ANNEXURE 'B'
Phase III
Chapter IX

REVISED CHARTER OF DUTIES
BANGLADESH JATIYA JADUGHAR

Director General (Mahaparichalak)

a. To act as administrative head and is responsible for overall administration of the Bangladesh Jatiya Jadughar.

b. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning the Bangladesh Jatiya Jadughar.

c. To act as Principal Accounting Officer of the Bangladesh Jatiya Jadughar within the budget provision.

d. To be responsible for the administration and execution of function of the Bangladesh Jatiya Jadughar as per Acts, Ordinance, Rules and Regulations and directives issued by the Board of Trustees from time to time.

e. To be responsible for proper functioning and discipline of the Bangladesh Jatiya Jadughar.

f. To provide executive and operational guidance to the Officers and Staff of the Jadughar and exercise control and supervision over them.

g. To be responsible for appointing Class I, II, III and IV employees of the Bangladesh Jatiya Jadughar as per existing procedure.

h. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the Officers serving under him.

i. To control and supervise the work of the Bangladesh Jatiya Jadughar.

j. To represent the Bangladesh Jatiya Jadughar and where personal representation is not possible to select representative on his behalf.

k. To grant leave to all Officers under him.

l. To meet all Officers under him located in the same station once in a month to review cases pending for disposal for over a month.

m. To inspect his office atleast once in a month and Branch Offices, if any, atleast once in a quarter in addition to annual inspection.

n. To allocate duties of Officers as and when required.

o. To ensure revenue collection where applicable and safeguard Government property under his charge.

p. To be responsible for maintaining proper security measures of the Bangladesh Jatiya Jadughar.

q. To be responsible for calling meeting of the Board of Trustees in consultation with the *Shabhapati*.

r. To act as the Member-Secretary of the Board of Trustees.

s. To be responsible for making arrangement for exchange of Museum objects and publications with other museums and organisations within and outside Bangladesh.

t. To be responsible to register, organise, administer, regulate and supervise the movable antiquities in Bangladesh other than those under the control of the Department of Archaeology, Government of Bangladesh.

u. To be responsible to allocate duties to officers and staff from time to time.

v. To be responsible to publish books, journals, view cards, posters etc. on behalf of the Jadughar.

w. To be responsible to organise special exhibition outside the country and project cultural and natural heritage of Bangladesh as and when required.

x. To be responsible to assist, encourage and promote development of museums in Bangladesh.

y. Any other duties assigned by the Board of Trustees.

Sachib (Secretary)

a. To be responsible for the proper functions of the following Sections/ Units under the overall control of the Mahaparichalak:—

i) Section of Administration & Establishment

ii) Section of Accounts & Budget

iii) Section of Security
iv) Section of Maintenance
v) Board Affairs Unit.
vi) Common Services Unit.

b. To properly preserve all files, documents, registers and official papers of the Jadughar.

c. To be responsible for acquisition/purchase and proper maintenance/ utilisation of all transports & stores.

d. To be responsible for proper maintenance of Gardens, Telephones, Fire Protection and Extinguishing Systems, Burglar Alarm Systems, Electrical Installations, Airconditioning Systems & Water Supply Systems.

e. To be responsible for the security of the Jadughar and maintenance of all movable/immovable properties of the Jadughar and to keep the Mahaparichalak informed of all measures taken in these respects.

f. To assist the Mahaparichalak in all spheres of administrative and development activities of the Jadughar.

g. To assist the Mahaparichalak in convening meetings of the Board of Trustees and other committees and in preparing agenda & working papers and recording the minutes of all such meetings.

h. To be responsible for supervising the duties of his subordinate Officers and staff.

i. To implement the orders for allotment/vacation of the Official Quarters of the Jadughar as decided by the Mahaparichalak.

j. To prepare and present the Annual Report of the Jadughar to the Mahaparichalak for consideration of the Board of Trustees.

k. To grant leave to all members of the Staff.

l. To ensure the cleanliness within and outside the Jadughar building.

m. To act as the Drawing and Disbursing officer of the Jadughar.

n. He may be assigned any other duties by the Mahaparichalak from time to time.

