

## Administration

### Appointment of New Directors in the Board

13.1 Mr. Mahbub Ahmed and Mr. Md. Nojibur Rahman were appointed as Director of the Board in place of Mr. Fazle Kabir and Mr. Md. Ghulam Hussain with effect from 27 July 2014 and 25 January 2015 respectively.

A total of eight meetings of the Board of Directors were held during FY15.

### Executive Committee

13.2 Under section 12(1) of Bangladesh Bank Order 1972 (President's Order No. 127 of 1972), the Executive Committee during FY15 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 FY15, 6 (six) meetings of the Executive Committee were held.

### Audit Committee of the Board

13.3 According to 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
Mr. Md. Nojibur Rahman*	Member

\*= Mr. Md. Nojibur Rahman was appointed as member of the Audit Committee in place of Mr. Md. Ghulam Hussain with effect from 5 March 2015.

Mr. Aminur Rahman Chowdhury, FCA was appointed as a non-executive financial advisor to the Audit Committee on 9 June 2015 in place of Dr. Jamaluddin Ahmed, FCA to assist the Committee on issues related to accounting and financial reporting.

A total of 8 (eight) meetings of the Audit Committee were held during FY15.

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) identified 52 auditable units (departments/offices/units/cells) and constructed the audit plan for FY15. Audits that identified as high risk were conducted twice a year in 21 auditable units and the rest of 31 auditable units were identified as medium risk or low risk and audits were conducted once a year. 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, Economic Advisor and all Executive Directors. This team reviews the implementation status of Bank's overall activities.

A total of 5 (five) meetings of the EMT were held during FY15.

### New Appointment in Different Posts

13.5 A total of 886 officials/ staff were appointed in different posts during FY15. New appointment during FY15 was as follows:

Assistant Director (General)	398
Assistant Director (Statistics)	1
Assistant Director (Ex Cadre-Publication)	3
Assistant Director (Ex Cadre-Library)	1
Assistant Director (Ex Cadre-Law)	1
Assistant Director (Engineering-Civil)	2
Assistant Director (Engineering-Electrical)	1
Assistant Director (Engineering-Mechanical)	1
Assistant Programmer	5
Assistant Maintenance Engineer	14
Officer (Ex Cadre-Publication)	2
Officer (Ex Cadre-Nurse)	1
Medical Officer	4
Cash Officer	1
Staff	451
<b>Total</b>	<b>886</b>

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

13.6 The number of officials/ staff of the Bank under retirement/ voluntary retirement/ resignation/ removal/ suspension/ death during FY15 was as under:

Retirement	166
Voluntary Retirement	2
Resignation	10
Death	10
Compulsory Retirement	2
Suspension	6
<b>Total :</b>	<b>196</b>

### Creation/ Abolition of Posts

13.7 In FY15, 78 new posts of officials and 12 posts of staff were created. Considering the importance of the job, 60 posts of officials and 22 posts of staff were upgraded by abolishing these posts during this period. Three posts of officials were also abolished in FY15. At the end of the year, the total number of sanctioned posts stood at 8124 compared to 8037 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 2015 were as follows:

Category	Sanctioned strength	Working strength	Vacant
Class-I	4851	4120	731
Class-II	1016	310	706
Class-III	1817	1387	430
Class-IV	440	250	190
<b>Total</b>	<b>8124</b>	<b>6067</b>	<b>2057</b>

During FY15, working strength of officials (Class-I & Class-II) increased by 4.70 percent to 4430 from 4231 and that of staff (Class-III & Class-IV) increased by 32.34 percent to 1637 from 1237. At the end of the year, the ratio of officials to staff remained about 2.71:1. About 25.32 percent of the sanctioned posts remained vacant on 30 June 2015.

### Promotion

13.9 During the year, 670 officials and 116 staffs were promoted to their next higher grade. In FY15, 15.12 percent of the officials and 7.09 percent of the staffs working in the Bank were awarded promotion.

### Number of Officers on Deputation/ Lien

13.10 At the end of FY15, 65 officials of the Bank were on deputation in different institutions of the country and abroad. 44

officials were on lien, of which 30 were working within the country and 14 abroad.

### **Reorganisation/ Newly Established Departments of the Bank**

13.11 During FY15, a cell named "Integrated Supervision Management Cell" was established in Bangladesh Bank, Head office. A cell named "ICT Cell" and an unit named "Women Entrepreneur Development Unit" were established in Chittagong, Khulna, Rajshahi, Bogra, Rangpur, Sylhet, Barisal and Mymensingh offices. A cell named "Vigilance Cell" under Department of Financial Institutions and Market was also established. Information Systems Audit & Compliance Division and Website & Intranet Division in ITOCD were established too.

