

# ORGANOGRAM-2018



**Dhaka Electric Supply Company (DESCO) Limited**

**Board of Directors**

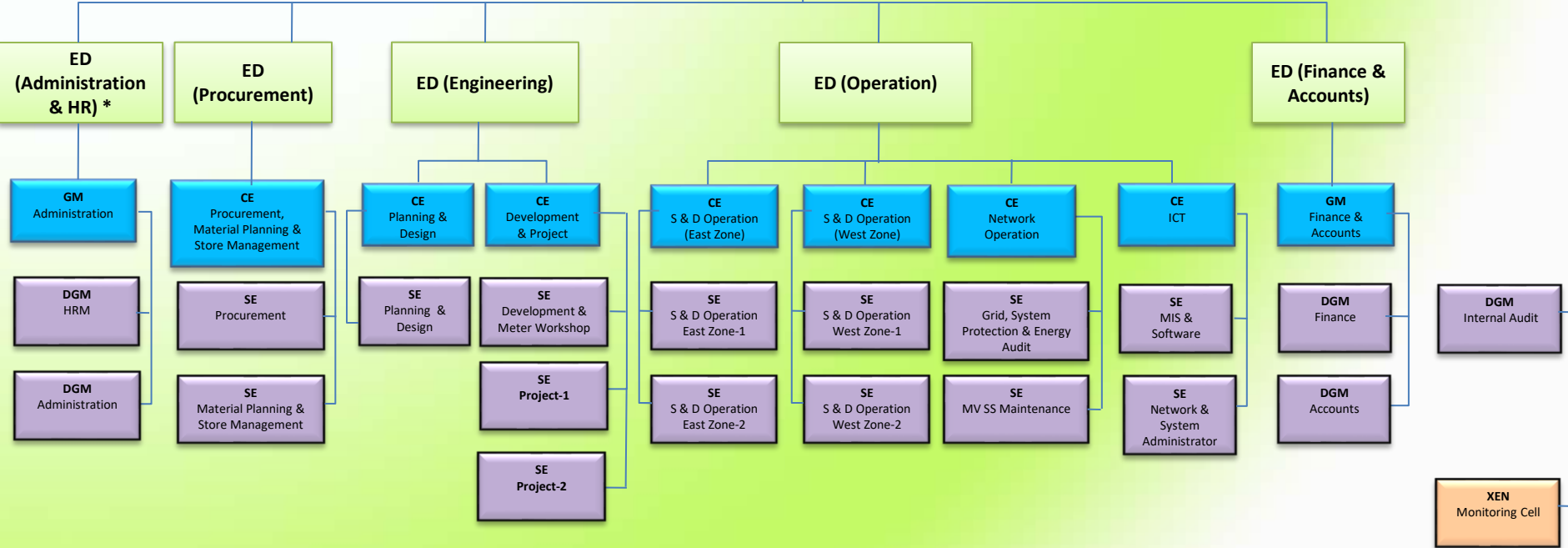
**Managing Director**

**Company Secretary**

❖ Panel of Retainer legal advisors  
❖ Retainer physician (s)

**Executive Magistrate**

**Judicial Magistrate**



\* Deputation

# Managing Director

XEN (Staff Officer)	-1
JAM	-1
Asstt Supervisor	-1
Receptionist	-1
Driver	-2
OSS	-2
Vehicle with Driver outsource	-1

**Company Secretary**  
Page-4

❖Panel of Retainer legal advisors  
❖Retainer physician (s)

