

Bangladesh Steel & Engineering Corporation

BSEC Bhaban

102, Kazi Nazrul Islam Avenue, Dhaka-1215.

CITIZEN CHARTER

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Within the provision of Bangladesh Industrial Enterprises (Nationalization, 2nd Amendment) Ordinance, 1976, Bangladesh Steel and Engineering Corporation (BSEC) was formed with 62 (Sixty Two) industrial enterprises for the purpose of quality development of steel and engineering products, for gradual development of this sector, to increase in supply on demand of vendor, to produce competitive markets so to get technological skilled for the Government controlled organization. Through the process of Disinvestment, Liquidation and Transfer to previous owner and other Government agencies, the corporation has now 9 (Nine) operational industrial units under its control. The descriptions of these industrial enterprises are as follows:

	Name And Address of the Industrial Enterprises	Name of the products
১।	National Tubes Ltd. 131-142, Tongi Industrial Area, Gazipur-1710. Phone : 9801225,9801123,9802303 Fax : 880-2-9802756 E-Mail : ntl@bdmail.net	<ul style="list-style-type: none">➤ MS Pipe - Size 1/2"-6" Dia➤ GI Pipe - Size 1/2"-6" Dia➤ API Pipe - Size 3/4"- 8- 5/8" Dia
২।	Atlas Bangladesh Ltd. 265-267, Tongi Industrial Area, Gazipur-1710. Phone : 9802337, 9803171 Fax : 880-2-9802397 E-Mail : ablhonda@bdcom.com	<ul style="list-style-type: none">➤ Honda and Hero Honda Brand Motorcycle (50 CC-150 CC)➤ Mishuk (Three-wheeler)
৩।	Bangladesh Blade Factory Ltd. 265, Tongi Industrial Area, Gazipur-1710. Phone : 9802725, 9801557 Fax : 880-2-9802397	<ul style="list-style-type: none">➤ Sword Brand Stainless Steel Safety Razor Blade
৪।	Eastern Tubes Ltd. 374, Tejgaon Industrial Area, Dhaka. Phone : 9115175-76, 9113147 Fax : 880-2-9117766 E-Mail : bsec@bdcom.com	<ul style="list-style-type: none">➤ Fluorescent Tube Light Size : 4' (40 Watt) Size : 2' (20 Watt)
৫।	Chittagong Drydock Ltd. East Patenga, Chittagong. Phone :2501119-21, 2501110 Fax : 880-31-2501123 E-Mail : drydock.bd@gmail.com drydock.bd@spnetctg.com	<ul style="list-style-type: none">➤ Ship repairing and Construction of Steel Bridges (Portable and Foot-over) with other structures.

৬।	Gazi Wires Ltd. 28, FIDC Road, Kalurghat, Chittagong. Phone : 670346, 670449, 670815, 670089 Fax : 880-31-670346 <u>Dhaka Sell Centre:</u> 95/96, Baitul Mekarorom, Dhaka. Phone : 9349713	<ul style="list-style-type: none">➤ Super Enamelled Copper Wires Size : SWG 12-46➤ Hard Drawn Bare Copper Wires Size : SWG 1-12➤ Annealed Copper Wires Size : SWG 16-18
৭।	Eastern Cables Ltd. Patenga, Chittagong. Phone : 2501290, 2501291, 2501295 Fax : 880-031-2501292 E-Mail : info@easterncables.com <u>Sell Centre :</u> 95/96, Baitul Mekarorom, Dhaka-1000. Phone : 9552680 <u>Share Office :</u> BSEC Bhaban, 9 th Floor, 102, Kazi Nazrul Islam Avenue, Dhaka-1215. Phone : 9137925	<ul style="list-style-type: none">➤ Power and Domestic Cables of variety sizes and Aluminum Conductors (ACSR, AAC)
৮।	Progoti Industries Ltd. 11, Agrabad Industrial Area, Finley House (2 nd Floor), Chittagong. Phone : 810505-8,725712,723110 Fax : 880-31-710725 Sell Centre: Progoti Industries Ltd. (a) 151-153, Tejgaon Industrial Area, Dhaka-1208. Phone : 9888895, 9898306 (b) Hustola, Bokchor, Jessor. Phone : 042168751 (c) Anondo Biponi Market, Kodomtola, Sylhet. Phone : 0821840322 (d) Fulbari, Rangpur Road, Bagura. Phone : 05178302	<ul style="list-style-type: none">➤ Bus, Minibus, Truck, Pickup Van, Jeep etc. of various capacity transport
৯।	General Electric Manufacturing Co. Ltd. North Patenga, Chittagong. Phone : 2501160, 2501161 Fax : 88-031-2501165 E-Mail : gemco@bttbnet.bd <u>Liaison Office :</u> BSEC Bhaban, 5 th Floor, 102, Kazi Nazrul Islam Avenue, Dhaka-1215. Phone : 9137837	<ul style="list-style-type: none">➤ Power and Distribution Transformer of various sizes, Disconnecter, Lightning Erector, HT/LT Switch Gear Various electrical equipment.

