

Government of the People's Republic of Bangladesh
Information and Communication Technology Division (ICTD)

Present Organogram

Allocation of Business

1. Policy matters relating to Information and Communication Technology (ICT) in pursuance of national objectives and plans.
2. Matters relating to Digital Bangladesh Task Force and other national entities on ICT.
3. Co-ordination with other Ministries/Divisions in areas of ICT.
4. Undertaking promotional activities and providing support to ICT surveys, research, design and development wherever necessary in coordination with concerned persons and organisations as well as national and international agencies.
5. Commercialization of ICT services and formulation of guidelines for making those easily accessible to the people, and monitoring of its implementation.
6. Undertaking appropriate measures for integrating Bangladesh with the current ICT-related development initiatives in the international arena.
7. Secretariat administration and management of assets including financial and human resources, movable and immovable properties, as well as Key Point Installations.
8. Matters relating to- (i) Bangladesh Computer Council; (ii) Hi-Tech Park Authority; (iii) Office of the Controller of Certifying Authority; (iv) Administration and control of subordinate offices and organisations.

Allocation of Business

9. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
10. All laws and rules on the subjects allotted to this Division.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Undertaking any other measures needed for the promotion of ICT and making its services available at the door steps of the citizen.
13. Any other measures needed for the promotion of ICT and their application to the overall development of the nation.
14. Providing assistance to other Ministries/Divisions for the promotion of E-Governance, E-Infrastructure, E-Health, E-Commerce and similar other areas.
15. Taking initiatives on bridging the Digital Divide.

Secretary

Personnel-6
1×Secretary
1×PS to Secretary
1×Personal Officer (P.O)
1× Office Asst.-cum-Computer Operator
2×Office Support Staff (1 for Secretary & 1 for PS)

**ICT Wing
(Additional Secretary)**

Personnel-3
1×Additional Secretary
1×Personal Officer (P.O)
1×Office Support Staff

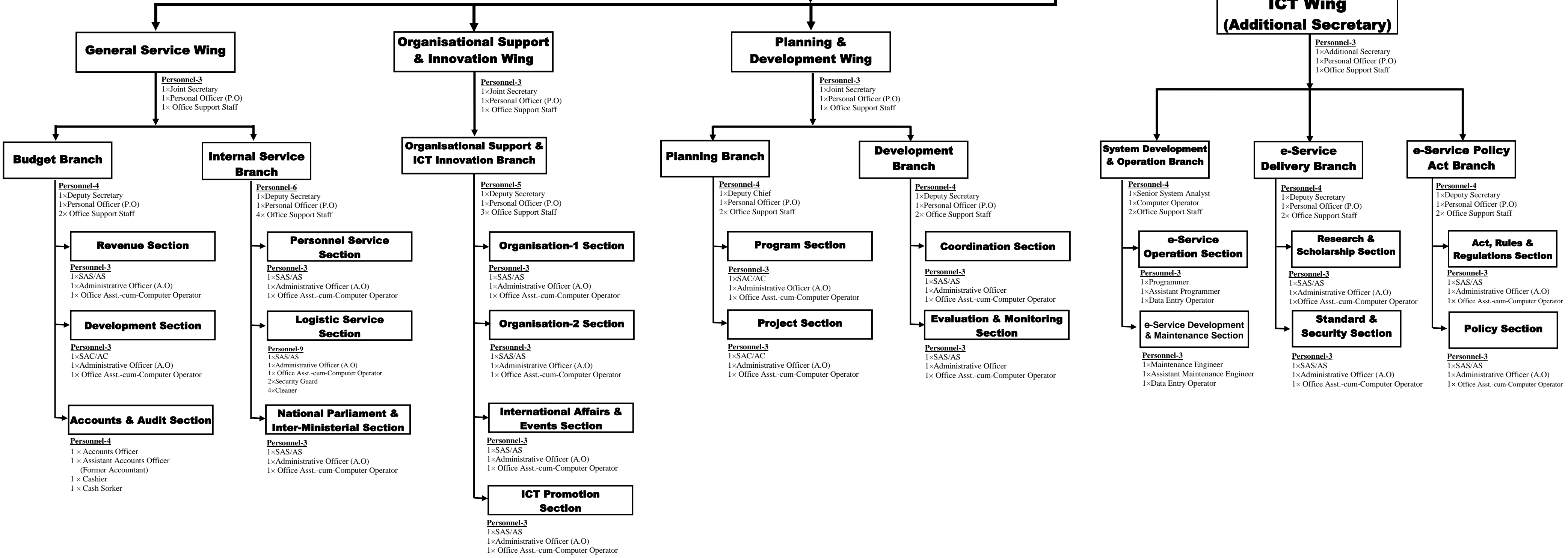


Table of Organisation and Equipment (TO&E)

1 st -9 th Grade Officials			10 th - 20 th Grade Officials			List of Office Equipments			List of Transports		
Sl.	Name of Post	Quantity	Sl.	Name of Post	Quantity	Sl.	Name of Office Equipments	Quantity	Sl.	Name of Transport	Quantity
1.	Secretary	01	15.	Administrative Officer (A.O)	17	1.	Photocopier	03	1.	Jeep	01
2.	Additional Secretary	01	16.	Personal Officer (P.O)	12	2.	Computer (with UPS)	44	2.	Microbus	04
3.	Joint Secretary	03	17.	Assistant Accounts Officer (Former Accountant)	01	3.	Laptop	10	3.	Motorcycle	02
4.	Deputy Secretary	06	18.	Computer Operator	01	4.	Notebook	02	Total 07		
5.	Deputy Chief	01	19.	Cashier	01	5.	Smart Board	02			
6.	Senior Assistant Secretary (SAS)/Assistant Secretary (AS)	14	20.	Office Assistant-cum-Computer Operator	18	6.	Multimedia Projector	02			
7.	Senior Assistant Chief (SAC)/ Assistant Chief (AC)	03	21.	Data Entry Operator	02	7.	Network Printer	16			
8.	PS to Secretary	01	22.	Cash Sorker	01	8.	Scanner	03			
9.	Senior System Analyst	01	23.	Office Support Staff (Former MLSS)	25	9.	Flatbed Scanner	04			
10.	Programmer	01	24.	Security Guard	02	10.	Fax Machine	02			
11.	Maintenance Engineer	01	25.	Cleaner	04	11.	Duplicating Machine	01			
12.	Accounts Officer	01	-	-	-	12.	GPS	02			
13.	Assistant Programmer	01	-	-	-	13.	CC TV	04			
14.	Assistant Maintenance Engineer	01	-	-	-	14.	Digital Camera	01			
	Total	36		Total	84	15.	Video Conferencing	02			
						16.	Server	04			
						17.	Switch	04			
						18.	Router	06			
						19.	Firewall	02			
						20.	Storage (SAN)	02			
						21.	Online UPS	04			
						22.	Generator	01			
							Total	121			

(Signature)
 মো. নজরুল ইসলাম খান
 সচিব
 তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার