


**BIMAN BANGLADESH AIRLINES LIMITED**  
**DIRECTORATE OF ADMINISTRATION**

Date: 30 July 2017

**Administrative Circular No. 11/2017**

Subject: Policy regarding Procurement and Training of Software in Biman.

01. Pursuant to the decision/recommendation of Biman Board Sub-Committee on IT in its 04<sup>th</sup> meeting held on 09 April 2017, following policies will be implemented in Biman for Software procurement and training :-
  - (a) Where ever possible software should be purchased along with source code. Procurement of software without source code will require approval from Biman Board of Directors. Preferably all software should be purchased on same platform.
  - (b) Before selecting and purchasing of any software, department concerned will coordinate with head of CMIS/IT department and include representative from CMIS/IT department in the procurement process.
  - (c) If any training for maintenance and modification of newly purchased software is required, training should be inbuilt within the procurement of software for designated CMIS( IT Dept.) and user department persons.
02. All concerned are requested to follow the above decisions.
03. This Order comes into force with immediate effect.

  
30-07-2017  
(Mohammad Mominul Islam)  
Director Administration

**Distribution :**

1. All Directors.
2. All General Managers/Principal BATC/Controller of Accounts/Chief of Technical/ Training/Scheduling & Planning/Flight Safety/Chief Engineers/Company Secretary.
3. All Dy.General Managers/Dy.Chief Engineers/Chief Instructor/Chief Medical Officer.
4. Manager Co-ordination to MD - For kind information of Managing Director & CEO
5. Concerned Managers/Country Managers/Regional Managers/District Managers/Station Managers.
6. All Admin Cells - to preserve it as record and inform the concerned officials.
7. Notice Board.