Controlled industries sell their products by the dealer/directly to their buyer. The products produced maintain ISO 9001:2000 for controlling of the quality.

Vision – To ensure the production of quality products in the controlled industrial enterprises and vast supply of this at competitive price.

Mission – To increase in profit and give more facilities to the vendor by the usage of modern technology and lowering the initial cost.

Policy – To ensure the supply of higher quality and international quality products to the vendor in the Engineering Sector.

*Creation of skilled people by the training in home and abroad.

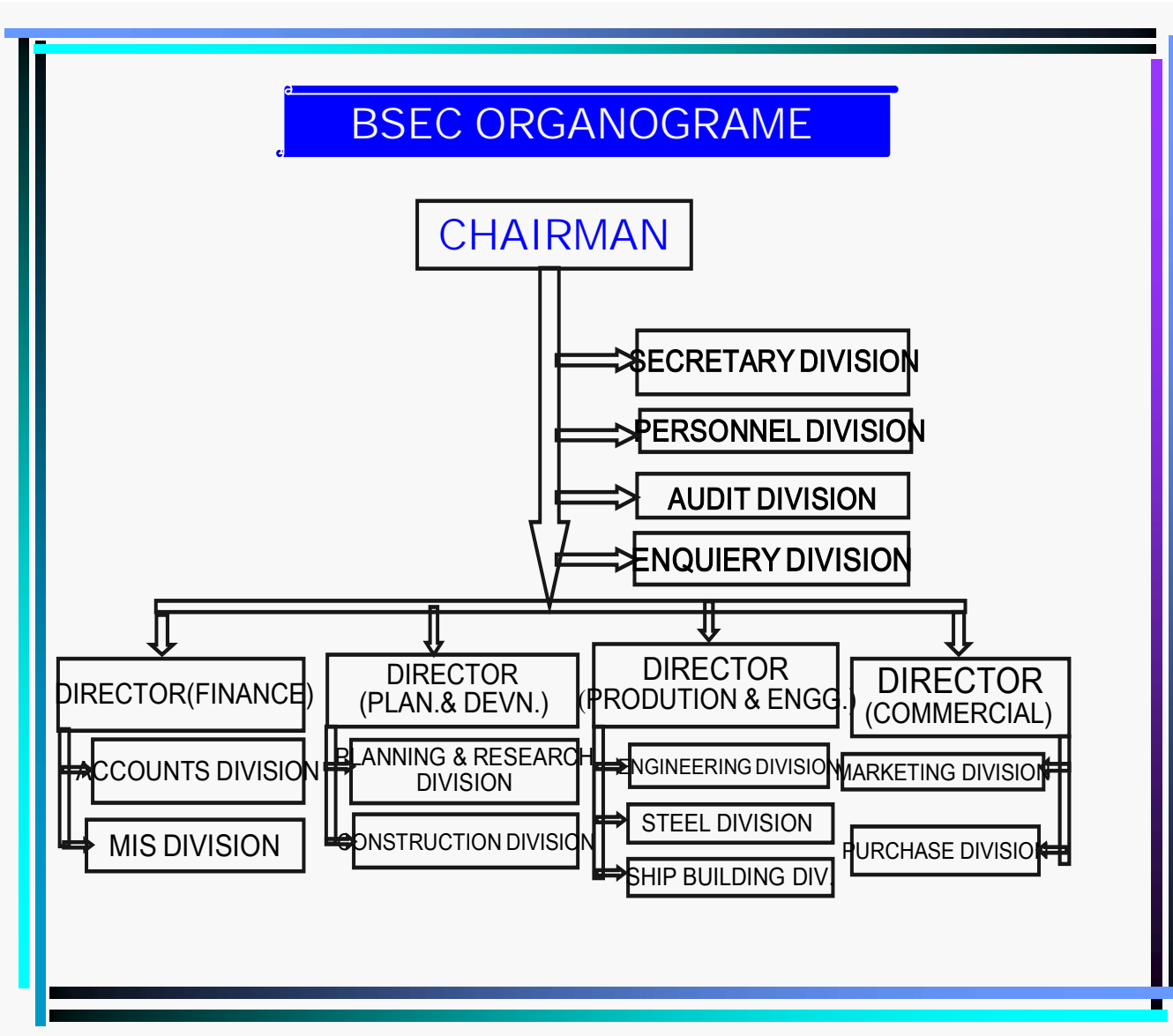
*Taking an important part for the development of steel and engineering sector.