Keeper (Department of History & Classical Art, Department of Ethnography & Decorative Art, Department of Contemporary Art & World Civilization and Department of Natural History).

a. To be incharge of his curatorial Department and to be responsible to the Director General for all functions and activities assigned to his Department.

b. To be the custodian of all collections of his Department and to be responsible for the safe-custody and preservation of the collections.

c. To supervise, direct and guide the Deputy Keepers, Asstt. Keepers and Research Fellows of his Department for their work and performances.

d. To prepare and maintain appropriate inventory of all objects of his Department as per established procedure of documentation in the Museum.

e. To submit proposal to the Director General for acquisitiou of objects by exploration, excavation, collection or purchase or as gifts or on loan.

f. To be responsible for proper documentation of the objects of his Department.

g. To carry out the periodical inspection and verification of the objects of his Department and to submit reports on the objects to the Director General at regular interval.

h. To ensure that no objects is lost or suffers decay or sustains damage while in the custody of his Department. And in the event of any loss he will report the event immediately to the Director General with sufficient reasons.

i. To send objects for cleaning, treatment or restoration to the Conservation Laboratory with the approval of the Director General.

j. To assign duties and work to the Deputy Keepers, Asstt. Keepers and Research Fellows in consultation with the Director General.

k. To be responsible for proper storage of objects and to keep their record in systematic and methodical way, so as to ensure easy access to them for veiwing, periodical checking and study.

l. To undertake and initiate research programme for the Department in consultation with the Director General.

m. To be responsible to interpret and evaluate objects and to write catalogues, monographs, handbooks and articles on subjects and topics as would be assigned to him by the Director General.

n. To select objects from his Department for display in consultation with the Director General.

o. To initiate programme for holding of special exhibibition in consultation with the Director General.

p. To submit from time to time lists of books and journals to be procured for the Museum.

q. To submit regularly the Annual Report on the activities of his Department to the Director General.

r. Any other duties assigned by the Director General from time to time.

Keeper Conservation Laboratory

a. To be in charge of the Conservation Laboratory and to be responsible to the Director General for all functions and activities assigned to his Department.

b. To supervise the activities of the Conservation Chemists, Asstt. Chemists, Conservation Assistants and other subordinate staff.

c. To be responsible for proper conservation of all Museum objects.

d. To be responsible for visiting the galleries and stores of the Museum regularly in consultation with Departmental Keepers. He would check the objects from the Conservation view-point and submit periodic report to the Director General.

e. To be responsible for making and maintaining inventory of all equipments, machines and other properties and consumables of the Laboratory.

f. To be responsible to formulate measures to protect the Museum objects from insects, environmental and other damages.

g. To be responsible to ensure appropriate modern scientific method for the conservation process.

h. To maintain a good reference library on conservation science.

i. To keep the case history of all the objects treated in the Conservation Laboratory for future guidance.

j. To maintain close contact with the conservation laboratories at home and abroad to know the recent development in the field.

k. To be responsible to carry out research work in the field of conservation of Museum objects and supervise the research works undertaken by his Departmental Officers in this field.

l. To receive objects from the Keepers of curatorial Departments and make arrangements for their proper treatment.

m. To be responsible for preparing scheme for annual activity of the Laboratory and get it approved by the Director General.

n. To submit to the Director General periodic and annual reports on the activities of his Department.

o. To under-take tour to other Museums and places as and when necessary and submit report to the Director General stating the prevailing condition of the objects of those places from conservation view-point.

p. Any other duties assigned by the Director General from time to time.

