Proposed Organogram of Education Engineering Department

CHIEF ENGINEER
01 x Chief Engineer
01 x Stenotypist
01 x Driver
01x MLSS
05

Additional Chief Engineer
(Establishment,Planning & Development)
01 x Additional Chief Engineer
01 x Stenographer
01 x Driver
01 x MLSS
04

Deputy Chief Architect
(DCA)
01 x Deputy Chief Architect
01 x Stenographer
01 x Driver
01 x MLSS
04

Superintending Engineer
(Design,Maintenance & Revenue)
01 x Superintendent Engineer (Civil)
01 x Steno Typest
01 x Driver
01 x MLSS
04

Superintending Engineer
Training,Research,Planing & Development,Monitoring &Evaluation)
01 x Superintendent Engineer (Civil)
01 x Steno Typest
01 x Driver
01 x MLSS
04

Director
(Administration & Finance)
01 x Director
01 x Stenographer
01 x Driver
01 x MLSS
04

Deputy Director (Administration)
01 x Deputy Director
01 x MLSS
02

Admin. Section

Deputy Director (Finance)
01 x Deputy Director
01 x MLSS

Accounts Section
01 x Accounts Officer
02x Accountant
01 x Accountant
02 x Account Asstt.(Cashier)
04 x Accounts Assistant/Asstt Acc cum Cashier/LDA cum Cashier
01x Office Assistant cum Computer Operator
01 x Driver
01 x MLSS
02 x Sweeper
19

Audit Section
01 x Accounts Officer (Audit)
01 x Accountant
02 x Accounts Asstt.
01x Office Assistant cum Computer Operator
05

Store
01 x Store Officer
01 x Supervisor (Store)
01 Office Assistant cum Computer Operator
01 x Store Keeper
01 x Store Keeper
06

Assistant Chief Architect (2 Nos.)
02 x Assistant Chief Architect
03 x Architect
05 x Drafsman / Cad Operator
01 x Drafsman / Cad Operator
01 x Ammonia Machine Oper.
01 x MLSS
14

Executive Engineer (Structural Design)
01 x Executive Engineer(Civil)
04 x Assistant Engineer(Civil)
07 x Draftsman / Cad Operator
01 x Draftsman / Cad Operator
01 x MLSS
14

Executive Engineer Maintenance & Revinue works)
01 x Executive Engineer(Civil)
03 x Assistant Engineer(Civil)
03 x Sub-Assistant Engineer(Civil)
01 xEstimator(Civil)
01x Data Entry Operator
01 x MLSS
12

Executive Engineer(Electrical (Electrical Design and Planning)
01 x Executive Engineer (D&P-Elec.)
02 x Assistant Engineer(D&P-Elec.)
03 x SAE/ Estimator (Electrical)
01x Draftsman / Cad Operator
01x Data Entry Operator
01 x MLSS
08

Programmer (Information and Communication Section)
01 x Programmer
02x Assistant Programmer
01x Data Entry Operator
01 x MLSS
05

Executive Engineer Training,Research,Planing &Development)
01 x Executive Engineer(Civil)
01 x Assistant Engineer(Electrical)
01x Draftsman / Cad Operator
01x Data Entry Operator
01 x MLSS
05

Executive Engineer (University,College & Board)
01 x Executive Engineer (Civil)
02 x Assistant Engineer(Civil)
03 x Sub-Assistant Engineer(Civil)
01 xEstimator(Civil)
01x Data Entry Operator
01 x MLSS
08

Executive Engineer (School,Madrasha &Technical Education)
01 x Executive Engineer (Civil)
01 x Assistant Engineer(Civil)
03x Sub-Assistant Engineer(Civil)
01 xEstimator(Civil)
01x Data Entry Operator
01 x MLSS
12

Circle Office (S.E. Office) (Dhaka City)
Assistant Engineer(Elec)
Manpower – 10/ EEE
01x Assistant Engr (Elec.)
04 x S. A. E.(Elec.)
01xOffice Assistant cum Computer Operator
06

Manpower - 08/ Circle
01 x Superintending Engineer
01 x Asstt. Engineer (Civil)
01x Sub-Assistant Engineer(Civil)
01 X UDA
01 X Accountant Assistant
01 x Driver
01 x MLSS
01 x Cash Peon
08

Zonal Office (EE. Office)
1. Dhaka Metro-01 (C1-a)
2. Dhaka District/Savar (C1)
3. Jamalpur District(C2)
4. Narayangonj District(C3)
5. Munshigonj District (C2)
6.Narsingdi District (C2)
7. Gazipur District(C3)
7. Manikgonj District (C2)