**Executive Magistrate**

**Judicial Magistrate**

**Executive Director\***  
Administration/HR

**GM**  
Administration  
**Page-5**

DM (Staff Officer)	-1
Asstt Supervisor	-1
Driver	-1
OSS	-1

**Executive Director**  
Procurement

**CE**  
Procurement,  
Material Planning &  
Store Management  
**Page-6**

SDE (Staff Officer)	-1
Asstt Supervisor	-1
Driver	-1
OSS	-1

**Executive Director**  
Engineering

**CE**  
Development &  
Project  
**Page-7**

**CE**  
Planning & Design  
**Page-8**

SDE (Staff Officer)	-1
Asstt Supervisor	-1
Driver	-1
OSS	-1

**Executive Director**  
Operation

**CE**  
S&D Operation  
(East Zone)  
**Page-9**

**CE**  
S&D Operation  
(West Zone)  
**Page-10**

**CE**  
Network Operation  
**Page-12**

**CE**  
ICT  
**Page-13**

**Sales &  
Distribution  
Division  
Page-11**

SDE (Staff Officer)	-1
Asstt Supervisor	-1
Driver	-1
OSS	-1

**Executive Director**  
Finance & Accounts

**GM**  
Finance & Accounts  
**Page-14**

DM (Staff Officer)	-1
Asstt Supervisor	-1
Driver	-1
OSS	-1

**(Monitoring Cell)**

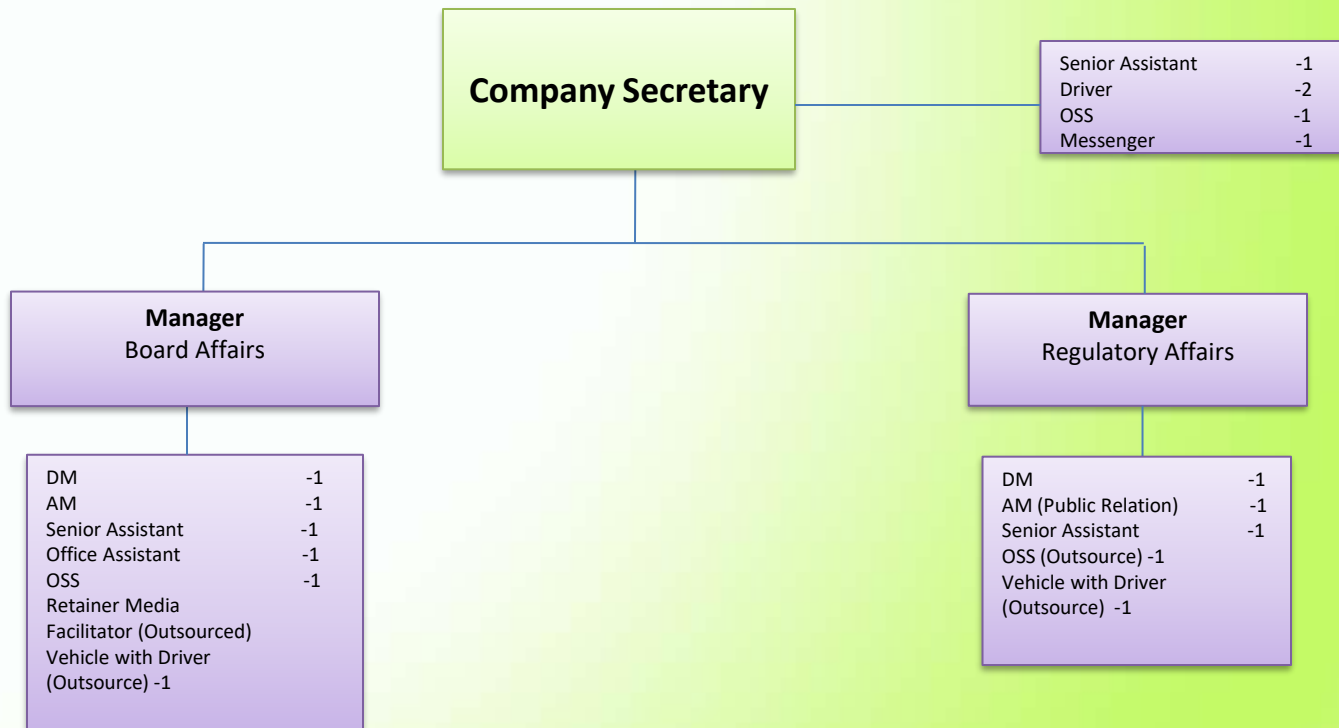
XEN	-1
SDE	-2
SAE	-1/4 S&D
Senior Assistant	-1
ACS	-4
Asstt. Lineman	-1/4 S&D
Lineman Mate	-1/4 S&D
OSS	-1
Vehicle with Driver outsource	-2

**(Internal Audit)**

DGM	-1
Manager	-1
DM	-1
AM	-2
JAM	-1
Senior Assistant	-1
Driver	-1
OSS	-1
Vehicle with Driver outsource	-1