### **Welfare Activities and Approval of Scholarship**

13.12 During FY15, an amount of Taka 0.40 million was given as medical assistance from the Karmachary/ Karmakarta Kallyan Tahbil, established under the auspicious of the Governor. Besides, an amount of Taka 58.75 million was 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 435 officials of the Bank participated in different training courses/ seminars/ workshops in abroad during FY15. Moreover, 35 officials were approved of deputation and/or study leave.

### **Domestic Training and Study**

13.14 During FY15, a total of 2892 officials of the Bank participated in different training courses/seminars/workshops within the country organised by different institutions

(other than the BBTA). Moreover, nine officials were allowed leave for higher study within the country during FY15.

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

13.15 Document Management System (DMS) has been implemented successfully. It is the beginning of e-noting system. All kind of documents which are moving inward or outward can be searched through Document Management System (DMS). The process of implementing e-noting system is going on. In order to create a central archive for all the documents, document archive process has been initiated. E-attendance system has been introduced. Automated system for ordinary leave has been incorporated under leave management system. Employees can now apply for ordinary leave through this system. These steps make day to day operational services more comfortable for the employees as well as help the bank to create a paperless environment.

### **Reward and Recognition**

13.16 In FY15, 10 individual and/or team were awarded with Bangladesh Bank Employees Recognition Award for 2013 according to 'Bangladesh Bank Employees Recognition & Reward Policy-2013'. Among them five officials were honoured by gold medal (individually) and 18 officials (18 individuals in five teams) by silver medal for their outstanding performance.

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

13.17 Bangladesh Bank Training Academy (BBTA) conducts a wide range of activities to attain objectives of transforming itself into a world-class center of excellence for imparting

**Table 13.1 Statement on different training courses, workshops and seminars organised by the Bangladesh Bank Training Academy during FY15**

Sl. no	Subjects	Number of courses	Number of participants
1	2	3	4
	<b>1. Foundation Course</b>	<b>2</b>	<b>107</b>
	a) Foundation Course (AD) - 2014	1	47
	b) Foundation Course (AD) - 2015	1	60
	<b>2. Other Training Courses</b>	<b>120</b>	<b>3999</b>
	<b>a) For Officials of the Bangladesh Bank</b>	<b>69</b>	<b>1627</b>
	I) Techniques of Bank & NBFI Supervision & Inspection Report Writing.	4	94
	II) Financial Instruments & Derivatives	1	26
	III) Agriculture Financing & Rural Development	3	68
	IV) Human Resources Management In BB	2	47
	V) Leadership, Team Building & Negotiation Skill	1	24
	VI) Integrity & Anticorruption	3	80
	VII) Safety, Security & Disaster Management	2	62
	VIII) Stress Management	1	25
	IX) Modernisation of Cash Management	2	51
	X) ICT Security Policy & ICT Guideline	1	31
	XI) Assessment of Capital Adequacy In Banks	1	17
	XII) Training Course on EDW	1	19
	XIII) Micro & SME Financing	3	59
	XIV) Determination of CAMELS Rating	1	33
	XV) Financial Stability Analysis	1	27
	XVI) Financial Statement Analysis	4	85
	XVII) UCP-600 & Related Issues	3	65
	XVIII) Supervisory Process & Legal Framework of Bank Supervision	1	22
	XIX) Basel Core Principles of Effective Bank Supervision Practice	1	23
	XX) ICT Risk Management	3	80
	XXI) Training Course on Enterprise Resources Planning (ERP) HR/MM/FICO Module	4	97
	XXII) Risk Based Capital Adequacy according to Basel II	1	21
	XXIII) International Trade Financing	2	55
	XXIV) Trade Services of OBU & Companies in EPZ	1	27
	XXV) How National Budget affects Central Banking Policies	1	25
	XXVI) Prevention of Fraud/Forgery in Credit Card/internet Banking/Mobile Banking	1	30
	XXVII) Banking Laws & Regulations	1	20
	XXVIII) Currency Management, Payment & Settlement Systems in Bangladesh	1	25
	XXIX) Core Risk Management	2	48
	XXX) Supervisory Risk Assessment and Early Warning Systems	1	23
	XXXI) Monetary Policy Formulation and Implementation Process in BB	1	25
	XXXII) Risk Based Supervision	2	45
	XXXIII) Foreign Exchange Inspection Procedure on AD Branches	1	18
	XXXIV) Supervisory Process & Legal Framework of SME	1	15
	XXXV) Understanding Economic Indicators	2	48
	XXXVI) Public Debt Management & Securities Market in BD	1	23
	XXXVII) Understanding Financial Reports	1	20
	XXXVIII) Foreign Exchange & Foreign Trade	1	22
	XXXIX) Procurement Procedure of BB	1	22
	XL) Research Methodology for Central Bankers	1	17
	XLI) Financial Inclusion, CSR & Green Banking Activities	1	18
	XLII) Forex & Money Market Products	1	20
	XLIII) Foreign Exchange Risk Management	1	25
	<b>b) For the Officials of Commercial Banks</b>	<b>66</b>	<b>3141</b>
	I) Islamic Banking & Finance	2	62
	II) Money & Banking Data Reporting	6	227
	III) Detection, Disposal of Forged & Mutilated Notes & Malpractices in Banks	9	535
	IV) Risk Based Capital Adequacy according to Basel II	1	30
	V) Prevention of Money Laundering & Terrorist Financing	3	99
	VI) Loan Classification, Provisioning & Re-scheduling	4	159
	VII) SME Lending Practices & Regulatory Framework	1	23
	VIII) Financial Stability & Prudential Regulation for Banks/NBFIs	3	86
	IX) Risk Management with Specific Focus on SME Business Line & Credit Institution	2	34
	X) BB Compliance Issues for Banks	1	33
	XI) Anti Money Laundering & Combating Financing in Terrorism	1	93
	XII) Legal Issues of E-Banking	1	34
	XIII) Risk Based Capital Adequacy according to Basel II	1	30
	XIV) Risk Management for SME Banking	1	35
	XV) Integrated Supervision System Reporting	7	411
	XVI) Ratio Analysis for Supervisors With Specific Focus on SME Business Line	1	28
	XVII) Credit Risk Management	1	29
	XVIII) Corporate Governance in Banks	1	28
	XIX) Online Foreign Exchange & Transaction Reporting for Money Changers	2	189
	XX) Reporting of Capital Assessment and Leverage Ratio of Banks Under BASEL-III Accords in Bangladesh	1	76
	XXI) International Credit Card	1	91
	XXII) Online Foreign Exchange & Transaction Reporting	1	40
	<b>3. Workshops/ Seminars/ Lecture Sessions</b>	<b>28</b>	<b>1798</b>
	I) Foreign Exchange & Foreign Trade	5	190
	II) How to Write a Research Paper	2	46
	III) Green Banking and Environmental Risk Management	1	171
	IV) Key Activities and Current Issues of BB	2	64
	v) Public Debt Management	1	122
	VI) CIB Business rules and Online Systems	8	729
	VII) Executive Development Seminar	2	136
	VIII) Understanding Economic Indicators	2	51
	IX) Financial Inclusion, CSR & Green Banking Activities	2	140
	X) SME Banking Policy & Loan Origination	1	88
	XI) Green Banking: Opportunities & Initiatives in Bangladesh	1	31
	XII) SME Financing and Its Importance in Bangladesh	1	30
	<b>Grand total (1+2+3)</b>	<b>150</b>	<b>5904</b>