Keeper Public Education

a. To be responsible to the Director General for overall functions and duties of the following Sections :

   a) Education and Mobile Exhibition

   b) Display

   c) Audio-Visual Documentation

   d) Library

   e) Photography

   f) Auditorium

b. To prepare the plan of educational programmes including lectures, films, school service programmes and travelling exhibition programme and implement them in consultation with the Director General.

c. To be responsible to prepare and maintain a full scale inventory of all the holdings of the Library including books, journals and other publications.

d. To be responsible for the periodical inspection, checking and verification of the holdings of the Library and to submit his report to the Director General along with his comments/suggestions for further action, if any.

e. To assist for the proper, aesthetic and didactic display of objects in galleries or during special exhibitions of the Museum in consultation with the Keepers.

f. To supervise the Display Section and to guide its work in consultation with the Keepers.

g. To supervise the work of Photography Section and to be responsible to prepare and maintain the proper inventory of all its equipments and materials.

h. To supervise the work of Audio-Visul Programme Section and to be responsible to get the proper inventory of all its equipments and materials.

i. To supervise the work of Auditorium Section and to be responsible to get the proper inventory of all its equipments and materials.

j. To be responsible for arranging and safe-keeping of all documents and properties of the different Sections under his control.

k. To be responsible to supervise the duties of his subordinete officers and staff and to assign to them their work and duties.

l. To be responsible to receive distinguished visitors and arrange for their visiting the Museum.

m. Any other duties may be assigned by the Director General from time to time.

Deputy Keeper

a. To be responsible to his Departmental Keeper and to work under his control.

b. To be the custodian of such museum objects or properties of his Department as may be assigned to him by his Departmental Keeper and to be responsible for their inventorying, documentation, safe keeping, preservation and display.

c. To under-take tours for exploration, survey and collection of museum objects.

d. To act on behalf of the Keeper as and when required by his higher authorities.

e. To make regular proposal to the Keeper for acquisition of the Museum objects.

f. To carry out research work in the areas relevant to his Department in consultation with the Departmental Keeper.

g. To assist the Keeper in arranging permanent and special exhibitions and to initiate and complete necessary publications.

h. To evaluate objects of his respective field and prepare their labels.

i. Any other duties may be assigned by the Director General/Departmental Keeper from time to time.

Conservation Chemist

a. To be responsible to the Departmental Keeper and to supervise the duties of the Asstt. Chemists and other Officers and Staff in the Laboratory.

b. To help the Departmental Keeper in proper, economic, scientific and timely conservation of Museum objects with the approval of the Keeper. He will work on behalf of the keeper as and when required.

c. To check and verify the inventory of the equipments, chemicals & other materials in the Conservation Laboratory in consultation with the Keeper. He will maintain close contact with the curatorial staff for proper conservation of Museum objects.

d. To ensure all the works properly done by his subordinates and to advise them on proper systems of conservation of Museum objects.

e. To carry out research & guide such research projects in the Laboratory in consultation with the Keeper.

f. To help the Keeper in building up a library on conservation of Museum objects, in holding special exhibition of the objects treated or restored and in sponsoring seminars & works-shops on problems of conservation.

g. He may be assigned any other duties by the Director General/Keeper from time to time.

Senior Accounts Officer

a. To be responsible for Accounts & Budget matters of the Museum.

b. To be responsible for proper maintenance of accounts of all the incomes and expenditures of the Museum.

c. To be responsible for the overall activities of the Accounts Section.

d. To be responsible to safe-guard the financial interest of the Museum in all respects and will supervise the duties of officers and staff under his control.

e. To be responsible to establish normal rules and regulations while making any monetary transaction for Museum.

f. To be the custodian of all documents, files, registers ledger books, cash books, receipt books, vouchers, cheque books, and any other record connected with the accounting and financial administration of the Museum and to ensure their safe-keeping and easy access whenever required by the authority.

g. To be responsible to prepare the annual budget of the Museum in consultation with the Sachib and the Director General.

h. He will be responsible to meet the audit requirements and will cause to face the audit. He will arrange immediate settlement of audit observation/objection and will prepare the replies to audit observation for the Board of Trustees.

i. Any other duties may by asigned by the Director General/Sachib from time to time.

