

## Administration

### Reappointment and Appointment of Governor and Directors in the Board

12.1 Dr. Atiur Rahman was reappointed as Governor of Bangladesh Bank; effective from 1 May 2013. Dr. Mohammad Tareque and Dr. Nasiruddin Ahmed were Directors of the Board until 22 August 2012 and 13 November 2012 respectively. Dr. Mustafa Kamal Mujeri, Prof. Sanat Kumar Saha, Dr. Sadiq Ahmed and Prof. Hannana Begum were reappointed as Directors of the Board effective from 11 March 2013. Mr. Md. Shafiqur Rahman Patwari was the Director of the Board until 13 November 2012. Mr. Fazle Kabir was appointed as Director of the Board in place of Dr. Mohammad Tareque with effect from 22 August 2012. Mr. Md. Ghulam Hussain and Dr. M Aslam Alam were appointed as Directors of the Board in the positions of Dr. Nasiruddin Ahmed and Mr. Md. Shafiqur Rahman Patwari respectively; effective from 13 November 2012.

A total of ten meetings of the Board of Directors were held during FY13.

### Executive Committee

12.2 Under section 12(1) of Bangladesh Bank Order 1972 (President's Order No. 127 of 1972), the Executive Committee was constituted as follows:

Dr. Atiur Rahman	Chairman
Mr. Md. Abul Quasem	Member
Prof. Hannana Begum	Member
Mr. Md. Shafiqur Rahman Patwari	Member
Dr. M Aslam Alam	Member
Mr. Ahmed Jamal	Secretary

Prof. Hannana Begum was reappointed as

Member of the Executive Committee; effective from 10 April 2013. Mr. Md. Shafiqur Rahman Patwari was Member of the Executive Committee until 13 November 2012 and Dr. M Aslam Alam was appointed as Member of the Executive Committee in the position of Mr. Md. Shafiqur Rahman Patwari effective from 3 December 2012. During FY13, five meetings of the Executive Committee were held.

### Audit Committee of the Board

12.3 In line with the international practice for strengthening corporate governance, an Audit Committee comprising of four non-executive directors was formed on 12 August 2002 to assist the Board of Directors fulfil its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting and the audit process. The present composition of the Committee is as follows:

Dr. Mustafa Kamal Mujeri*	Convener
Prof. Hannana Begum*	Member
Mr. Md. Ghulam Hussain**	Member
Dr. M Aslam Alam**	Member

A total of four meetings of the Audit Committee were held during FY13.

According to the Internal Audit Department Charter approved by the Audit Committee of the Board of Directors of the BB, the Internal Audit Department (IAD) in FY13 indentified 48 auditable units (departments/ offices/ units/ cells) and constructed the audit plan for FY13. Audits were conducted twice a year in the 18 auditable units indentified as high risk and once a year in the other 30 auditable units identified as medium or low risk. The audit

\* reappointed with effect from 10 April 2013. \*\* appointed with effect from 27 November 2012.

reports were placed before the Governor and the Audit Committee of the Board. Four meetings of the Audit Committee were held during FY13. The guidance/ directives/ recommendations received by the IAD from the Governor and the Audit Committee were conveyed to the relevant auditable units for implementation. Progress reports on implementation of these guidance/ directives/ recommendations were placed before the meeting of the Audit Committee.

### Senior Management Team

12.4 The Senior Management Team (SMT) consists of Governor, 4 Deputy Governors, the Chief Economist and the Change Management Advisor. This team meets weekly and is responsible for the strategic policy decisions of BB.

### Executive Management Team

12.5 The Executive Management Team (EMT) consists of the Governor, 4 Deputy Governors, all Executive Directors and the Economic Advisor. This team reviews the implementation status of Bank's overall activities.

A total of 11 meetings of the EMT were held during FY13.

### New Appointment in Different Posts

12.6 During FY13, 11 Assistant Directors (Engineering-Civil), 10 Assistant Directors (Statistics), 4 Assistant Directors (Research), 3 Assistant Directors (General), 2 Assistant Directors (Engineering-Electrical), 2 Assistant Directors (Engineering-Mechanical), 7 Assistant Maintenance Engineers, 1 Medical Officer and 1 Female Medical Officer, 264 Cash Officers and 72 Staff have been appointed. New Appointment during FY13 was as follows:

Assistant Director (General)	3
Assistant Director (Engineering-Civil)	11
Assistant Director (Engineering-Electrical)	2
Assistant Director (Engineering-Mechanical)	2
Assistant Maintenance Engineer	7
Assistant Director (Research)	4
Assistant Director (Statistics)	10
Medical Officer	1
Female Medical Officer	1
Cash Officer	264
Staff	72
<b>Total</b>	<b>377</b>

The appointment of 177 Assistant Directors (General) was under process.