Assistant Engineer Office (06) (District)

Assistant Engineer Office (02) (Dhaka Metro)

Upazila SAE Office
(34 Nos.)
34x Sub-Assistant Engineer(Civil)
16x Guard/MLSS/Night Guard
18x Guard/MLSS/Night Guard
14

Manpower - 02 / Metro
01 x Assistant Engineer(Civil)
01 x Sub-Assistant Engineer(Civil)
01xOffice Assistant cum Computer Operator
01 x MLSS
14

Circle Office (S.E. Office) Dhaka
Assistant Engineer(Elec)
Manpower – 09/ AE.
01 x Assistant Engr (Elec.)
03 x S. A. E.(Elec.)
01xOffice Assistant cum Computer Operator
10

Manpower - 08/ Circle
01 x Superintending Engineer
01 x Asstt. Engineer (Civil)
01x Sub-Assistant Engineer(Civil)
01 X UDA
01 X Accountant Assistant
01 x Driver
01 x MLSS
01 x Cash Peon
08

Zonal Office (EE. Office)
1. Mymensingh District(C1-a)
2. Tangail District(C1)
3. Netrokona District(C2)
4. Sherpur District(C3)
5. Kishoregonj District(C2)
6. Netrokona District(C2)
7.Faridpur Dricrict(C1)
8.Gopalgonj (C3)
9.Rajbari District (C2)
10.Madaripur District (C2)
11.Shariatpur District (C2)

Assistant Engineer Office (11) (District)

Upazila SAE Office
(88 Nos.)
88x Sub-Assistant Engineer(Civil)
10x Guard/MLSS/Night Guard
78x Guard/MLSS/Night Guard

Rajshahi Circle Office (S.E. Office) (Rajshahi & Rangpur)
Manpower - 08/ Circle
01 x Superintending Engineer
01 x Asstt. Engineer (Civil)
01x Sub-Assistant Engineer(Civil)
01 X UDA
01 X Accountant Assistant
01 x Driver
01 x MLSS
01 x Cash Peon
08

Assistant Engineer(Elec)
Manpower – 06/ AE.
08 x S. A. E.(Elec.)
01xOffice Assistant cum Computer Operator
10

Zonal Office (EE. Office)
1. Rajshahi District(C1-a)
2. BograDistrict(C1)
3. Natore District (C1)
4. Sirajgonj District(C2)
5. Pabna District (C1)
6.Chapai Nawabgonj District(C3)
7. Naogaon District (C1)
8. Jaipurhat District (C3)

Assistant Engineer Office (08) (District)

Upazila SAE Office
(66 Nos.)
66x Sub-Assistant Engineer(Civil)
66x Guard/MLSS/Night Guard

Zonal Office (EE. Office)
1. Rangpur District (C1-a)
2. Dinajpur District (C1)
3. Thakurgaon District (C3)
4. Lalmonirhat District (C3)
5. Gaibandha District (C2)
6. Kurigram District (C2)
7. Nilphamari District (C3)
8. Panchagarh District (C3)

Assistant Engineer Office (08) (District)

Upazila SAE Office
(58 Nos.)
58x Sub-Assistant Engineer(Civil)
58x Guard/MLSS/Night Guard

Chittagong Circle Office (S.E. Office) (Chittagong & sylhet)
Manpower - 08/ Circle
01 x Superintending Engineer
01 x Asstt. Engineer (Civil)
01x Sub-Assistant Engineer(Civil)
01 X UDA
01 X Accountant Assistant
01 x Driver
01 x MLSS
01 x Cash Peon
09

Assistant Engineer(Elec)
01 x Assistant Engr (Elec.)
07 x S. A. E.(Elec.)
01xOffice Assistant cum Computer Operator

Zonal Office (EE. Office)
1. Chittagong District (C1-a)
2. Noakhali District (C1)
3. Comilla District (C1-a)
4. B-Baria District(C2)
5. Bandarban District (C2)
6. Cox's Bazar District (C2)
7. Rangamati District (C1)
8. Khagrachari District(C2)
9. Feni District (C3)
10. Chandpur District (C2)
11. Laxmipur District(C3)

Assistant Engineer Office (11) (District)

Upazila SAE Office
(99 Nos.)
99x Sub-Assistant Engineer(Civil)
99x Guard/MLSS/Night Guard

Zonal Office (EE. Office)
1. Sylhet District (C1-a)
2. Moulovi Bazar District (C2)
3. Sunamgonj District (C2)
4. Hobigonj District (C2)

Assistant Engineer Office (04) (District)

58x Sub-Assistant Engineer(Civil)
10 x Sub-Assistant Engineer(Civil)
38x Guard/MLSS/Night Guard

