Sundarban Gas Company Limited (SGCL)

(A Company Of Petrobangla)

Organogram-2016

APPROVED BY SGCL BOARD ON _____.

Managing Director
1x Managing Director
1x DM
1xOA Cum. Comp. Op
1x Driver
1x Attendant
Total: 5 (2+3)

Administration Division
1x GM
1x CO/AM(Gen.)
1x Driver
1x Attendant
Total: 4 (2+2)

Human Resource Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

General Admin Section
1x M
1x DM
1x AM
1x ACO
1x OA CumComp.Op
1x Attendant
Total: 6 (4+2)

Personnel Section
1x M
1x DM
1x AM
2x ACO
1x OA CumComp.Op
1x Attendant
Total: 7 (5+2)

Service Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

Security Section
1x M
1x DM
1x AM
1x ACO
1x OA CumComp.Op
30x Security guard
1x Attendant
Total: 36 (4+32)

Logistic Section
1x M
1x DM (Trans. Control)
1x DM (Store)
2x AM
1x ACO
1x Sr.Store Keeper
1x OA CumComp.Op
1x Attendant
Total: 9 (6+3)

General Service Section
1x M
1x DM (Gen. Service & Procurement)
2x AM
1x ACO
1x OA Cum. Comp.Op
1x OA (Receiving & Dispatch)
2x Messenger
1x Imam
1x Care Taker
1x Driver
1x Cook
2x Cleaner
1x Gardener
1x Attendant
Total: 17 (5+12)

DLO Section
1x Manager
1x AM
1x OA Cum Comp. Op
1x Driver
1x Attendant
Total: 5 (2+3)

Planning & Development Division
1x GM
1x CO/AM (Gen.)
1x Driver
1x Attendant
Total: 4 (2+2)

Planning Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

Materials Planning, Project & Corporate Section
1x Manager
1x DM
1x AE(Civil)
1x SAE(CSE)
1x OA Cum. Comp. Op
1x Attendant
Total: 6 (4+2)

ICT Section
1x Manager
1x AE(CSE)
1x Attendant
Total: 3 (2+1)

Network Planning Section
1x Manager
1x AE (Civil)
1x Surveyor
1x Auto CAD Op.
1x Chainman
1x Attendant
Total: 6 (2+4)

Development Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

Pipe Line Construction & ES Section
1x Manager
2x AE (Civil, CSE)
1x SAE (Electrical)
1x SAE
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 8 (5+3)

Civil & Elect. Construction Section
1x Manager
1x AE (Civil)
1x AE (Electrical)
1x SAE (Civil)
1x SAE (Electrical)
1x Auto CAD. Op
1x Driver
1x Plumber
1x Electrician
1x Attendant
Total: 10 (5+5)

Material Procurement (Technical) & Store Section
1x Manager
1x AE (Mechanical)
1x SAE (Electrical)
1x Store Keeper
1x OA Cum. Comp. Op
1x Attendant
Total: 6 (3+3)

Company Secretary Department
1x DGM/ Secretary
1x OA Cum. Comp. Op
1xDriver
1x Attendant
Total: 4 (1+3)

Legal & Board Section
1x Manager
1xDM
2x AM
1x OA Cum. Comp. Op
1x Attendant
Total: 6 (4+2)

Finance Division
1x GM
1x CO/AM (Gen.)
1x Driver
1x Attendant
Total: 4 (2+2)

Accounts Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

Cash & Bank Section
1x Manager
1x AM
1x AAO
1x A/C Asstt.
1x OA Cum. Comp. Op
1x Attendant
Total: 6 (3+3)

Pay Roll & Bill Section
1x Manager
2x AM
2x AAO
1x A/C Asstt.
1x OA Cum. Comp. Op
1x Attendant
Total: 7 (5+2)

General & Store Accounts Section
1x Manager
1x DM
2x AM
2x AAO
1x OA Cum. Comp. Op
1x Attendant
Total: 8 (6+2)

Finance & Revenue Department
1x DGM
1x OAComp. Cum. Op
1x Driver
1x Attendant
Total: 4 (1+3)