*Increase in sell by advertisement.

*Ensuring the clearness to buy raw materials, products produced and sell.

*Costing of the products in order to get least profit.

Objectives - For the establishment of vision, mission and policies, co-ordinate the act of industrial enterprises, give the direction to the management, supervise and control of administration and facilitate.



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Services – Services given by the Bangladesh Steel and Engineering Corporation are mentioned in the following table:

Divisions Of Responsibilities	Services	Schedule time for work done	Officers
Secretary Division	1. To manage the meeting of the Board of Directors.	Ensuring to publish report of the meeting within 03(Three) days.	Deputy General Manager (Board)
	2. Ensuring the security of BSEC Bhaban.	Ensuring the necessary security.	General Manager (CS) Manager (CS Transport & Security)
	3. Control the transport and manage the running of the transport all times.	Ensuring timely attend to the office and departure from the office.	General Manager (CS) Manager (CS Transport & Security)
	4. Connect telephone and maintenance.	Within 03(Three) days.	General Manager (CS) Senior Co-ordination Officer
	5. To repair of transport (1) Small faults (2) Change of machineries (3) Repairing big fault (Tender / By quotation)	Instant. Within 03(Three) days (According to variation). According to work and specified time of tender.	General Manager (CS) Add. Chief Engineer (Transport & Research) Manager (CS Transport & Security)
	6. (1) First Aid (2) Give prescription	Instant. Instant.	Chief Medical Officer
Secretary/ Construction Division	1. To supervise the borrowers of the building.	To solve the objections timely.	General Manager (CS) Chief Engineer (Construction)
Personnel Division	1. To inform about LPR to the Officer/Staff approaching to LPR.	To inform him before 03(Three) months the time of approaching LPR and issue letter about LPR to him before 07(Seven) days.	General Manager (GC/AC) Add. Personnel Officer (TC) Assistant Personnel Officer (ASC)
	2. Arrange to pay lamp encashment and provident fund.	To publish office order within 03(Three) weeks from the date of receiving application.	General Manager (GC/AC) Add. Personnel Officer (TC) Assistant Personnel Officer (ASC)
	3. Arrange to pay gratuity and related dues.	To publish office order within 01(One) week from the date of receiving application.	General Manager (GC/AC) Add. Personnel Officer (TC) Assistant Personnel Officer (ASC)
	4. Introducing about recruitment/promotion of Officers or Staffs.	Manage to fill up vacant post under the order of regulation.	General Manager (GC/AC) Add. Personnel Officer (TC) Assistant Personnel Officer (ASC)