Khulna Circle Office (S.E. Office) (Khulna & Barisal)
Manpower - 08/ Circle
01 x Superintending Engineer
01 x Asstt. Engineer (Civil)
01x Sub-Assistant Engineer(Civil)
01 X UDA
01 X Accountant Assistant
01 x Driver
01 x MLSS
01 x Cash Peon
08

Zonal Office (EE. Office)
1. Khulna District (C1-a)
2. Jessore District (C1)
3. Magura District (C3)
4. Kushtia District (C1)
5. Meherpur District (C3)
6. Bagerhat District (C2)
7. Chuadanga District (C3)
8. Satkhira District (C2)
9. Narail District (C3)
10. Jhenidah District (C2)

Assistant Engineer Office (10) (District)

Upazila SAE Office
(59 Nos.)
40 x Sub-Assistant Engineer(Civil)
19 x Sub-Assistant Engineer(Civil)
59 x Guard/MLSS/Night Guard

Assistant Engineer(Elec)
Manpower – 06/ AE.
01 x Assistant Engr (Elec.)
05 x S. A. E.(Elec.)
01xOffice Assistant cum Computer Operator
07

Zonal Office (EE. Office)
1. Barishal District (C1-a)
2. Bhola District (C2)
3. Patuakhali District (C2)
4. Barguna District (C3)
5. Jhalakati District (C3)
6. Pirojpur District (C2)

Assistant Engineer Office (06) (District)

Upazila SAE Office
(40 Nos.)
25x Sub-Assistant Engineer(Civil)
15 x Sub-Assistant Engineer(Civil)
40 x Guard/MLSS/Night Guard

Manpower - Dhaka city &17 Old district XEN office(Category-1)
01 x Executive Engineer (Civil)
01 x Assistant Engineer (Civil)
01 x Sub-Assistant Engineer(Civil)
01 x Accountant
1/0 x UDA (Dhaka City,7 Divisional District & Mymensing District-Catogory-1a)
01 x Assistant Account/Asstt Acc cum Cashier/LDA cum Cashier
01 x Office Assistant cum Computer Operator
01 x Driver
01 x MLSS/Chowkider/Night Guard
9/8

Manpower - 26 district excluding Dhaka City & 17 Old district XEN offices(Category-2)
01 x Executive Engineer (Civil)
01 x Sub-Assistant Engineer (Civil)
01 x Accountant(Except Meherpur,Choadanga & Norayl District)
01 x Office Assistant cum Computer Operator
01 x Driver(i No. Temporary)
01 x MLSS/Chowkider/Night Guard
07

Manpower-21 district (Which district have 5/less upazila) XEN office (Category-3)
01 x Executive Engineer (Civil)
01 x Sub-Assistant Engineer (Civil)
2/1 x Accounts Assistant/ Office Assistant cum Computer Operator
01 x Driver
01 x MLSS/Chowkider/Guard/Night Guard
06

Manpower of 64 District Assistant Engineer
Manpower – 03 / District
01 x Assistant Engineer (Civil)
01 x Office Assistant cum Computer Operator
01 x MLSS
03

Total Post of Proposed Organogram(EED)
A. First Class Post = 229 Nos.
B. Second Class Post = 647 Nos.
C. Third Class Post = 352 Nos.
D. Forth Class Post = 649 Nos.
Total Post = 1877 Nos.

Manpower of 05 Circle Offices:
01 x Superintendent Engineer
01 x Asstt. Engineer (Civil)
01 x Sub-Assistant Engineer(Civil)
01 x Accountant Assistant
01 x Driver
01 x Cash Peon
5x 8:= 40 Nos.

Manpower of AE (Elec)Office:
5x Assistant Engr (Elec.)
32 x S. A. E.(Elec.)
05x Data Entry Operator Operator
42 Nos.

Manpower of-18- XEN Office(Catagory-1) :
01 x Executive Engineer (Civil)
01 x Assistant Engineer(Civil)
01 x Sub-Assistant Engineer(Civil)
01 x Accountant
01.0 x UDA
01 x Account Assistant/Asstt Acc cum Cashier/LDA cum Cashier
01 x Office
01 x MLSS/ Choukider/Guard/Night Guard
9x9 =9x 8 EE office = 153 Nos.

Manpower of-26- XEN Office(Catagory-2):
01 x Executive Engineer (Civil)
01 x Assistant Engineer (Civil)
01 x Sub-Assistant Engineer(Civil)
01 x Accountant
01 x Assistant Account/Asstt Acc cum Cashier/LDA cum Cashier
01x Office Assistant cum Computer Operator
01 x Driver
01 x MLSS/ Choukider/Guard/Night Guard
26 x 7 EE office = 182 Nos.