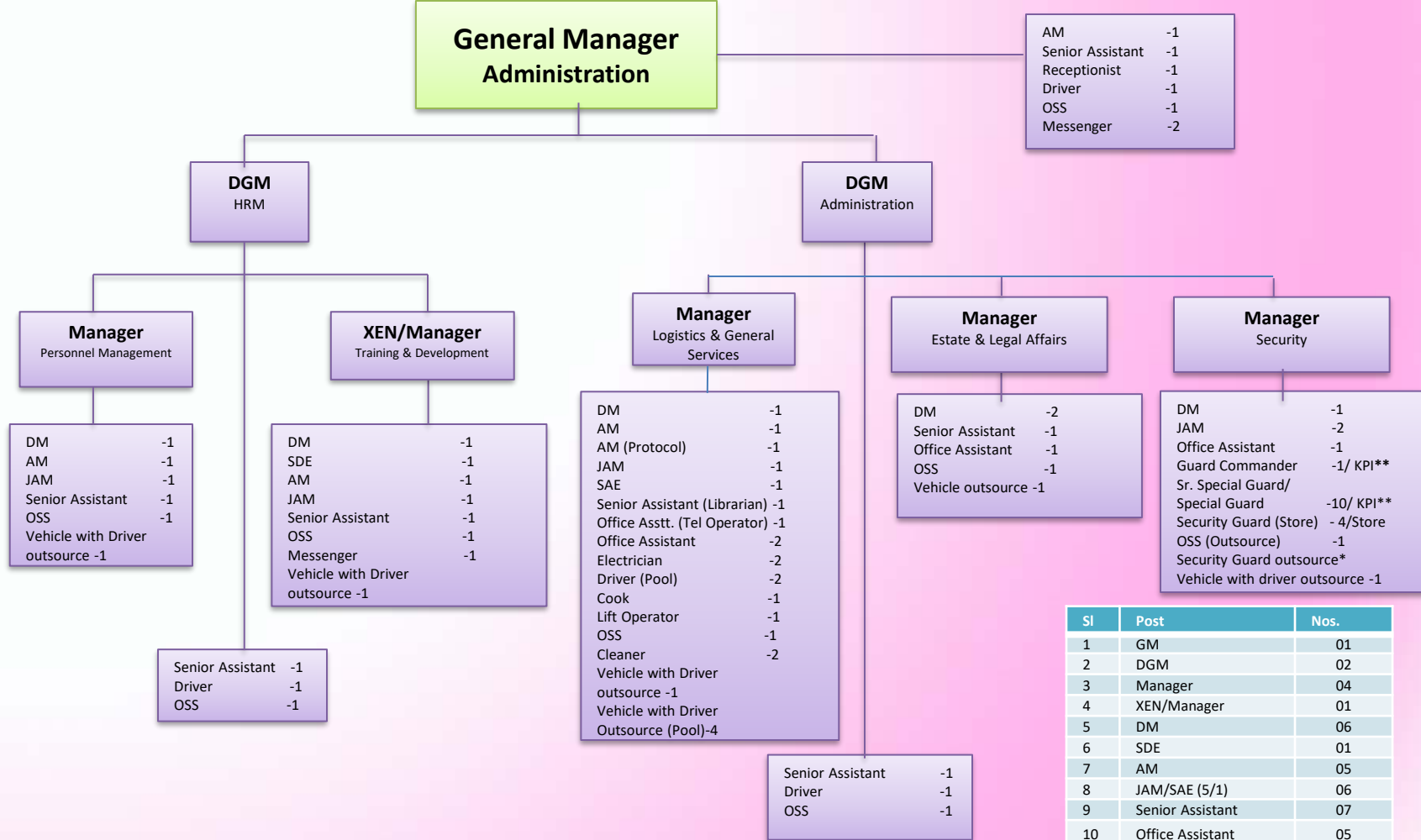
Sl	Post	No
1	MD	01
2	Director	05
3	DGM	01
4	XEN/Manager (2/1)	03
5	SDE/DM (5/3)	08
6	AM	02
7	JAM	02
8	SAE	04
9	Assistant Supervisor	06
10	Senior Assistant	02
11	Assistant Complain Supervisor (ACS)	04
12	Receptionist	01
13	Assistant Lineman	04
14	Driver	08
15	Lineman Mate	04
16	OSS	09
17	Vehicle with Driver outsource - 04	-
<b>Total</b>		<b>64</b>

\* Vacancy will be filled up by a deputationist given by the Power Division, Ministry of Power, Energy & Mineral Resources



Sl	Post	Nos.
1	Company Secretary (SE/DGM)	01
2	Manager	02
3	DM	02
4	AM	02
5	Senior Assistant	03
6	Office Assistant	01
7	Driver	02
8	OSS	02
9	Messenger	01
10	OSS (Outsource)-1	-
11	Retainer Media Facilitator Outsourced -1	-
12	Vehicle with Driver outsource-2	
<b>Total</b>		<b>16</b>

# General Manager Administration



Sl	Post	Nos.
1	GM	01
2	DGM	02
3	Manager	04
4	XEN/Manager	01
5	DM	06
6	SDE	01
7	AM	05
8	JAM/SAE (5/1)	06
9	Senior Assistant	07
10	Office Assistant	05
11	Guard Commander	10
12	Electrician	02
13	Receptionist	01
14	Sr. Special Guard/ Special Guard (30/50)	80
15	Driver	05
16	Security Guard	11
17	OSS	08
18	Messenger	03
19	Cook	01
20	Lift operator	01
21	Cleaner	02
22	Vehicle with Driver outsource-09	
<b>Total</b>		<b>162</b>

**Note:**  
 \*Requirement of Security Guards for all offices /Installations/Stores other than shown in the chart shall be filled up through outsourcing;  
 \*\*Number of Guard Commander/Special Guard and KPI will vary depending on Govt's report.

**Chief Engineer  
Procurement, Material Planning &  
Store Management**

AE	-1
Senior Assistant	-1
Driver	-1
OSS	-1
Messenger	-1

**SE  
Procurement, Inspection &  
Testing**

Senior Assistant	-1
Driver	-1
OSS	-1

**SE  
Material Planning & Store**

Senior Assistant	-1
Driver	-1
OSS	-1
Messenger	-1

**XEN  
Procurement**

**XEN  
Inspection & Testing**

**XEN  
Central Store**

**XEN  
Sub-store**

**XEN  
Material Planning,  
Clearing & Movement**

SDE	-2
AE	-2
Senior Assistant	-1
Office Assistant	-1
OSS	-1
Vehicle with Driver outsourcing	-1

