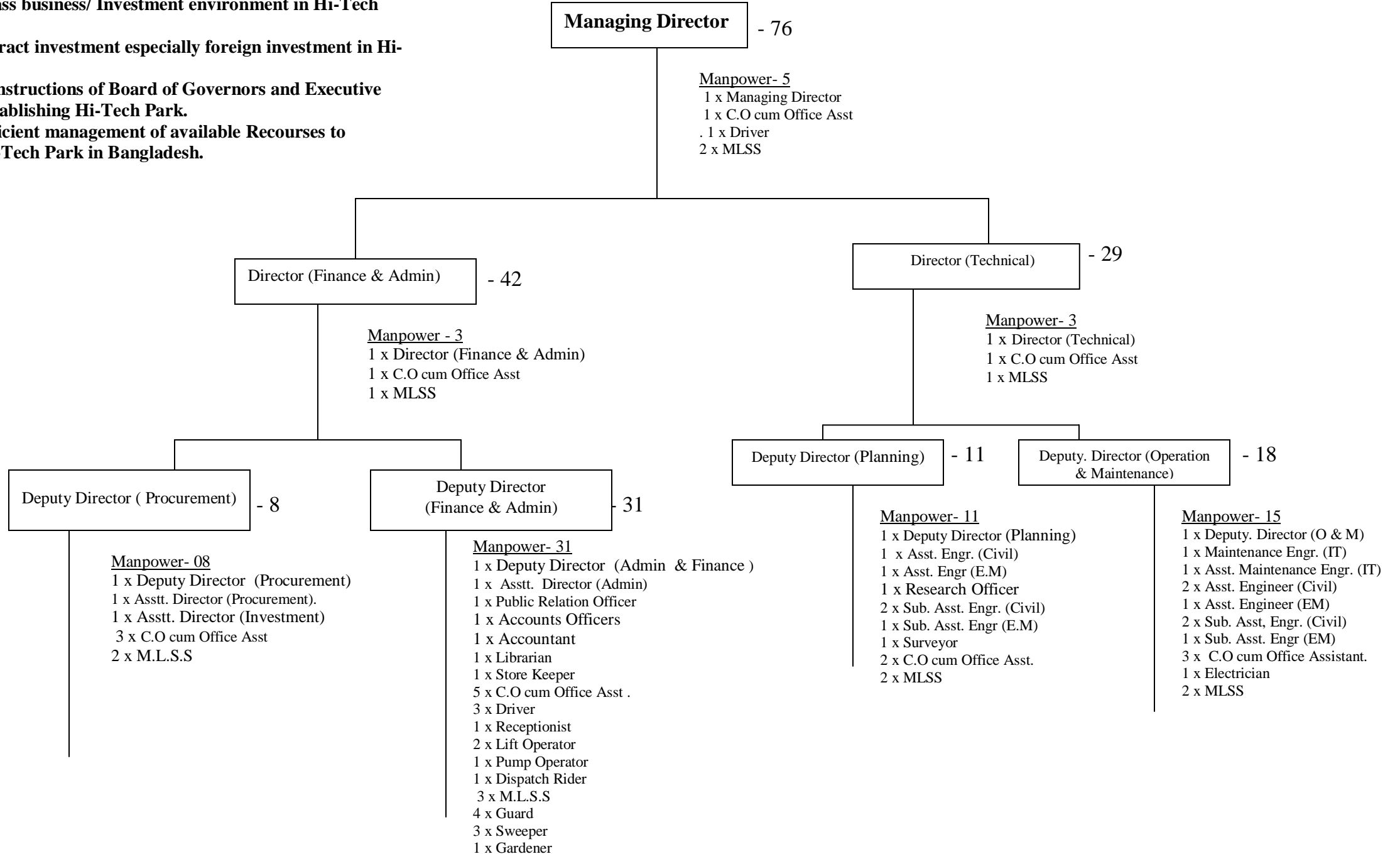


Responsibility:

1. Planning, Design & Implementation of New Hi-Tech Park in Bangladesh.
2. Ensure World Class business/ Investment environment in Hi-Tech Park.
3. Responsible to attract investment especially foreign investment in Hi-Tech Park .
4. To carry out the instructions of Board of Governors and Executive Committee for establishing Hi-Tech Park.
5. Responsible to efficient management of available Recourses to establishment Hi-Tech Park in Bangladesh.

Bangladesh Hi-Tech Park Authority
Organizational Set up



Summary of Manpower, Vehicle & Machinery

SL No.	Name of the Post of 1 st Class Officer	Number
1	Managing Director	01
2	Director (Finance & Admin/ Technical)	02
3	Deputy Director (Procurement/ Finance & Admin / Planning/ Operation & Maintenance)	04
4	Maintenance Engineer (IT)	01
5	Assistant Engineer (Civil- Operation & Maintenance/ Planning/ EM- Planning/ EM- Operation & Maintenance)	05
6	Assistant Maintenance Engineer (IT)	01
7	Assistant Director (Admin /Procurement/ Investment)	03
8	Accounts Officer	01
9	Research Officer	01
10	Public Relation Officer	01
Total		20

SL No.	Name of the Post of 4 th Class Employee	Number
1	Electrician	01
2	Pump Operator	01
3	Lift Operator	02
4	Dispatch Rider	01
5	M.L.S.S	13
6	Guard	04
7	Sweeper	03
8	Gardener	01
Total		26

SL No.	Name of the Post of 2 nd Class Officer	Number
1	Sub. Assistant Engineer. (Civil – Planning/ Operation & Maintenance/ EM – Planning/ Operation & Maintenance)	05
Total		05

Class Wise Manpower :

First Class = 20 Nos.

Second Class = 05 Nos.

Third Class = 25Nos.

Fourth Class = 26 Nos.

Total = 76 Nos.

SL No.	Name of the Post of 3 rd Class Employee	Number
1	Store Keeper	01
2	Librarian	01
3	Accountant	01
4	Computer Operator cum Office Assistant.	16
5	Receptionist	01
6	Surveyor	01
7	Driver	04
Total		25

Vehicles & other Equipments:

1x Jeep for MD

2X Car for Directors

1X Microbus for all officers

3x Air conditioner

Fax Machine- 01 No.

Photocopy Machine- 02 Nos

Plotter Machine-02 Nos.

PA Systems- 01 No.

Computer- 26 Nos.

Laptop - 04 Nos

Projector-01 No

Handy Camera- 01