

BIMAN BANGLADESH AIRLINES LIMITED
DIRECTORATE OF ADMINISTRATION

Date: 28 April 2019

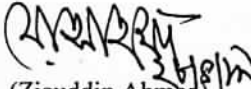
Office Order No.23/2019

Subject: IT Steering Committee.

01. As per decision of the Management, an IT Steering Committee has been constituted comprising of the following Biman officials:
- | | |
|---|--------------------|
| a) Managing Director & CEO | - Chairman |
| b) Director Flight Operation | - Member |
| c) Chief Financial Officer | - Member |
| d) Director Customer Services | - Member |
| e) Director Planning | - Member |
| f) Director Engineering & Material Management | - Member |
| g) Director Procurement & Logistic Support | - Member |
| h) Director Marketing & Sales | - Member |
| i) Principal BATC | - Member |
| j) Company Secretary | - Member |
| k) GM/DGM CMIS (IT dept.) | - Member |
| l) Director Administration | - Member Secretary |

The Chairman of the Committee may co-opt any official(s) as member, if deemed necessary.

02. The Roles and responsibilities of IT Steering Committee:
- * Review the draft IT policy and IT security policy and finalize it for approval;
 - * Review the IT strategy, IT policy and IT security policy;
 - * Ensuring that the management has placed an effective planning process;
 - * Endorsing that the IT strategy is indeed aligned with business strategy;
 - * Ensuring that the IT organizational structure complements the business model and its direction;
 - * Ensuring IT investments represent a balance of risks and benefits and acceptable budgets;
 - * Ensure compliance of IT Security Policy;
 - * Provide direction to architecture design and ensure that the IT Architecture reflects the need for legislative and regulatory compliance.
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/Flight Engineers/Chief Engineers/Company Secretary.
3. All Dy. General Managers/Dy. Chief Engineers/Chief Instructors/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.
7. Notice Boards.