SDE	-1
Office Assistant	-1
OSS	-1
Vehicle with Driver outsourcing	-1

<b>Central Store</b>	
SDE	-1
DM	-1
AE	-1
JAM (Store)	-1
Assistant (Store)	-2
Driver	-1
Store Mate	-6
OSS	-1
Vehicle with Driver outsourcing	-1

<b>Sub Store(s)*</b>	
DM	-1
AM	-1
JAM (Store)	-1
Assistant (Store)	-1
Store Mate	-2
Vehicle with Driver outsourcing	-1

<b>Clearing &amp; Movement</b>	
DM	-1
JAM	-1
Office Assistant	-1
OSS	-1
Vehicle with Driver outsourcing	-1

<b>Material Planning</b>	
SDE	-1
AM	-1
SAE	-1
Vehicle with Driver outsourcing	-1

Sl	Post	Nos.
1	Chief Engineer	01
2	SE	02
3	XEN	05
4	SDE	05
5	DM	03
6	AE	04
7	AM	02
8	SAE	01
9	JAM	03
10	Senior Assistant	04
11	Office Assistant	06
12	Driver	04
13	Store Mate	08
14	OSS	07
15	Messenger	02
16	Vehicle outsource-06	-
<b>Total</b>		<b>57</b>

\* Number of sub-store shall be decided by the management depending on requirement. The personnel shown are for one sub-store.

# Chief Engineer Development & Projects

AE	-1
Senior Assistant	-1
Driver	-1
OSS	-1
Messenger	-1

Senior Assistant	-1
Driver	-1
OSS	-1

## SE Project-1

XEN	-2
SDE	-2
AE	-3
AM (Accounts)	-1
SAE	-5
JAM (Store)	-1
Senior Assistant	-1
Assistant (Store)	-1
Office Assistant	-1
OSS	-1
Driver Outsource-1	-1
OSS Outsource-1	-1
Vehicle with driver outsource	-2

## SE Project-2

XEN	-1
SDE	-3
AE	-3
AM (Accounts)	-1
SAE	-6
JAM (Store)	-1
Senior Assistant	-1
Assistant (Store)	-1
Office Assistant	-1
Driver Outsource	-1
OSS Outsource	-2
Vehicle with driver outsource	-2

Senior Assistant	-1
Driver	-1
OSS	-1

## SE Development & Meter Workshop

Senior Assistant	-1
Driver	-1
OSS	-1

## XEN Electrical Works

SDE	-2
AE	-1/ 04 S&D
SAE	-1/ 04 S&D
Field Assistant	-1/ 04 S&D
OSS	-1
Vehicle with Driver Outsource	-1

## XEN Civil Works

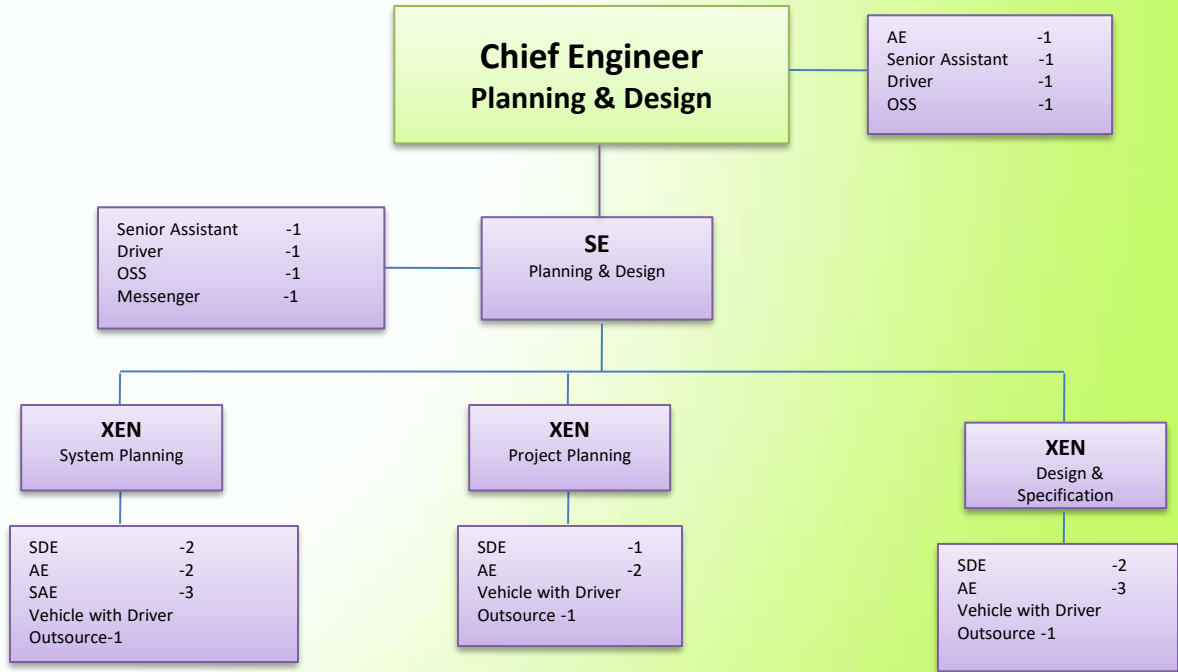
SDE	-1
AE	-1
SAE	-1
Vehicle with Driver Outsource	-1

