

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

Date: 26 November 2018

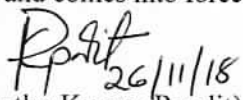
**Office Order No. 39/2018**

Subject: Standing Committee for Reconciliation of ACMI Leased Aircraft.

01. As per decision of the Management, a Standing Committee for Progressive and Final Reconciliation has been re-constituted with the following Biman officials to settle all receivables and payables between Biman and the lessor:
- (a) General Manager/Dy. General Manager (Corporate Planning) -Team Leader
  - (b) Manager Operations (Slot Coordinator) - Member
  - (c) Principal Engineer (Engg. Planning) - Member
  - (d) Manager Operations, GSE - Member
  - (e) Manager Planning concerned - Member
  - (f) Manager Accounts (Cost & Budget) - Member-Secretary
  - (g) Manager/ Asst. Manager Ground Service - Member
  - (i) Manager/Asst. Manager Route & Fuel - Member
  - (j) Manager/ Asst. Manager EMP&P (BFCC) - Member
  - (k) Asst. Manager Legal Affairs - Member
  - (l) Asst. Manager Procurement (Import & Export) - Member

In the absence of General manager (Corporate Planning), DGM (Corporate Planning) will lead the Biman Team. The Team Leader may co-opt any official(s) as member, if deemed necessary.

02. The Terms of Reference (TOR) of the Committee are as follows:
- (i) To arrange Progressive Reconciliation and Final Reconciliation meetings and negotiate with the Lessor;
  - (ii) To determine performed Block Hour utilization of the ACMI leased aircraft;
  - (iii) To determine the amounts owed to Biman and the Lessor;
  - (iv) To settle all receivables and payables between Biman and the Lessor;
  - (v) To prepare Reconciliation Statement, through collecting Biman's claim from Departments concerned time to time;
  - (vi) To consult with General Manager (Revenue & FMIS) and if necessary, with the Chief Financial Officer or Director Planning;
  - (vii) To submit the Final Reconciliation Statement, through (General Manager Revenue & FMIS) for approval of the Managing Director & CEO;
  - (viii) To undertake any other tasks if required for the Reconciliation activities.
03. This Order supersedes Office Order No. 30/2018 dated 13-09-2018 and comes into force with immediate effect.

  
(Dr. Partha Kumar Pandit)  
Director Administration(Actg.)

**Distribution:**

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