

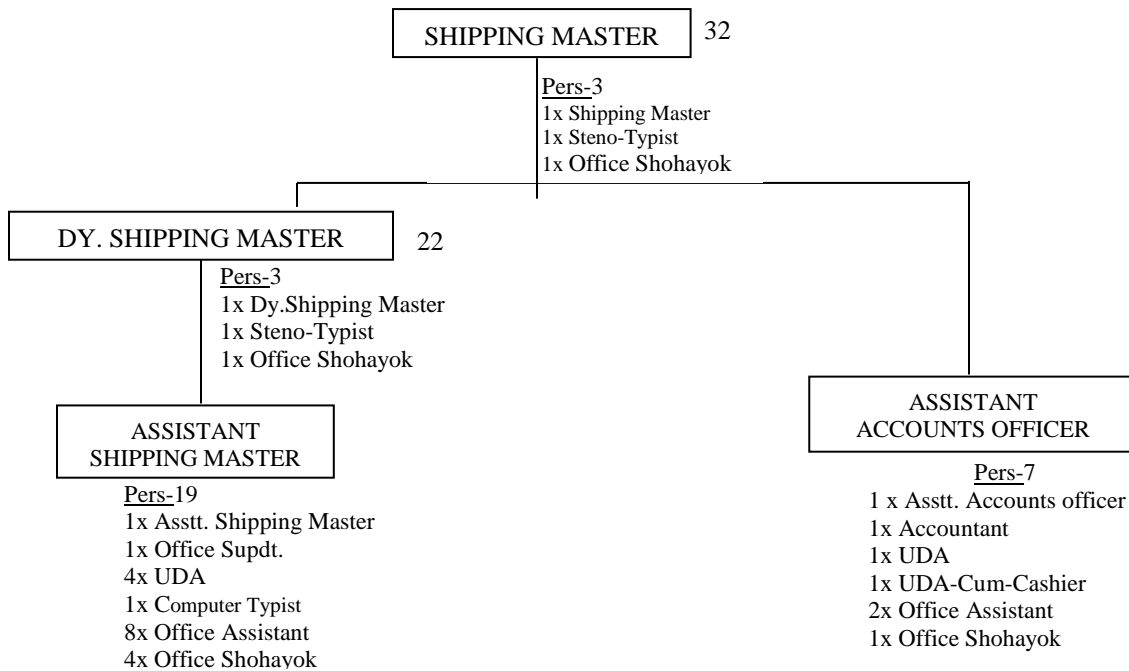
(Up-dated TO&E)

GOVERNMENT SHIPPING OFFICE DEPARTMENT OF SHIPPING MINISTRY OF SHIPPING

FUNCTIONS:-

1. Administration of parts I and II of the Merchant Shipping Act, 1923 and the rules framed there under from time to time.
2. To give rulings and interpretations on provisions of the Merchant Shipping Acts, Articles of Agreement, Maritime Board (Bangladesh).
3. Arbitration and settlement of problems/disputes between the Shipper and Seafarer/Unions and officers and Seafarers on employment and employment related problems often raised by foreign flag vessels/owner and Maritime Labour Organization.
4. Matters relating to employment of Bangladeshi seamen on foreign flag vessels and to negotiate on terms and Conditions therefore with the ranking representatives / Executives of foreign ship owner and unions visiting Bangladesh.
5. Liaison with foreign ship owners on matters of employment of Bangladeshi seamen of their vessels.
6. Recruitment of Fresher Seamen.
7. Preparation and execution of plan for training of fresher seamen in keeping with the modern day technological developments and requirements and facilitation for their engagement of different foreign going vessels.
8. Maintenance and operation of Seamen's Funds under different heads i.e., (a) Deferred Credit-1, (b) Deferred Credit-11 and (c) Gratuity.

ORGANISATION



SUMMARY OF MANPOWER			
Sl. No.	Name of posts	Gread	Revised by Enam Committee.
1.	Shipping Master	6	1
2.	Deputy. Shipping Master	9	1
3.	Assistant. Shipping Master	11	1
4.	Assistant Accounts Officer	11	1
5.	Office superintendent	13	1
6.	U.D. Assistant	13	5
7.	Accountant	11	1
8.	Steno-Typist	14	2
9.	U.D.A CUM-Cashier	13	1
	L.D.A -Office Assistant	16	10
10	Computer Typist	16	1
11.	Office Shohayok	20	7
	Grand Total		32

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

1. 7 x Computer Machines with Laser printers.
2. 8 x Computer Machines
3. 1x Fax Machine
4. 1 x Photocopier Machine.
5. 2 x Telephones at office
6. 1 x Telephone at office with internet connection
7. 1 x Telephone at Residence with Internet connection
8. 2 x Internet connection at office
9. 1x Overhead projector (Proposed)