## XEN Meter Workshop

SDE	-1
AE	-1
SAE	-1
JAM (Store)	-1
Meter Tester	-1
Meter Assembler-I	-12
Meter Assembler-II	-8
OSS	-1
Helper outsource	
Cleaner outsource	
Vehicle with Driver Outsource	-1

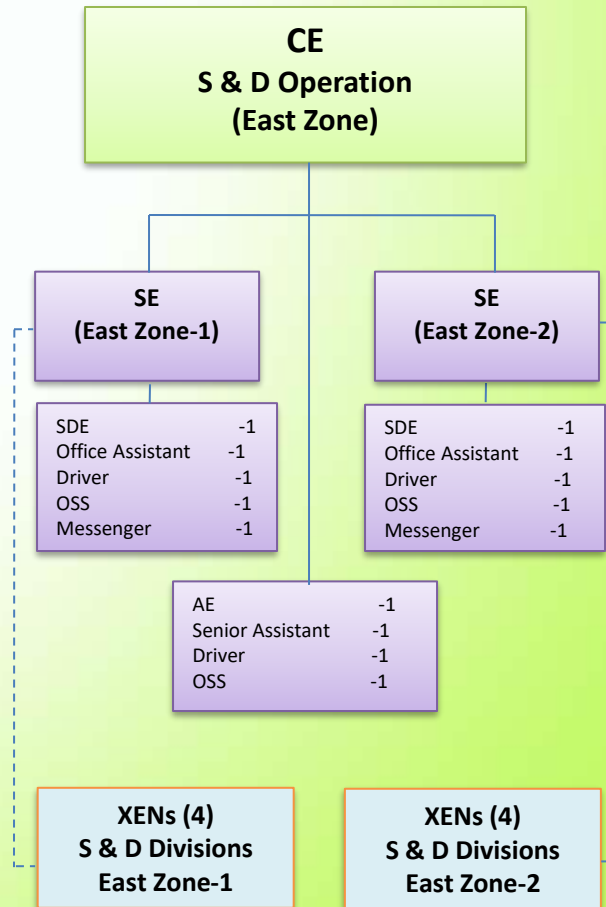
Sl	Post	Nos.
1	CE	01
2	SE	03
3	XEN	06
4	SDE	09
5	AE/AM (13/2)	15
6	SAE/JAM (17/3)	20
7	Senior Assistant	06
8	Meter Tester	01
9	Office Assistant	04
10	Field Assistant	04
11	Meter Assembler-1	12
12	Meter Assembler-2	08
13	Driver	04
14	OSS	07
15	Messenger	01
16	Driver outsource-02	-
17	OSS outsource-03	-
18	Vehicle with Driver outsource-07	-
	<b>Total</b>	<b>101</b>

\* Manpower against Govt. approved project may vary depending on PP.

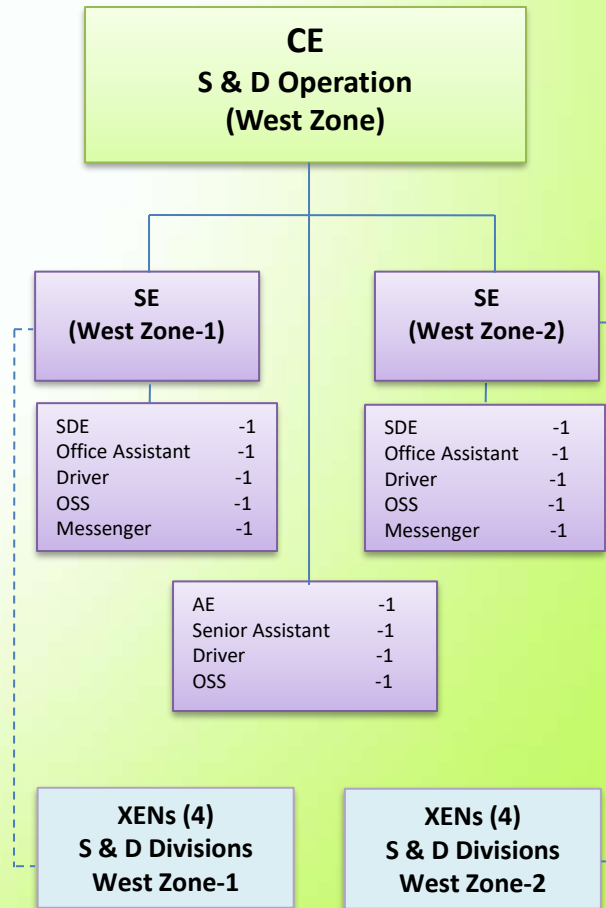


Sl	Post	Nos.
1	Chief Engineer	01
2	SE	01
3	XEN	03
4	SDE	05
5	AE	08
6	SAE	03
7	Senior Assistant	02
8	Driver	02
9	OSS	02
10	Messenger	01
11	Vehicle with Driver outsourc-03	-
	<b>Total</b>	<b>28</b>





