

Administration

Meetings of the Board of Directors

13.1 A total of twelve meetings of the Board of Directors were held during FY14.

Executive Committee

13.2 Under section 12(1) of Bangladesh Bank Order 1972 (President's Order No. 127 of 1972), the Executive Committee during FY14 was as follows:

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

During FY14, 7(seven) meetings of the Executive Committee were held.

Audit Committee of the Board

13.3 In line with the international best practices for strengthening good governance, an Audit Committee was formed by the Board of Directors on 12 August 2002 comprising four non-executive Directors to assist the Board in discharging its oversight responsibilities on financial reporting, internal control and compliance and the auditing process. The composition of the current Audit Committee is as follows:

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

Dr. Jamaluddin Ahmed, FCA was appointed as a non-executive advisor to the Audit

Committee on 24 March 2014 to assist the Committee on issues related to accounting and financial reporting.

A total of six meetings of the Audit Committee were held during FY14.

In accordance with the Internal Audit Department Charter approved by the Audit Committee of the Board of Directors of the BB, the Internal Audit Department (IAD) in FY14 indentified 52 auditable units (departments/ offices/ units/ cells) and constructed the audit plan for FY14. Audits were conducted twice a year in the 21 auditable units indentified as high risk and once a year in the other 31 auditable units identified as medium risk or low risk. The audit reports were placed before the Governor and the Audit Committee of the Board. 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.

Executive Management Team

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

A total of 10 meetings of the EMT were held during FY14.

New Appointment in Different Posts

13.5 A total of 469 official/ staff have been appointed in different posts during FY14. New Appointment during FY14 was as follows:

Assistant Director (General)	154
Assistant Programmer	18
Assistant Director (Research)	9
Assistant Director (Statistics)	6
Assistant Director (Ex Cadre-Library)	6
Assistant Director (Ex Cadre-Law)	5
Assistant Director (Engineering-Civil)	4
Assistant Director (Engineering-Mechanical)	2
Assistant Director (Ex Cadre-Publication)	1
Officer (Ex Cadre-Nurse)	7
Officer (Ex Cadre-Publication)	3
Cash Officer	1
Staff	253
Total	469

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

13.6 The number of official/ staff of the Bank under retirement/voluntary retirement/resignation/removal/suspension/ death during FY14 was as under:

Retirement	166
Voluntary Retirement	2
Resignation	7
Removal	6
Suspension	2
Death	10
Total :	193

Creation/ Abolition of Posts

13.7 In FY14, 64 new posts of officials and 361 posts of staff were created. Considering the importance of the job, 202 posts of

officials and 10 posts of staff were upgraded by abolishing these posts during this period. 310 posts of Cash Officer, 28 posts of staff and 5 supernumerary posts were also abolished in FY14. At the end of the period, the total number of sanctioned post stood at 8037 compared to 7955 of the previous year.

Sanctioned and Working Strength of Officials and Staff

13.8 The sanctioned and working strength of the Bank as on 30 June 2014 were as follows:

Category	Sanctioned strength	Working strength	Vacant
Class-I	4778	3901	877
Class-II	1014	330	684
Class-III	1816	1065	751
Class-IV	429	172	257
Total	8037	5468	2569

During FY14, working strength of officials (Class-I & Class-II) increased by 1.03 percent to 4231 from 4188 and that of staff (Class-III & Class-IV) increased by 17.7 percent to 1237 from 1051 of the FY13. At the end of the period, the ratio of officials to staff remains nearly 3.42 : 1. About 32 percent of the sanctioned posts remained vacant at the end of June 2014.

Promotion

13.9 During the year, 694 officials and 34 staff were promoted to their next higher grade. In FY14, 16.4 percent of the officials and 2.75 percent of the staff working in the Bank were awarded promotion.

Number of Officers on Deputation/ Lien

13.10 At the end of FY14, 58 officials of the Bank were on deputation in different

institutions of the country and abroad. 31 officials were on lien of which 14 were working within the country and 17 abroad at the end of June, 2014.

Reorganisation/ Newly Established Departments of the Bank

13.11 During FY14, a cell named "Private Sector Development Cell" in SME and Special Programmes Department was established.