Divisions Of Responsibilities	Services	Schedule time for work done	Officers
Personnel Division	5. Preserving the annual confidential report.	To collect Annual Confidential Report (ACR) within two months after the end of the year and complete counter sing of the ACR and preserve it.	General Manager (GC/AC) Add. Chief Personnel Officer (TC) Assistant Chief Personnel Officer (SC)
	6. Arrange to pay dues of death officer and staff.	To settle within 30(thirty) days from the date of receiving application.	General Manager (GC/AC) Add. Chief Personnel Officer (TC) Assistant Chief Personnel Officer (SC)
Audit Division	1. To settle internal audit objections raised against the officers/staffs.	To resolve internal audit objections as early as possible and settle critical objections within the service life.	Add. Chief Audit Officer Assistant Chief Audit Officer
	2. Arrange to pay final settlement bill of retired Officers and staffs.	To send 'No-objection' certificate to personnel Division within 7(seven) days from the date of receiving the same from the enterprise.	Add. Chief Audit Officer Assistant Chief Audit Officer
Accounts Division	1. To pay leave pay and gratuity of retired officers and staffs.	To pay within 7(seven) days from the date of issuing office order from personnel Division.	Chief Accounts Officer Assistant Chief Accounts Officer (Salary Section)
	2. To issue 'No-objection' certificate regarding government commercial audit objection.	To inform Personnel Division within 7(seven) days from the date of receiving 'No-objection' certificate of the concern enterprises.	Chief Accounts Officer Assistant Chief Accounts Officer (Commercial Audit)
	3. To pay bills of contractors/suppliers.	Payment should be made within 7(seven) days after receiving purchase order, goods or services as per purchase order and receiving bills (after examining by the concern division).	Chief Accounts Officer Chief Accounts Officer
MIS Division	1. To link BSEC with the e-governance and ICT program of the government and send up to date information.	To ensure sending up to date information regularly and timely.	General Manager

Divisions Of Responsibilities	Services	Schedule time for work done	Officers
Marketing Division	1. To assist to sell the products of the industrial units.	In order to sell products at right price and unbound with giving priority the matter of buyer satisfaction (Proper quality, quantity, plenty supply) maintain link to the controlled industries of BSEC.	General Manager Deputy General Manager
	2. To arrange the advertisement and publicity of the products.	To ensure the expansion of the market of the products.	General Manager Deputy General Manager
Construction Division	1. To supervise the activities of electricity, water supply and lift.	To ensure the proper usage of utility services like electricity, water, lift etc.	Executive Engineer (Civil) Executive Engineer (Electrical)
	2. To do the all works with publish tender, processing etc of development works under the regulation of PPA.	To ensure to do the development works timely.	Executive Engineer (Civil) Executive Engineer (Electrical)
	3. To maintain, repair and supervise the assets of housing with BSEC Head Office.	To maintain, repair and supervise properly and timely with ensuring to do the work.	Executive Engineer (Civil) Executive Engineer (Electrical)
Engineering Division	1. To give technological workmanship advise and in case of collecting new machineries assist to produce specification to the control industries.	In order to ensure prosperity of the industrial enterprises give on demand necessary advises and assistance.	General Manager Add. Chief Engineer (Mechanical)
Steel Division	1. To give technological workmanship advise and in case of collecting new machineries assist to produce specification to the control industries.	In order to ensure prosperity of the industrial enterprises give on demand necessary advises and assistance.	Add. Chief Engineer (Metal)
Ship Building Division	1. To give technological workmanship advise and in case of collecting new machineries assist to produce specification to the control industries.	In order to ensure prosperity of the industrial enterprises give on demand necessary advises and assistance.	General Manager

Divisions Of Responsibilities	Services	Schedule time for work done	Officers
Enquiry Division	1. To enquire the charge of any kind of corruption/ defalcation of cash/ destroying of assets against officers or staffs of BSEC Head Office and controlled industries and submit reports with recommendation.	To submit reports with recommendation properly and timely.	Senior General Manager
Purchase Division	1. To assist to produce tender notice timely of the controlled industries in according to order and demand under the rules and regulation with giving necessary advise to purchase materials.	To ensure to purchase materials timely.	Senior General Manager Senior Purchase Officer
	2. To give process and advise in order to purchase proposed materials involving foreign currencies.	To give assistance and ensure to purchase materials involving foreign currencies.	Senior General Manager Senior Purchase Officer
	3. In order to get more tender notice and make higher competitive for welfare of public and to import raw materials with other materials for industries, manage to receive tender in BSEC (Purchase) and industrial enterprises combined.	To ensure to receive competitive tender notice.	Senior General Manager Senior Purchase Officer
Planning and Research Division	1. In order to build industrial enterprises or projects, make necessary Project Proforma (PP) and assists to take necessary steps for permission from related ministry.	To receive the development works of industrial enterprises and make realization with in case of necessity assist the activities of financial help.	Senior General Manager Add. Chief Engineer

Communication:

Secretary
Secretary Division
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