Budget & Insurance Section
1x Manager
1x AM
1x AAO
1x OA Cum. Comp. Op
1x Attendant
Total: 6 (3+3)

Foreign Exchange & Fund Section
1x Manager
1x AM
1x AAO
1x OA Cum. Comp. Op
1x Attendant
Total: 5 (3+2)

Revenue & MIS Section
1x Manager
1xAM (Rev)
1xAM (Gen.)
1xAAO
1x OA Cum Comp. Op.
1x Attendant
Total: 6 (4+2)

Audit Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

Audit Section
1x Manager
1x DM
1x AM
1x OA Cum Comp. op
1x Attendant
Total: 5 (3+2)

Marketing Division
1x GM
1x CO/AM(Gen.)
1x Driver
1x Attendant
Total: 4 (2+2)

Marketing Department (North) (Jessore, Jhenaidah, Kushtia)
1x DGM
1x OA Cum Comp.OP.
1x Driver
1x Attendant
Total: 4 (1+3)

Marketing Section (Jessore)
1xM
1xOA Cum.Comp.op
1xStore Keeper
1xRecord Keeper
1xDriver
1xAttendant
1x Cleaner
Total: 7 (1+6)

1x DM (Mkt.)
2xAE(Petrolium-1)
2xSAE(Civil-1)
Total: 5

1xDM (ES)
2xAE(Civil-1)/TO
2xSAE(Mech., CSE)
1xSr.Tech.
2xTech.
3xJunior Tech.
3xHelper
Total: 14 (5+9)

1x DM (Rev)
1x AM
1x ARO
2x Data En.Op.
Total: 5 (3+2)

Marketing Section (Jhenaidah)
1xM
1xOA Cum. Comp.op
1xJr. Store Keeper
1xJr.Record Keeper
1xDriver
1xAttendant
1x Cleaner
Total: 7 (1+6)

1xDM (Mkt.)
2xAE(Chemical-1)
2xSAE(Mechanical-1)
Total: 5

1xDM (ES)
2xAE(Petrolium-1)/TO
2xSAE(Civil, Mech.)
1xSr.Tech.
2xTech.
3xJunior Tech.
3xHelper
Total: 14 (5+9)

1x DM (Rev)
1x AM
1x ARO
2x Data En.Op.
Total: 5 (3+2)

Marketing Section (Kushtia)
1xM
1xOA Cum. Comp.op
1xJr. Store Keeper
1xJr. Record Keeper
1xDriver
1xAttendant
1x Cleaner
Total: 7 (1+6)

1xDM (Mkt.)
2xAE(Mechanical-1)
2xSAE(Chemical-1)
Total: 5

1xDM (ES)
2xAE(Elec.-1)/TO
2xSAE (Power-1)
1xSr.Tech.
2xTech.
3xJunior Tech.
3xHelper
Total: 14 (5+9)

1x DM (Rev)
1x AM
1x ARO
2x Data En.Op.
Total: 5 (3+2)

Marketing Department (South) (Khulna, Bagerhat, Bhola)
1x DGM
1x OA Cum Comp.OP.
1x Driver
1x Attendant
Total: 4 (1+3)

Marketing Section (Khulna)
1xM
1xOA Cum. Comp.op
1xSr. Store Keeper
1xSr. Record Keeper
1xDriver
1xAttendant
1x Cleaner
Total: 7 (1+6)

1xDM (Mkt.)
2xAE (CSE-1)
2xSAE (Civil-1)
Total: 5

1xDM (ES)
2xAE(Civil-1)/TO
2xSAE (Automobile-1)
1xSr.Tech.
2xTech.
3xJunior Tech.
3xHelper
Total: 14 (5+9)

1x DM (Rev)
1x AM
1x ARO
2x Data En.Op.
Total: 5 (3+2)

Marketing Section (Bagerhat)
1xM
1xOA Cum. Comp.op
1xJr. Store Keeper
1xJr. Record Keeper
1xDriver
1xAttendant
1x Cleaner
Total: 7 (1+6)