Senior Security Officer

a. To be responsible for his duty on Security matters to the Sachib.

b. To be responsible for the planning and enforcement of all Security measures for the safe-custody of all the assets of the Museum both movable and immovable.

c. To be responsible for getting the detailed inventory prepared in a Register for each room and gallery and to ensure that the Security guards on duty sign the Register daily in token of being in charge of the stores/properties under his control for safe-custody.

d. To be responsible for the proper distribution of duties to the Security guards at different places of the premises including gallery, office, lobby etc. for which he will prepare a periodic duty-chart duly approved by the Sachib. He will also cause to circulate the duty-chart, so prepared, among the Keepers of all the Departments.

e. To be responsible for checking the duties of the Security supervisors and guards, on duty, during day and night and to make sufficient provisions for relieving a guard on duty.

f. To be responsible to ensure that no unauthorised persons are allowed to enter into the Muesum premises.

g. To supervise the functions of his subordinate officers and staff.

h. Any other duties may be assigned by the Director General or Sachib from time to time.

Senior Administrative Officer

a. To be responsible for the function of the following Sections/Units under the overall control of the Sachib.

i) Administration & Establishment

ii) Board Affairs

iii) Common Services including Transports, Stores, Telephones, Receptions, Gardens and Receipt & Despatches.

b. To assist the Sachib in all spheres of administrative and developmental activities of the Museum.

c. To be responsible for supervising the duties of his subordinate Officers and Staff.

d. Any other duties may be assigned by the Mahaparichalak/Sachib from time to time.

Display Officer

a. To be responsible to the Departmental Keeper for the proper, aesthetic and didactic display of objects in galleries or during special exhibitions of the Museum in consultation with the curatorial and conservation staff.

b. To supervise, control and guide the modellers, carpenters, painters and other exhibit preparators and to assign work and duties to them.

c. To be responsible for labelling with all the variations in type-face, colour and letter size subject to the acceptance of the curatorial staff.

d. To plan and devise the display installations including electrical and educational fittings.

e. To keep the file up-to-date with catalogues and literatures concerning display procedures, show-case design and display fitments.

f. To always keep himself informed of any new materials that may come into use in museum display.

g. Any other duties may be assigned by the Director General/Keeper from time to time.

Assistant Keeper

a. To be responsible to his Departmental Keeper/Deputy Keeper and to work under his general supervision.

b. To be responsible for exploration, excavation, collection, preservation and making of inventory of Museum objects as per directions of his higher authorities.

c. To undertake research work on Museum objects and other associated subjects as assigned to him by his higher authorities.

d. Other duties as may be assigned by his higher authorities from time to time.

Assistant Chemist

a. To work under the control of the Departmental Keeper/Conservation Chemist & to be responsible for proper maintenance of his part of Conservation Laboratory & do the conservation work properly.

b. To make inventory of the materials in the Laboratory.

c. To do the conservation works himself or with the help of the conservation Asstt. as the case may be.

d. To undertake research work in the field of conservation of Museum objects under the supervision of the Departmental Keeper/Conservation Chemist.

e. To visit regularly the galleries and the stores of the Museum to ensure proper conservation of the Museum objects.

f. To get the object photographed for treatment and to carry out the chemical treatment in accordance with the approval of the Conservation Chemist.

g. To help the Departmental Keeper/Conservation Chemist, in their regular discharge of official duties in time.

h. To study the recent development in the field of conservation chemistry & to apply those in his work in Conservation Laboratory.

i. To ensure economic & timely conservation of all the Museum objects,

j. Any other duties may be assigned by the Director General/Keeper/ Conservation Chemist from time to time.

Education Officer

a. To be responsible to the Keeper for his duties on educational programmes and mobile exhibition.

b. To be responsible to prepare plans on school service programme, film-shows, lectures on different aspects of the Museum activities in consultation with the Keeper.

c. To be responsible for safe-keeping of all documents and properties under his control.

d. To be responsible to train and guide the Senior Guide Lecturer and the Guide Lecturers on all matters and objects of the Museum so that they can perform their entrusted duties satisfactorily.

e. To be responsible to supervise the duties of his subordinate Officers and staff and to assign to them their work and duties.

f. To undertake tour all over Bangladesh to prepare educational programme.

g. Any other duties may be assigned by the Keeper/Director General from time to time.