Sl	Post	Nos.
1	CE	01
2	SE	02
3	SDE	02
4	AE	01
5	Senior Assistant	01
6	Office Assistant	02
7	Driver	03
8	OSS	03
9	Messenger	02
Total		17



Sl	Post	Nos.
1	CE	01
2	SE	02
3	SDE	02
4	AE	01
5	Senior Assistant	01
6	Office Assistant	02
7	Driver	03
8	OSS	03
9	Messenger	02
Total		17

## Sales & Distribution Division

**XEN-1**

JAM	-1
Office Assistant	-1
Driver	-2
Receptionist	-1
OSS	-1
Messenger	-2
Cook	-1
OSS (Outsource)	-1
Imam (Outsource)	-1
Vehicle with Driver (Outsource)	-1

### Commercial Operation

SDE-1

### System Operation

SDE-1

#### IT Section

Asstt. Supervisor	-1
Senior Assistant	-2
Billing Assistant	-2

#### Customer Service

Assistant Manager	-1
JAM/SAE	-3 (2+1)
Supervisor	-1
Asstt. Supervisor	-1

#### Commercial Operation

Assistant Engineer	-2
Sub-Assistant Engineer	-3
Supervisor	-1
Asstt. Supervisor	-2
Senior Assistant	-2
Vending Operator -2 (VS/2 shift)	
Sr. MR/MR cum Bill Server	-1

#### System Operation

Asst. Engineer (New connection)	-1
Asst. Engineer (Line Maintenance)	-1
Asst. Engineer (MV S/S)	-1
Sub-Asst. Engineer (Line maintenance)	-1
Sub-Asst. Engineer (New Connection)	-1
Sub-Asst. Engineer (MV S/S)	-1
Sub-Asst. Engineer (Store)	-1
Supervisor	-1
Senior Assistant (All Categories)	-1
Field Assistant	-1
Substation Supervisor/Sr. SSA/SSA	-4/SS
Assistant Lineman	-1
Complaint Supervisor/Deputy Complaint Supervisor/Assistant Complain Supervisor	-4

#### Revenue Section

JAM (Revenue)	-1
Asstt. Supervisor	-1
Senior Assistant	-1
Revenue Assistant	-1

#### HT Metering & Monitoring

Assistant Engineer	-1
Sub-Assistant Engineer	-1
Forman /	
Senior Assistant Forman /	
Assistant Forman /	
Lineman	-2
Assistant Lineman	-1
Lineman Mate	-1

#### Meter Lab

Meter Tester	-1
Asst. Meter Tester	-1
Meter Assembler-II	-1

#### Sub-control Center

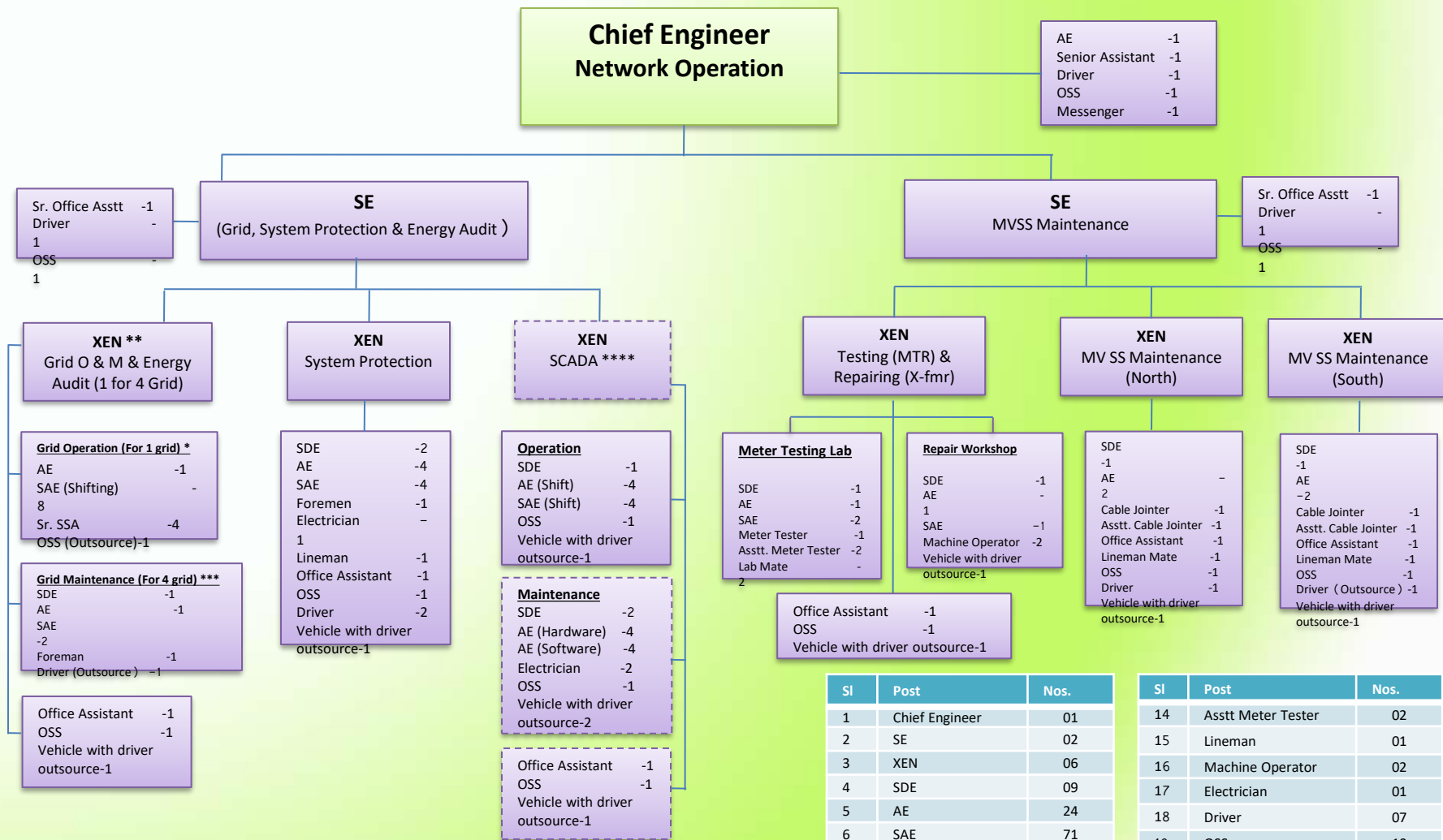
Sub-Assistant Engineer	-5
OSS (Outsource)	-1