1xDM (Mkt.)
2xAE(Electrical-1)
2xSAE (Mech.-1)
Total: 5

1xDM (ES)
2xAE(Civil-1)/TO
2xSAE(Power-1)
1xSr.Tech.
2xTech
3xJunior Tech.
3xHelper
Total: 14 (5+9)

1x DM (Rev)
1x AM
1x ARO
2x Data En.Op.
Total: 5 (3+2)

Marketing Section (Bhola)
1xM
1xOA Cum. Comp.op
1xStore Keeper
1xRecord Keeper
1xDriver
1xAttendant
1x Cleaner
Total: 7 (1+6)

1xDM (Mkt.)
2xAE (CSE-1)
2xSAE (Civil-1)
Total: 5

1xDM (ES)
2xAE(Mech.-1)/TO
2xSAE (Electrical-1)
1xSr.Tech.
2xTech.
3xJunior Tech.
3xHelper
Total: 14 (5+9)

1x DM (Rev)
1x AM
1x ARO
2x Data En.Op.
Total: 5 (3+2)

Medical Section
1x Sr. MO (DM)
1x Medical Officer (AM)
1x Medical Asstt.
1x Driver
1x Attendant
Total: 5 (2+3)

Operation Division
1x GM
1x CO/AM (Gen.)
1x Driver
1x Attendant
Total: 4 (2+2)

System Operation Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

System Operation Section (Bhola)
1xM
1xDM
2xAE(Mechanical, Electrical)
2xSAE(Mechanical, Civil)
1xSr. Tech.
1xOA Cum. Comp. Op.
2xTech.
2xJunior Tech.
2xHelper
4x Patrolman
1x Driver
1xAttendant
Total: 20 (6+14)

System Operation Section (Khulna & Bagerhat)
1xM
1xDM
2xAE(Mechanical, Electrical)
2xSAE(CSE-1)/ATO
2x Sr. Tech.
1xOA Cum. Comp. Op.
3xTech.
4xJunior Tech.
6xHelper
1x Driver
1xAttendant
Total: 24 (6+18)

System Operation Section (Jessore, Jhenaidah, Kushtia)
1xM
1x DM
1x AE(Mechanical)
1xSAE(Electrical)/ATO
1x Sr. Tech.
1xOA Cum. Comp. Op.
1xTech.
2xJunior Tech.
2xHelper
1x Driver
1xAttendant
Total: 13 (4+9)

Vigilance Section
1x Manager
1x DM
1x AE
1x SAE/ATO
1x OA Cum. Comp. Op
1x Junior Tech.
1x Driver
1x Attendant
Total: 8 (4+4)

Quality Control & Maintenance Department
1x DGM
1x OA Cum. Comp. Op
1x Driver
1x Attendant
Total: 4 (1+3)

Quality Control Section
1xM
1x DM
1x AE(Electrical)
1xSAE(Mechanical)/ATO
1x Sr. Tech.
1xOA Cum. Comp. Op.
1xJunior Tech.
1xHelper
1xAttendant
Total: 9 (4+5)

Transport Maintenance Section
1xM
1xSAE(Automobile)/ATO
1xOA Cum. Comp. Op.
1x Mechanic
1xAttendant
Total: 5 (2+3)

Cathodic Protection Section
1xM
1x AE(Chemical)
1xSAE(Electrical)/ATO
1x Sr. Tech.
1xOA Cum. Comp. Op.
1xTech.
1xJunior Tech.
2xHelper
1x Driver
1xAttendant
Total: 11 (3+8)

SUMMARY OF CADRE WISE MANPOWER (OFFICER & STAFF)

OFFICER :