quality training to the officials of Bangladesh Bank as well as commercial banks, financial institutions, Government and non-government organisations. To add values to knowledge management process, apart from training, different types of seminars, workshops are also arranged by BBTA. In view of enhancing the capacity of the faculty members and updating them with the changing knowledge frontiers in various fields relating to economics, finance and banking, BBTA also arranges 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 150 training courses, workshops and seminars during FY15 of which 116 of them were held at the BBTA premises and 34 were held at other offices of Bangladesh Bank. A total of 5904 participants participated in the above mentioned courses. Besides these activities, INSPIRED Project Component-3 also conducted 32 training programme during FY15 and 703 participants participated in these courses. The courses conducted by the BBTA during FY15 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 and successfully completed on 31 December 2012. The main intention of CBSP was to transform Bangladesh Bank as a modern and dynamic central bank that regulating and supervising the financial sector of the country more effectively and efficiently.

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.

CBSP has successfully introduced massive automation of all business functionalities of Bangladesh Bank and the improvement of the supervision system of the Bank with the objective of ensuring a stable and disciplined financial system in the country.

On completion of Central Bank Strengthening Project, initiatives have been taken to adopt a new project named "Financial Sector Support Project (FSSP)" which was approved on 29 June 2015 by the Government to augment the success of the earlier project and to take the financial market infrastructure to the next level of excellence. FSSP will also take initiatives to improve the regulatory and oversight capacity of Bangladesh Bank and access to long term financing for manufacturing firms in Bangladesh with a view to enhance investment in the country. The total project cost is USD 350.0 million, of which IDA will provide USD 300.0 million and Bangladesh Bank will provide USD 50.0 million. The project will commence on 1 July 2015 and end on 31 March 2021.

The project will provide long term funds to manufacturing enterprises for procurement of capital machineries, equipments and other costs related to set up of new firm, expansion and/or up-gradation of existing firms which will make them enable to remain competitive and to grab the emerging business opportunities. It will also help to facilitate output in the country, boost up the local investment, job creation and economic growth in turn.