### Retirement, Voluntary Retirement, Compulsory Retirement, Resignation, Removal, Suspension and Death

12.7 The number of official/ staff of the Bank under retirement/ voluntary retirement/ compulsory retirement/ resignation/ removal/ suspension/ death during FY13 was as under:

Retirement	126
Voluntary Retirement	1
Compulsory Retirement	2
Resignation	27
Removal	2
Suspension	1
Death	9
<b>Total :</b>	<b>168</b>

### Creation/ Abolition of Posts

12.8 In FY13, 387 new posts of officials and 73 posts for the staff of the Bank have been created. In view of the importance of the job, 259 posts of officials and 100 posts of staff have been upgraded by abolishing the posts during this period. Three supernumerary posts were also abolished. As a result, the total number of posts (sanctioned strength) of the employees have been increased from 7498 to 7955 at the end of FY13.

### Sanctioned and Working Strength of Officials and Staff

12.9 The sanctioned and working strength of the Bank as on 30 June 2013 were as follows:

Category	Sanctioned strength	Working strength	Vacant
Class-I	4718	3867	851
Class-II	1323	321	1002
Class-III	1490	967	523
Class-IV	424	84	340
<b>Total</b>	<b>7955</b>	<b>5239</b>	<b>2716</b>

During FY13, working strength of officials (Class-I & Class-II) increased by 5.8 percent from 3959 to 4188 and the working strength of staff (Class-III & Class-IV) increased by 5.2 percent from 999 to 1051. At the end of the period, the ratio of officials to staff remains nearly 4t1. About 34 percent of the sanctioned posts remained vacant until 30 June 2013.

### Promotion

12.10 During FY13, 840 officials and 468 staffs were promoted to their next grade.

### Number of Officers on Deputation/ Lien

12.11 During FY13, 51 officials of the Bank were on deputation in different institutions of the country. A total of 25 BB officials were on lien during FY13, of which 9 officials were at home and 16 officials were abroad.

### Reorganisation/ Newly Established Departments of the Bank

12.12 During FY13, Foreign Exchange Inspection and Vigilance Department was divided into two new departments named 'Department of Foreign Exchange Inspection (DFEI)' and 'Financial Integrity & Customer Services Department (FICSD)'. Department of Currency Management and Payment Systems (DCMPS) was also divided into two new

departments named 'Department of Currency Management (DCM)' and 'Payment Systems Department (PSD)'. Two new departments named 'Green Banking and CSR Department (GBCSRD)' and 'Department of Banking Inspection-4 (DBI-4)' were established in the BB's head office. The 10th branch office of the Bank started operating in this year in Mymensingh. A new section named Non-Financial Asset & Inventory Management Section was established in Common Services Department-1 (CSD-1) in the head office. SME & Special Programmes Department in Chittagong, Khulna, Bogra, Rajshahi, Sylhet, Barisal, Rangpur and Mymensingh Office were also established.

### Welfare Activities and Approval of Scholarship

12.13 During FY13, an amount of Taka 3.00 million has been provided to the children of the officials/ staff as scholarships and Taka 0.50 million has been given as medical assistance from the *Karmachary/ Karmakarta Kallyan Tahbil*. In addition, an amount of Taka 46.42 million has been allotted to Bangladesh Bank Schools, Mosques, Clubs, Day Care Facilities, Freedom Fighters' Welfare Units etc. to carry out their recreation and welfare activities.

### Foreign Training and Study

12.14 During FY13, 681 officials of the Bank participated in different training courses/ seminars/ workshops abroad. Moreover, 25 officials were on deputation/leave for higher studies abroad during FY13.

### Domestic Training and Study

12.15 During FY13, a total of 959 officials of the Bank participated in different training courses/ seminars/ workshops etc. organised by different institutions (other than the BBTA)

within the country. Moreover, 1 official was allowed leave for higher study within the country during FY13.

