

BIMAN BANGLADESH AIRLINES LIMITED
DIRECTORATE OF ADMINISTRATION

Date: 28 April 2019

Office Order No.22/2019

Subject: IT Technical Committee.

01. As per decision of the Management, an IT Technical Committee has been constituted comprising of the following Biman officials:
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|-----|---|--------------------|
| (a) | Manager Quality Assurance (CSQ) | - Convener |
| (b) | Manager Training (I & R) | - Member |
| (c) | Principal System Engineer (Reliability and Maint.) | - Member |
| (d) | Manager Accounts (Budget) | - Member |
| (e) | One representative from Marketing & Sales Directorate (Pay Group VI or above) | - Member |
| (f) | Asst. Manager, Store & Material Management | - Member |
| (g) | Commercial Officer (HDQ) (Nominated by GM Cargo) | - Member |
| (h) | Manager IT, CMIS | - Member-Secretary |
- The committee may co-opt any official(s) as member, if deemed necessary.
02. Roles and Responsibilities of IT Technical Committee (ITC):
- i) Assess the IT requirements submitted by various areas to determine suitability, functionality, viability and capability if directed by MD & CEO or Director Admin;
 - ii) Assess the existing IT system within a particular area to identify substandard performance, root causes of substandard performance, suitability, functionality, viability and capability as directed by MD & CEO or Director Admin;
 - iii) Submit assessment report and recommendations if required, to the MD & CEO or Director Admin depending on who provides direction to perform the job.
03. If any member of the committee goes on leave/OCS/training before completion of the activities of the committee, he/she has to inform the matter to the Chief of the Committee.
04. This Order comes into force with immediate effect.


(Ziauddin Ahmed)

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. Managers/Country Managers/Regional Managers/District Managers/Station Managers concerned.
6. All Admin Cells - to preserve it as record and inform the concerned officials.
7. Notice Board.