২২/১০/২০২০ তারিখে অনুষ্ঠিত ডেসকো বোর্ডের ৪০৫ তম সভায় আইসিটি বিভাগের সেটআপ অনুমোদিত হয়। এক্ষেত্রে বিওবি বিভাগের আইসিটি সেকশনের ১৬টি সহকারি প্রকৌশলীর পদ আইসিটি বিভাগে স্থানান্তর করা হয়।

#### Notes:

1. Manpower of 1 (one) Sales & Distribution Division.
  2. S & D Division with more than 1500 HT connections will have additional one (1) no. of Assistant Engineer, one (1) no. of SAE and one (1) no. of Lineman for HT Metering Section;
  3. Sub-control center shall be responsible for load/feeder control activities for a no. of S & D Division as determined by the management from time to time and placed under the system operation wing of one of the respective S & D Divisions;
  4. Management may increase/decrease the no. of outsourced vehicles in order to meet unforeseen requirement;
  5. Number of Substation Attendant /Sr. Substation Attendant may be increased considering number of Substation per S&D @4/SS. Manpower is calculated considering 60 (Sixty) Substation/Switching Station.
  6. Manpower shown as per division for 1 Vending Station and may be increased with increasing Vending Station.
- \* Manpower is calculated considering 16 (Sixteen) S & D Divisions.

Sl	Post	Nos.
1	XEN	16
2	SDE	32
3	AE	96
4	AM	16
5	SAE	174
6	JAM	48
7	JAM (Revenue)	16
8	Foreman	3
9	Sr. Assistant Foreman	5
10	Assistant Forman	8
11	Lineman	16
12	Supervisor (All Categories)	48
13	Complaint Supervisor	8
14	Substation Supervisor	32
15	Assistant Supervisor (All)	80
16	Deputy Complaint Supervisor	16
17	Senior Assistant (All)	96
18	Sr. Substation Attendant	56
19	Meter Tester	16
20	Office Assistant	16
21	Billing Assistant	32
22	Assistant (Revenue)	16
23	Field Assistant	16
24	Vending Operator	32
25	Assistant Meter Tester	16
26	Substation Attendant	152
27	Asst Complain Supervisor	40
28	Assistant Lineman	32
29	Receptionist	16
30	Driver	22
31	Sr. MR/MR cum Bill Server	20
32	Meter Assembler-II	16
33	Lineman Mate	16
34	OSS	23
35	Messenger	32
36	Cook	16
37	Cleaner	4
38	OSS (Outsource) - 15	
39	Driver (Outsource)-10	
40	Vehicle with driver outsource-16	
	<b>Total</b>	<b>1299 *</b>