### **Step towards Automation and Paperless Environment**

12.16 Introduction of online circulation of various documents such as administration circulars, office circulars, staff orders, office orders, departmental orders, memorandum was introduced. The BB intranet portal not only ensured wide spread circulation, but also provided a step towards a paperless work environment. The BB's employees can view their own personal and service information through this intranet portal. BB also introduced an automated system for casual leave management, repair maintenance management of building the (job slip management) and document management (inflow/outflow of documents) in FY13.

### **Reward and Recognition**

12.17 In FY13, five officials were honoured by awarding Bangladesh Bank Employees Recognition Award for their outstanding performance.

### **Training Courses, Workshops, and Seminars Conducted by the Bangladesh Bank Training Academy (BBTA)**

12.18 Bangladesh Bank Training Academy (BBTA) performed a wide range of activities to attain objectives of transforming itself into a world-class centre of excellence for imparting quality training to the officers of BB and the commercial banks, financial institutions including various Government and non-Government organisations. Apart from training, different seminars, workshops are also arranged at BBTA to enhance the capacity of the faculty members and update

them with the changing knowledge frontiers in various fields relating to economics, finance and banking. BBTA also arranged various programmes for the trainers with the help of trained personnel of advanced and specialised institutions at home and abroad. Keeping these in mind, BBTA conducted a total of 152 training courses/ workshops/ seminars during FY13, of which 116 training courses/ workshops/ seminars were held at the BBTA premises and 36 were held at other offices of BB. A total of 6787 participants took part in the courses. The courses conducted by the BBTA during FY13 are shown in Table 12.1.

### **Central Bank Strengthening Project**

12.19 The Central Bank Strengthening Project (CBSP) was designed in early 2003. Subsequently a Development Credit Agreement was signed between the People's Republic of Bangladesh and the International Development Association (IDA) in June 2003. BB also signed a Project Agreement with the IDA on 30 June 2003 as a project executing agency.

The CBSP has focused on improving the BB's efficiency through automating its business processes and undertaking large scale legal and functional reforms which will help to develop a robust and sustainable financial sector in the country. In order to fulfill these objectives, CBSP has executed various initiatives, that are grouped under several project components. Most of the components have been implemented successfully and are in operation now. According to the 4th revised TPP, the project value was Taka 4105.8 million of which IDA provided Taka 3182.1 million and with the rest financed by BB. The project was successfully completed on 31 December 2012.

**Table 12.1 Statement on Different Training Courses, Workshops, and Seminars Organised by the Bangladesh Bank Training Academy during FY13**

Sl. no	Subjects	Number of courses	Number of participants
1	2	3	4
<b>1.</b>	<b>Foundation Course</b>	<b>3</b>	<b>126</b>
a)	Foundation Course-2012 (Assistant Director)	1	59
b)	Foundation Course-2013 (1 <sup>st</sup> Batch) (Assistant Director)	1	45
c)	Foundation Course (AD, Specialised Departments) - 2012	1	22
<b>2.</b>	<b>Other Training Courses</b>	<b>114</b>	<b>5017</b>
<b>a)</b>	<b>For officials of the Bangladesh Bank</b>	<b>49</b>	<b>1471</b>
I)	Techniques of Bank & NBFIs Supervision & Inspection Report Writing.	3	72
II)	Foreign Exchange & Foreign Trade	2	52
III)	Financial Instruments & Derivatives	1	23
IV)	Core Risk Management	1	28
V)	Agriculture Financing & Rural Development	1	26
VI)	Human Resources Management & Development	1	29
VII)	E-commerce & E-banking	2	51
VIII)	Leadership, Team Building & Negotiation Skill	2	50
IX)	Integrity & Anticorruption	1	28
X)	Public Debt Management & Debt Securities Markets in Bangladesh	2	42
XI)	Key Activities & Current Issues of BB	3	155
XII)	Safety, Security & Disaster Management	2	53
XIII)	Methodology to Determine Counter Cyclical Capital Buffer under Basel III	1	30
XIV)	Global Financial Crisis: Supervisory Challenges and New Financial Regulations	2	52
XV)	Procedure of Filing a Suit and Technique of Court Procedure	1	27
XVI)	Green Banking: Opportunities and Initiatives in Bangladesh	1	51
XVII)	Stress Testing	2	48
XVIII)	Loan Classification, Provisioning & Re-scheduling	1	51
XIX)	Foreign Direct Investment & Portfolio Investment in Bangladesh	1	30
XX)	TOT Course on SME	1	27
XXI)	Modernisation of Cash Management	3	89
XXII)	Currency Management, Payment & Settlement System	1	27
XXIII)	Financial & Credit Derivatives	1	47
XXIV)	Capital Market in Bangladesh	1	33
XXV)	Financial Inclusion	1	55
XXVI)	Formulation and Implementation of Monetary Policy	2	53
XXVII)	Banking Laws & Regulations	1	29
XXVIII)	ICT Security Policy & ICT Guideline	1	29
XXIX)	Major Policy Issues/ Directives of BB	2	52
XXX)	Risk Based Capital Adequacy According to Basel II	2	50
XXXI)	Prevention of Money Laundering & Terrorist Financing	1	30