Name of Post	Scale (NPS-2015)	Cadre			Total Post
		Admin	Tech.	Finnace	
Managing Director	Tk. 66,000-76,490/-				1 (Common Post)
General Manager	Tk. 56,500-74,400/-	1	3	1	5
Deputy General Manager	Tk. 50,000-71,200/-	3	6	3	12
Manager	Tk. 43,000-69,850/-	7	19	7	33
Deputy Manager	Tk. 35,500-67,010/-	8	19	8	35
Asstt.Manager/Engineer/TO/MO/CO	Tk. 22,000-53,060/-	16	41	15	72
Sub Asstt. Engineer/SATO/ACO/AO/AAO	Tk. 16,000-38,640/-	6	39	14	59
Total Post		**41**	**127**	**48**	**217**
STAFF : (Reg. means Regular Post & OS means Out Sourcing Post.)					
Medical Asstt.	Tk. 11,000-26,590/-		1 (Reg)		1
Surveyor	Tk. 11,000-26,590/-		1 (Reg)		1
A/C Asstt.	Tk. 11,000-26,590/-			2 (OS)	2
Senior Technician	Tk. 11,000-26,590/-		12 (Reg)		12
Sr. Store Keeper	Tk. 11,000-26,590/-	2 (Reg)			2
Sr. Record Keeper	Tk. 11,000-26,590/-	1 (Reg)			1
OA Cum. Comp. Op	Tk. 10,200-24,680/-	43(OS)			43
Store Keeper	Tk. 10,200-24,680/-	3 (Reg)			3
Record Keeper	Tk. 10,200-24,680/-	2 (Reg)			2
Data Entry Operator	Tk. 10,200-24,680/-	12 (OS)			12
Technician	Tk. 10,200-24,680/-		19(OS)		19
Auto CAD. Op	Tk. 10,200-24,680/-		2 (OS)		2
Electrician	Tk. 9,300-22,490/-		1 (OS)		1
Plumber	Tk. 9,300-22,490/-		1 (OS)		1
Mechanic	Tk. 9,300-22,490/-		1 (OS)		1
Care Taker	Tk. 9,300-22,490/-	1 (OS)			1
Office Assistant	Tk. 9,300-22,490/-	1 (OS)			1
Imam	Tk. 9,300-22,490/-	1 (OS)			1
Jr. Store Keeper	Tk. 9,300-22,490/-	3 (Reg)			3
Jr. Record Keeper	Tk. 9,300-22,490/-	3 (Reg)			3
Jr. Technician	Tk. 9,300-22,490/-		29 (OS)		29
Chainman	Tk. 8,800-21,310/-		1 (OS)		1
Helper	Tk. 8,800-21,310/-		31(OS)		31
Patrolman	Tk. 8,800-21,310/-		4 (OS)		4
Attendant	Tk. 8,800-21,310/-	52 (OS)			52
Cleaner	Tk. 8,800-21,310/-	8 (OS)			8
Cook	Tk. 8,800-21,310/-	1 (OS)			1
Messenger	Tk. 8,800-21,310/-	2 (OS)			2
Gardener	Tk. 8,800-21,310/-	1 (OS)			1
Security Guard	Tk. 8,800-21,310/-	30 (OS)			30
Driver	Tk. 8,800-21,310/-	34 (OS)			34
Total Post		**200**	**103**	**2**	**305**
				Grand Total	**522**

Description of Vehicle & Office Equipment

	Vehicle			Office Equipment	
1	Jeep	05	1	Computer	80
2	Car	08	2	Laptop	6
3	Pick-UP	19	3	Scanner	26
4	Ambulance	01	4	Air Cooler	22
5	Motor Cycle	10	5	Photo Copy Machine	3
6	Microbus	02	6	Fridge	3
			7	FAX	7
			8	Television	2
			9	Mobile	57
			10	Telephone	33
			11	Camera	1

Out Sourcing
A/C Asstt., OA Cum Comp. Operator, Office Assistant, Messenger, Imam, Care Taker, Driver, Cook, Cleaner, Gardener, Attendant, Security Guard, Data Entry Op., Auto CAD Op., Technician, Plumber, Electrician, Chainman, Patrolman, Mechanic, Jr. Technician, Helper.

Note :

MO : Medical Officer
CO : Co-Ordination Officer
ACO: Assistant Co-Ordination Officer
AAO: Assistant Accounts Officer
SAE : Sub Assistant Engineer
A/C : Accounts
OA : Office Assistant
Sr. : Senior
Jr. : Junior
Elec. : Electrical
Mech.:Mechanical