Manpower of-21- XEN Office(Catagory-3):
01 x Executive Engineer (Civil)
01 x Sub-Assistant Engineer(Civil)
01/2 x Account Account/Office Asst. cum computer Operator
01 x Driver
01 x MLSS/ Choukider/Guard/Night Guard
21 x 6 EE office = 126 Nos.

Main Power of Assistant Engineer's Office/ (Metropolitan Area)
01 x Assistant Engineer(Civil)
01 x Sub-Assistant Engineer(Civil)
01 x Data Entry Operator
01 x MLSS
02 x 14 Assistant Engineer's office = 28 Nos.

Main Power of Assistant Engineer's Office/ (District)
01 x Assistant Engineer (Civil)
01 x Data Entry Operator
01 x MLSS
64 x 3 Assistant Engineer's Office = 192 Nos.

CITIZEN CHARTER
Implementation of infrastructure development of all educational institutions under Ministry of Education and any other type of works assigned by government such as :
01. Construction of new building & reconstruction/extension of existing buildings.
02. Repair and maintenance of old building or any other type of structure.
03. Establishment of new educational institutions.
04. Design of all Architectural & Structural drawing.
05. Supply of all furnitures and equipment.
06. Planning, Programming, Monitoring and Supervision of all relevant Projects.
07. Co-ordination with the donors and consultants.
08. Tender processing.
09. Ensure the quality of all development works.
10. Matters related to administration and establishment of the Department.

Distribution of works

Head Office
01. Planning,programming,monitoring and overall supervision of all development projects.
02. Reviewing progress of works at various levels including field.
03. Matters relating to administration and establishment.
04. Co-ordination and supervision of all foreign aided projects.
05. Co-ordination with the donors and consultants.
06. Design of all Structural and Architectural drawings.
07. Approval of Tenders.
08. Co-ordination with Project Directors.
09. All training function.

Circle Office/SE Office
01. Functioning of rural administrative works.
02. Approval of Tender and Estimate on the basis of nature of work as power delegated by Chief Engineer.
03. Decision making to overcome various problems during execution of works.
04. Monitoring and supervision of development works.
05. After checking and examining the various data and reports which is forwarded to the HQ etc.

Zone Office (EE Office)
01. Invitation of Tender, Evaluation and recommended Tender forwarded to the approving authority for approval.
02. Monitoring, supervision and taking decision to implement the works timely and properly; to give directions for the execution of works.
03. Make payment to the contractor/supplier as DDO after verification and examination to the HQ etc.
04. Data and reports received from site office will forwarded to the Circle Office.

Assistant Engineer's Office /AE Office at District level:
01. Co-ordination and supervision of all works within the Districts.
02. To implement, monitor and supervision of works as per specification, design and drawing as well as the direction of the Executive Engineer.
03. To recommend bills of executed works of contractor/supplier to the Executive Engineer.
04. After verification and examination the data and reports received the Assistant Engineer will send to the Zone office.

Upazila Office/SAE Office
01. Co-ordination and supervision of all works entire of upazila.
02. Collection of various necessary data and convey to the Assistant Engineer.
03. To keep update records in the measurement book and to prepare bill of contractor/ supplier as per executed works and to send the bill the Assistant Engineer's office.
04. Any type of works assigned by upazila parishad.

Proposed List of Transport and Equipment:

A. Transport
01. Jeep = 93 Nos.
02. Microbus = 02 Nos.
03. Motor Cycle = 605 Nos.

B. Equipment
01. Computer = 267 Nos.
02. Photocopier = 72 Nos.
03. Duplicating Machine = 78 Nos.
04. Fax Machine = 78 Nos.
05. Ammonia Printing Machine = 02 Nos.
06. Plotter = 02 Nos.
07. Multi Media Projector = 06 Nos.

Total Post of Proposed Organogram in EED, Head Office
A. First Class Post = 39 Nos.
B. Second Class Post = 65 Nos.
C. Third Class Post = 49 Nos.
D. Forth Class Post = 22 Nos.
Total Post = 153 Nos.

Summary
Head Office = 137 Nos.
Circle/SE Office (08x12) = 72 Nos.
Zone Office (66x11) = 486 Nos.
Assistant Engineer's Office (Civil) = 222 Nos.
Upazila Office = 960 Nos.
Total Manpower = 1877 Nos.

LEGEND
■ Proposed new Post,
■ Temporary Revenue Post,
■ Permanent Revenue Post,
■ Temporary Executive Engineers' Office.