XXXII)	Strategic Planning & Management	1	21
XXXIII)	Document Management System(Inward & Outward) and Leave Management	1	31
<b>b)</b>	<b>For officials of the BB and/or Commercial Banks</b>	<b>65</b>	<b>3546</b>
I)	Foreign Exchange and Foreign Trade	2	74
II)	Money & Banking Data Reporting	4	150
III)	Major Policy Issues/Directives of BB	2	80
IV)	Foreign Exchange Transaction Reporting	7	325
V)	Micro Credit & SME Financing	1	29
VI)	Risk Based Capital Adequacy according to Basel II	2	66
VII)	Prevention of Money Laundering & Terrorist Financing	3	85
VIII)	Method of Detecting Genuine Notes	7	269
IX)	Web Based Online System Software	1	190
X)	Foreign Currency Account & Remittance	2	294
XI)	Insurance Business in Bangladesh	1	20
XII)	Elucidation of Acts, Guidelines & Circulars of BB	1	117
XIII)	Agriculture Credit & SME Financing	1	27
XIV)	FC Accounts: Opening & Operational Procedures	3	189
XV)	Bangladesh Automated Clearing House	1	235
XVI)	Detection, Disposal of Forged & Mutilated Notes	4	179
XVII)	Environmental Risk Management	1	100
XVIII)	Islamic Banking & Finance	4	100
XIX)	Orientation Course on Islamic Banking	1	31
XX)	Stress Testing	1	87
XXI)	Loan Classification, Provisioning & Re-scheduling	11	555
XXII)	Corporate Governance in Central Bank, Banks & NBFIs	2	51
XXIII)	Lease Financing	1	121
XXIV)	Financial Investigation to Combat Money Laundering & Counter the Financial of Terrorism	1	132
XXV)	CSR Activities of Banks & NBFIs	1	40
<b>3.</b>	<b>Workshops/ Seminars/ Lecture Sessions</b>	<b>13</b>	<b>968</b>
I)	Workshop on Economic Indicators	1	25
II)	CIB: BATCS Uploading & Online Reporting	9	824
III)	Workshop on Capital Market in Bangladesh	1	32
IV)	Workshop on Risk Assessment	1	54
v)	Workshop on Intranet Version of LAMs Software	1	33
<b>4.</b>	<b>Workshops/ Seminars/ Lecture Sessions: (On Request)</b>	<b>20</b>	<b>626</b>
I)	Training Course on Enterprise Resources Planning (ERP)	4	99
II)	Training Course on Enterprise Data Warehouse (EDW)	4	89
III)	Training Course on Banking Package	4	87
IV)	Training Course on Networking Package (LAN/WAN)	4	91
V)	Public Private Partnership (PPP)	1	114
VI)	Online IMP Form Management System, Online TM Form Management System, Online C-Form and Wage Earners Remittance Reporting System	1	102
VII)	Orientation Program for Cash Officers	1	35
VIII)	Foreign Exchange Management & Letter of Credit	1	9
<b>5.</b>	<b>International Programme</b>	<b>2</b>	<b>50</b>
I)	International Training of Trainers on Agricultural Financing & Rural Development (Jointly organised with CICTAB)	1	30
II)	International Training Course on "Central Banking Operation, Bangladesh Perspective" for the officials of Nepal Rashtra Bank	1	20
<b>Grand total(1+2+3+4+5)</b>		<b>152</b>	<b>6787</b>