Welfare Activities and Approval of Scholarship

13.12 During FY14, an amount of Taka 5.37 million has been provided to the children of the officials/ staff as scholarship and Taka 0.40 million has been given as medical assistance from the Karmachary/ Karmakarta Kallyan Tahbil. Besides, an amount of Taka 51.15 million has been allotted to Bangladesh Bank Schools, Mosques, Clubs, Day Care, Freedom Fighters' Welfare Units etc. to carry out their recreation and welfare activities.

Foreign Training and Study

13.13 A number of 450 officials of the Bank participated in different training courses/ seminars/ workshops in abroad during FY14. Moreover, 29 officials were on deputation/ leave for higher study during the year.

Domestic Training and Study

13.14 During FY14, a total of 424 officials of the Bank participated in different raining courses/ seminars/workshops within the country organised by different institutions (other than the BBTA). Moreover, 48 officials were allowed leave for higher study within the country during FY14.

Step towards Automation and Paperless Environment

13.15 Online circulation of various documents like administration circular, office circular, staff order, office order, departmental order, memorandum etc. through BB intranet portal ensured widespread circulation of information. Transparency of management has been increased as employees have got access to their own personal and service information through Intranet Portal. Automated system for casual leave management, repair & maintenance management of buildings (job slip management) and document management (inward/outward of documents) made services more convenient in FY14.

Reward and Recognition

13.16 In FY14, ten individual and/ or team were awarded for the year 2012 according to 'Bangladesh Bank Employees Recognition & Reward Policy-2013'. Among them five officials were honoured by gold medal (individually) and eleven officials (two individually and nine individuals in three teams) by silver medal for their outstanding performance. Two renowned economists (Professor Muzaffer Ahmad and Swadesh Ranjan Bose) are awarded 'Bangladesh Bank Award-2013' (posthumous) for their outstanding contribution in the field of Bangladesh Economy.

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

13.17 Bangladesh Bank Training Academy (BBTA) conducts a number of quality training programmes with a view to improve

Table 13.1 Statement on different training courses, workshops and seminars organised by the Bangladesh Bank Training Academy during FY14

Sl. no	Subjects	Number of courses	Number of participants
1	2	3	4
	1. Foundation Course	3	142
	a) Foundation Course (AD)	2	122
	b) Foundation Course (Assistant Programmer) - 2013	1	20
	2. Other Training Courses	114	5017
	a) For officials of the Bangladesh Bank	39	1174
	I) Techniques of Bank & NBF Supervision & Inspection Report Writing.	3	72
	II) Major Policy Issues/Directives of Bangladesh Bank	2	51
	III) Agriculture Financing & Rural Development	1	17
	IV) e-Commerce & e-Banking	1	33
	V) Leadership, Team Building & Negotiation Skill	1	17
	VI) Integrity & Anticorruption in Financial Sector	2	53
	VII) Public Debt Management & Debt Securities Markets in Bangladesh	1	23
	VIII) Key Activities & Current Issues of Bangladesh Bank	1	59
	IX) Stress Testing	2	65
	X) Modernisation of Cash Management	5	142
	XI) Currency Management, Payment & Settlement System	1	30
	XII) Formulation and Implementation of Monetary Policy	1	24
	XIII) Banking Laws & Regulations	1	30
	XIV) ICT Risk Management & ICT Guideline	3	96
	XV) Risk Based Capital Adequacy According to Basel II	1	17
	XVI) Green Banking: Opportunities and Initiatives in Bangladesh	1	72
	XVII) Bond and Fixed Income Securities	1	30
	XVIII) FX Risk Management	1	29
	XIX) SME Banking Strategy	1	61
	XX) Supervisory Process & Legal Framework of Bank Supervision.	1	22
	XXI) Risk Management in Banks	1	27
	XXII) UCP-600 Related Issues	1	26
	XXIII) Credit Report	1	32
	XXIV) Current Issues of Islamic Banking & Finance	1	68
	XXV) International Trade Financing	2	55
	XXVI) Open Market Operation Through Treasury Bill/Bond and its Impact	1	23
	b) For officials of the BB and/or Commercial Banks	66	3141
	I) Islamic Banking & Finance	3	90
	II) Mobile & e-Banking In Bangladesh	1	113
	III) Money & Banking Data Reporting	6	225
	IV) Detection, Disposal of Forged & Mutilated Notes	13	829
	V) Policy & Directives of BB	3	115
	VI) Risk Based Capital Adequacy according to Basel II	3	70
	VII) Prevention of Money Laundering & Terrorist Financing	3	85
	VIII) Foreign Exchange & Foreign Trade	6	215
	IX) Green Banking & Risk Management	1	85
	X) Foreign Exchange & Transaction Reporting	5	216
	XI) Agriculture Credit & SME Financing	2	55
	XII) FC Accounts: Opening & Operational Procedures	6	478
	XIII) Loan Classification, Provisioning & Re-scheduling	6	265
	XIV) Corporate Governance in Banks	1	31
	XV) SME Lending Practices & Regulatory Framework	2	37
	XVI) Online Foreign Exchange & Transaction Reporting	4	206
	XVII) Credit Risk Management	1	26
	3. Workshops/ Seminars/ Lecture Sessions	16	1040
	I) CIB: BATCS Uploading & Online Reporting	5	261
	II) Workshop on Capital Market in Bangladesh	1	33
	III) Sustainable Development (Bangladesh Perspective)	1	66
	IV) CIB Business Rules & Online Systems	8	580
	v) Executive Development Seminar	1	100
	4. Workshops/ Seminars/ Lecture Sessions: (On Request)	12	534
	I) Training Course on Enterprise Resources Planning (ERP), HR & Payroll Module	1	27
	II) Training Course on Enterprise Data Warehouse (EDW)	2	41
	III) Training Course on Banking Package	1	22
	IV) Online IMP Form Management System, Online TM Form Management System, Online C-Form and Wage Earners Remittance Reporting system	1	82
	V) Orientation Program for the Officers of Cash Department	5	183
	VI) Hands on Training Program on Contact Service Management under ERP	1	30
	VII) Training for NGO's on AML/CFT Guideline	1	149
	Grand total (1+2+3+4+5)	136	6031