Registration Officer

a. To perform his duties and responsibilities under the supervision of his controlling officer.

b. To be responsible for the registration of all Museum objects of the Jadughar.

c. To be responsible for assigning Accession Number to each and every object of the Jadughar.

d. To arrange to put Accession Number on the body of those Museum objects where it is applicable.

e. To act as the custodian of all inventory ledger registers recording information about Museum objects.

f. To act as custodian of documents, files,registers and all other records connected with the Registration of the Museum objects

g. To collect information from Newspapers and periodicals regarding the discovery and finding of Museum objects in different areas of Bangladesh and to convey it to Director General/Keepers.

h. To prepare and maintain a list and current address of donors of Museum objects.

i. To arrange for annual stock-taking of Museum objects.

j. Any other duties may be assigned by the Director General.

Librarian

a. To be responsible to the Keeper for the overall charge of the Museum Library and its administration.

b. To be the custodian of all the holdings of the Library and to be responsible for their safe keeping and preservation according to the prescribed principles.

c. To be responsible for making inventory of all the holdings of the Library, their indexing and cataloguing.

d. To make lists for books and journals to be purchased with prior approval of the Authority.

e. To supervise, control and guide the functions of the Library.

f. To be responsible for the periodical inspection, checking and verification of all the holdings of the Library and to submit report on such inspection etc. to the Director General through the Keeper.

g. Any other duties may be assigned by the Director General/Keeper from time to time.

Audio-Visual Programme Officer

a. To be responsible to the Keeper of the Department for all functions and duties assigned to him.

b. To be responsible for the overall charge of the equipments and other materials under his charge.

c. To be responsible for planning & preparing audio-visual films, tapes, cassettes for use within and outside the Museum.

d. To be responsible for safe-keeping of all objects received from differtent curatorial Departments in connection with the implementation of his programmes.

e. To be responsible for maintaining detailed inventory of all the equipments and materials under his charge.

f. To be responsible for proper supervision of the work of all subordinate officers and staff.

g. Any other duties may be assigned by the Departmental Keeper from time to time.

Senior Photographer

a. To be responsible to the Keeper of the Department for all functions and duties assigned to him.

b. To be overall in charge of the equipments and materials assigned to his Section.

c. To maintain close liaision with other Departments/Sections and to receive from them objects for photography as per the instructions given.

d. To take photographs of objects, monuments, sites, events, persons in consultation with the curatorial and conservation personnel. He will ensure that all objects are duly returned to the respective Departments/Sections after photography.

e. To be responsible for keeping an inventory of the equipments and materials assigned to his Section.

f. To maintain a register of the negatives and photographs in accordance with approved documentation procedure and to be responsible for their safe keeping and preservation.

g. To maintain the detailed account for the utilization of films, papers and chemicals issued to his Section.

h. To undertake tours when necessary.

i. To supervise the works of his subordinate Officers and staff.

j. Any other duties may be assigned by the Departmental Keeper.

Administrative Officer (Protocol & Coordination)

a. To work under the direct control of the Mahaparichalak and to be responsible to him.

b. To be responsible to receive all the incoming letters addressed to the Mahaparichalak and put up them before him for disposal and action.

c. To be responsible to deal with the confidential letters received from different Departments and maintain appropriate register for them for disposal/internal distribution.

d. To be responsible for all issues on protocol matters.

e. To cause to co-ordinate on all matters with the various Departmental Heads of the Museum under the direct supervision and control of the Mahaparichalak.

f. To be responsible to maintain engagement diary for the Mahaparichalak.

g. To be responsible for proper arrangements to receive VIP visitors with the previous approval of the Mahaparichalak.

h. To be responsible to supervise and distribute the works of his subordinate staff.

i. Any other duties may be assigned by the Mahaparichalak from time to time.

Administrative Officer (Administration & Establishment)

a. To be responsible to the Senior Administrative Officer and to supervise the duties of Officers and other staff working under the Establishment Section.

b. To be responsible to assist the Senior Administrative Officer in the sphere of activities with regard to Administrative and Establishment matters.

c. To be responsible to supervise the work of Board of Trustees Affairs Unit.

d. To be responsible for dealing with the cases of legal matters and work of Common Services Unit.

e. To be responsible for the procurement of stores and local purchase for the use of Museum administration.

f. Any other duties may be assigned by the Sachib/Senior Administrative Officer.

