.
7. To maintain audience reaction of the programmes.
8. To select for talents in the region.
9. Public relation.
10. To be responsible for maintaining security of the station.
11. Any other duties assigned by the headquarters.

Director (Farm Broadcast)

1. To act as head of office
2. To plan programmes for educating the farmers in improved and scientific methods of farming
3. To organize community listening of programmes
4. To evaluate the farmers reaction to programme
5. Any other duties assigned by superior officers

Director (Commercial Service)

1. To act as head office
2. To plan programmes for commercial broadcast
3. To scrutinize advertisements in terms of code of ethics
4. To ensure proper relation of advertisement revenue and maintain accounts
5. Any other duties assigned by the headquarters

Editor/Deputy Director (Radio Publications)

1. To act as head office
2. To edit all materials for publication and be responsible for printing of journals, books etc.
3. Any other duties assigned by superior officers.

Deputy Regional Director/Deputy Director

1. To assist the regional Director/head of office in all matters relating to programme, administration, liaison and coordination.
2. To supervise the work of all programme officers and administrative staff and guide them.
3. To organize outside broadcast and audience participation programmes.
4. Supervise planning execution, production and presentation of programmes.
5. To vet and edit programme materials.
6. To scout for new talents.
7. Public relation.
8. Any other duties assigned by the Regional Director/head of office.

Business Manager (Commercial Service)

1. To assist the head of service in promoting sale of broadcasting time to earn revenue.
2. To maintain proper accounts of revenue.
3. To supervise work of sales personnel.
4. Any other duties assigned by the head of office.

Business Manager (Radio publications)

1. To assist the Editor in promoting sales of publications.
2. To secure advertisements for the publication to earn revenue.
3. Any other duties assigned by the Editor.

Assistant Regional Director/Assistant Director

1. To assist head of office/Deputy Regional Director in planning, producing and presenting programmes in conformity with the broadcasting policies.
2. To supervise the work of programme organizers and programme products.
3. To perform administrative and financial duties as assigned by superior officers.
4. To scout for new talents.
5. Public relation.
6. To evaluate programmes and conduct listener research.
7. To edit and vet programme materials.
8. To help promote community listening of programmes.
9. Any other duties assigned by superior officers.

Programme Organizer

1. To organize programme in conformity with the broadcasting policies.
2. To brief the talkers, writers, performers and staff artists about the programme.
3. To edit and vet programme materials.
4. To organize outside broadcasts and audience participation programmes.
5. To write scripts for programmes.
6. To help maintain quality and standard of programme.
7. To supervise and coordinate the work of programme producers, Staff Artistes and Casual Artistes and to assign their duties.
8. Public relation.
9. To scout for new talents.
10. to evaluate listeners reaction to programmes.
11. Any other duties assigned by superior officers.

NEWS AND MONITORING

Director (News)

1. To assist the Additional Director General in formulating policies about news and current affairs.
2. To coordinate and look after the administrative and professional functions of the Central News Organization and the news units on the head office.
3. To analyze the news the news and commentaries broadcast in the home and external services of Radio Bangladesh.
4. To maintain liaison with other media and various government agencies.
5. To plan and supervise coverage of national and international news.
6. To inspect news officers regularly.
7. Any other duties assigned by the Director General/Deputy Director General (News)

Director Monitoring

1. To act as head of office.
2. To guide the officers in the preparation and Broadcast of news bulletins and commentaries.
3. To plan coverage of news events and assign duties to officers.
4. To supervise and coordinate the work of the news units.
5. To analyze reaction to news coverage and advise higher authorities accordingly.
6. Public relation.
7. Any other duties assigned by the head quarters.

Controller of News

1. To assist Director (News) in all matters concerning news, commentaries and administration.
2. To supervise the work of the officers in the preparation and broadcast of news bulletins and commentaries.
3. To assign duties to officers and staff as well as News Readers.
4. To vet news bulletins and commentaries before broadcast.
5. Any other duties assigned by superior officers.

Additional Controller of News

1. To collect report and edit news and news bulletins and commentaries.
2. To supervise work of Producers, Translators and News Readers.
3. To maintain liaison with sources of news and other media.
4. Any other duties assigned by the Chief News Editor and other superior officers.

Deputy Controller of News

1. To assist Additional Director of monitoring reports.
2. To be supervise editing and preparation of monitoring reports.
3. To be responsible for conveying important news breaks to Central News Organization and higher authorities as speedily as possible.
4. To prepare summaries of world broadcast for release to the various agencies and authorities concerned.
5. To supervise the work producers.
6. Any other duties assigned by superior officers.

Assistant Controller of News

1. To assist News editors in all work of news/Monitoring
2. To supervise work of Junior Producers/Translators/Newsreaders.
3. Any other duties assigned by superior officers.

ENGINEERING**Chief Engineer**

1. To advise the Director General on all engineering matters and development works.
2. To take necessary stops for procurement operation and maintenance of all equipment and stores.
3. To formulate development projects and oversee their implementation.
4. To supervise the work of engineering officers and inspect field officers regularly.
5. To maintains liaison with other broadcast organizations of the world on technical matters.
6. Any other duties assigned by higher authorities.

Additional Chief Engineer

1. To assist Chief engineer in all engineering matters including engineering administration.
2. To supervise the work of engineering officers and staff at headquarters and field officers.
3. To inspect the field officers regularly to ensure proper functioning of the engineering services, maintenance of instillations, equipment and stores.
4. To assist the Chief Engineer in planning and executing development works.
5. When posted at a transmitting complex, he will act as head of office and be responsible for efficient operation and maintenance of the system.
6. Any other duties assigned by superior officers.

Resident Engineer/Senior Engineer

To act as an office head.

1. To be responsible for operation and maintenance of transmitters and other plants at his station.
2. To be responsible for maintenance of aerials, masts and transmission lines.
3. To supervise the work of officers and staff at his station.
4. To ensure proper maintenance, inventory and storage of technical store.
5. Any other duties assigned by superior officers.

Regional Engineer/Station Engineer

1. To act as head of the office/ assist Senior/ Residential Engineer in all engineering matters including engineering administration.
2. To be responsible for operation and maintenance of all equipment and plants for smooth and efficient broadcasting.
3. To supervise work of all technical personnel.

4. Any other duties assigned by superior offices.

Deputy Regional Engineer

1. To assist Regional Engineer Station Engineer/head of office in all engineering matters including engineering administration.
2. To supervise the work of all engineering and other personnel in his section.
3. To ensure proper operation and maintenance of equipment and stores.
4. When posted at Central Stores Pahartali, Chittagong, he will also net as head of office.
5. Any other duties assigned by superior officers.

Assistant Radio Engineer

1. To assist superior officers in all engineering work of broadcasting and administrative matters.
2. To supervise operation and maintenance of equipment and stores.
3. To supervise work of senior personnel at his station/office.
4. Any other duties assigned by superior officers.