professional skill and efficiency of the officials of Bangladesh Bank as well as commercial banks, financial institutions including various Government and non-government organisations. Besides, different types of seminars, workshops are also arranged by BBTA. In order to provide the faculty members with updated information/knowledge 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. BBTA conducted a total of 136 training courses/workshops/seminars during FY14. A total of 6031 participants participated in the above mentioned courses. Besides, the in-house activities, BBTA also arranged several outreach programmes in different offices of Bangladesh Bank during FY14. BBTA also publishing a half yearly journal named "Thoughts on Banking & Finance" regularly since 2012. The courses conducted by the BBTA during FY14 are shown in Table 13.1.

Central Bank Strengthening Project

13.18 The Central Bank Strengthening Project (CBSP) was designed in early 2003 to address the functional reorganisation and modernisation of BB with the financial and technical assistance of the World Bank.

The main purpose of CBSP was to transform Bangladesh Bank into a modern and dynamic central bank capable of regulating and supervising the financial sector of the country more effectively and efficiently. The project was successfully completed on 31 December 2012. At present, the maintenance and other post-operative functions of various

components are being performed by CBSP utilising BB fund. CBSP has executed various initiatives, under several project components.

Countrywide network infrastructure has connected all offices of Bangladesh Bank which facilitated automation of all its business functionalities. All banking functionalities including most of the financial transaction of the Government have been automated. All the accounts of the Government are now balanced everyday after the transaction hour automatically. In addition, 'Enterprise Data Warehouse' has been providing real-time decision support in key areas of financial sector.

Bangladesh Automated Clearing House (BACH), Bangladesh Electronic Fund Transfer Network (BEFTN), National Payment Switch (NPSB) have been established to build an efficient electronic payment infrastructure in the country. Moreover, Mobile Banking Operation has been introduced for facilitating easy and faster distribution of local and foreign remittances, ensuring easy payment of different utility bills and Government grants etc.

Suspicious Transaction Report (STR) and Cash Transaction Report (CTR) systems have been implemented to ensure prevention of terrorism, terrorist financing and money laundering activities more effectively.

Besides, some other initiatives such as Exp Online Monitoring System, Large Loan Monitoring System, Electronic Dashboard etc. have been undertaken to strengthen the supervision system of Bangladesh Bank, with the objective of ensuring a stable and disciplined financial system in the country.