Administrative Officer (Centre for Art History and Museology)

a. To work under the supervision of the Director General/controlling officer.

b. To act as the secretary of the centre.

c. To act as the custodian of all documents, files, registers, forms questionairs, certificates, mark-sheets etc. And to take care of its security as well as secrecy.

d. To be responsible to assits the Director General/controlling officer in the sphere of activities with regard to administrative and establishment matters of the Centre.

e. To supervise the duties of his subordinate officer / staff.

f. Any other duties may be assigned by the Director General/controlling officer from time to time.

Security Officer

a. To be responsible for his duty to the Senior Security Officer.

b. To be responsible for the preparation of duty-chart of all the Security Supervisors and Guards.

c. To be responsible for the preparation of the list of antiquities for each gallery in a register, being displayed for exhibition in the gallery and to arrange to get it countersigned by the respective Security Guard in the respective register in token of his taking over the charge of the stores/antiquities.

d. To be responsible for supervising the duties of his subordinate officers and staff.

e. Any other duties may be assigned by the Sachib/Senior Security Officer

Accounts Officer

a. To be responsible to the Senior Accounts Officer for proper mintaining of Accounts of all incomes and expenditures of the Museum and in that he will, under his control, maintain and prepare:

   i) General Cash Book

   ii) Acquittance Roll/Pay Bills of Officers & Staff of the Museum.

   iii) Bills of the Contractors/Parties.

b. To be responsible to keep the records of unused fresh Receipt Books and Measurement Books and to issue them to the Cashier and the Engineers as and when required on proper receipts.

c. To be responsible to prepare Budget Estimate and Revised Budget Estimate as and when required.

d. To be responsible to meet the audit observations and arrange preparing of proper audit replies.

e. Any other duties may be assigned by the Director General/Sachib/ Senior Accounts Officer from time to time.

Auditorium Manager

a. To be responsible for his duty to the Keeper of the Department.

b. To be responsible for the overall charge of the stage mechanism, stage design, controlling of stage-light and stage sound system.

c. To be responsible for proper effective maintenance and display of auto-front curtain, side wings, fly-boarder, cyclorama and back sliding curtain etc.

d. To be responsible for preparing detailed inventory on all equipments and materials placed under his control.

e. To implement all the programmes including lectures, seminars, film shows etc. in accordance with orders of the higher authorities.

f. Any other duties may be assigned by the Keeper/Director General from time to time.

Assistant Engineer

a. To be responsible to the Sachib for maintenance of the existing buildings and the construction of new buildings, furnitures, electrical and air-conditioning installation, Fire Protection and extinguishing systems, Burglar Alarm system, Telephone system, Water Supply system, Sanitary system and Gas Supply system.

b. To be in close contract with Consultants as and when required and to scrutinise all drawings, schedules, estimates etc. He will give his comments and recommendations on the above and submit them to the Sachib.

c. To certify the bills and measurement books regarding the quantity as well as quality of the work completed by the contractors.

d. To be responsible for procurement and issue of materials connected with the maintenance and original works including fitting, fixing and supply materials and to maintain the accounts of such materials.

e. To prepare weekly report regarding the progress of the original works as well as of the maintenance.

f. To be responsible for and inspect stock of all building materials procured by the Authority.

g. To examine and recommend to the Sachib about the indent submitted by the contractors for any building materials to be issued to them.

h. To guard the interest of the Museum Authority in connection with all the construction and maintenance of the Jadughar building and its ancillaries.

i. To prepare agenda for the Project Committee.

j. To assist other Departments/Sections of the Jadughar in installation of display, special exhibition, educational programmes etc. within and outside the Jadughar.

k. To assign and supervise the duties of his subordinate officers and Staff.

l. Any other duties may be assigned by the Mahaparichalak/Sachib from time to time.