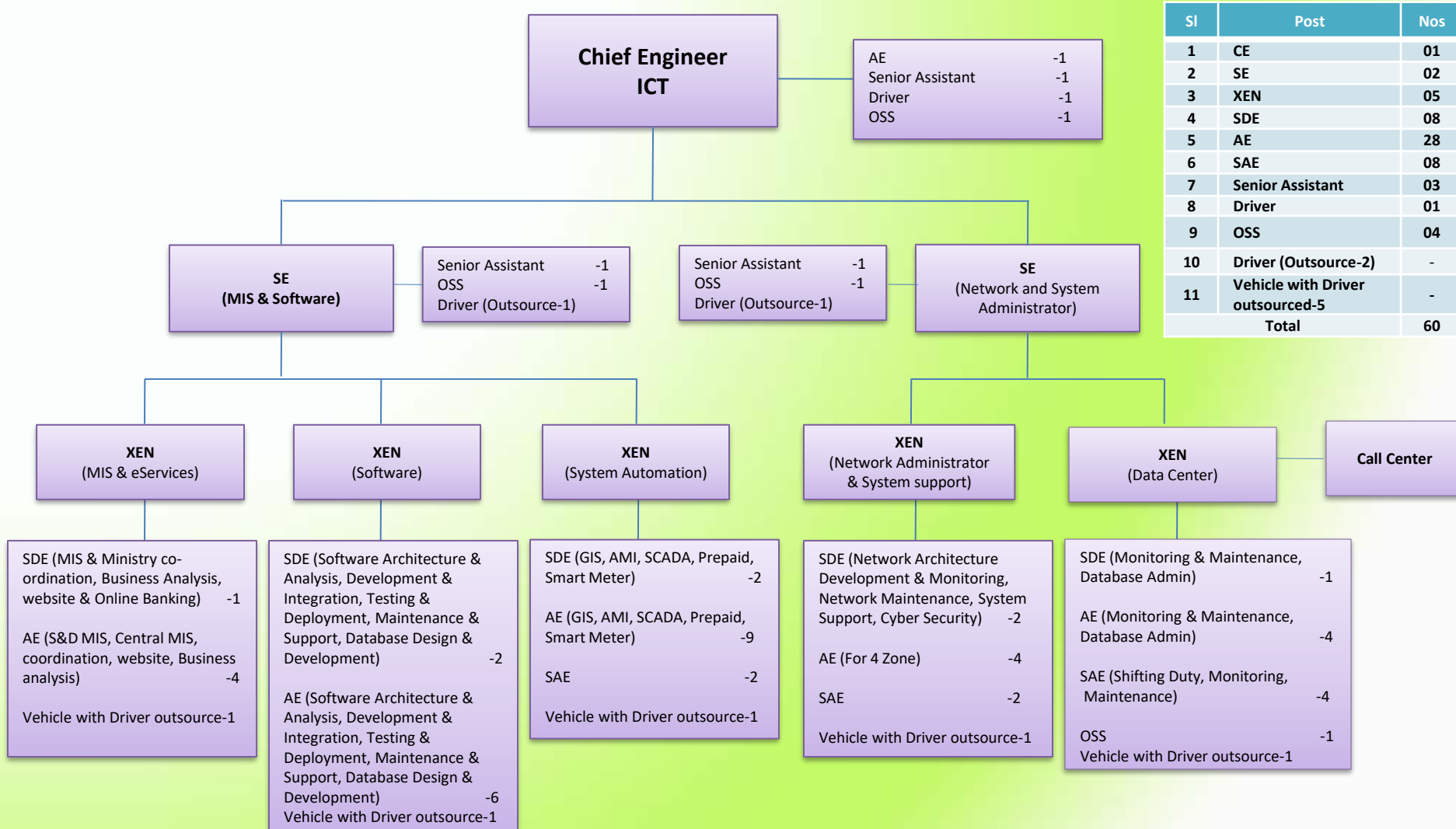
Sl	Post	Nos.
1	Chief Engineer	01
2	SE	02
3	XEN	06
4	SDE	09
5	AE	24
6	SAE	71
7	Foreman	03
8	Cable jointer	02
9	Senior SSA	28
10	Senior Assistant	03
11	Assistant Cable Jointer	02
12	Meter Tester	01
13	Office Assistant	06

Sl	Post	Nos.
14	Asstt Meter Tester	02
15	Lineman	01
16	Machine Operator	02
17	Electrician	01
18	Driver	07
19	OSS	10
20	Lineman Mate	02
21	Lab Mate	02
22	Messenger	01
23	OSS (Outsource)-7	
24	Driver (Outsource)-3	
25	Vehicle with driver outsource-8	
<b>Total</b>		<b>186</b>

\*For 1 (one) Grid SS Operation, number of manpower 13 (thirteen) will be increased by the approval of the board, when required.  
 \*\*For 4 (four) Grid SS Operation and Maintenance 1 (one) XEN with 2 (two) supporting staffs will be increased by the approval of the board, when required.  
 \*\*\*For 4 (four) grid maintenance, number of manpower 6 (six) will be increased by the approval of the board, when required.  
 \*\*\*\* When SCADA is commissioned, number of manpower 16 (sixteen) will be increased by the approval of the board.

২৫/১১/২০১৮ তারিখে অনুষ্ঠিত ডেসকো বোর্ডের ৩৬৮তম সভায় ৫টি ১৩২/৩৩/১১ কেভি গ্রিড সাবস্টেশন পরিচালনার জন্য ৭৪ জন জনবল (XEN-1, SDE-1, AE-6, SAE-42, Forman-1, Sr. SSA-20, OA-1, Driver-1, OSS-1) সৃজন করা হয়।

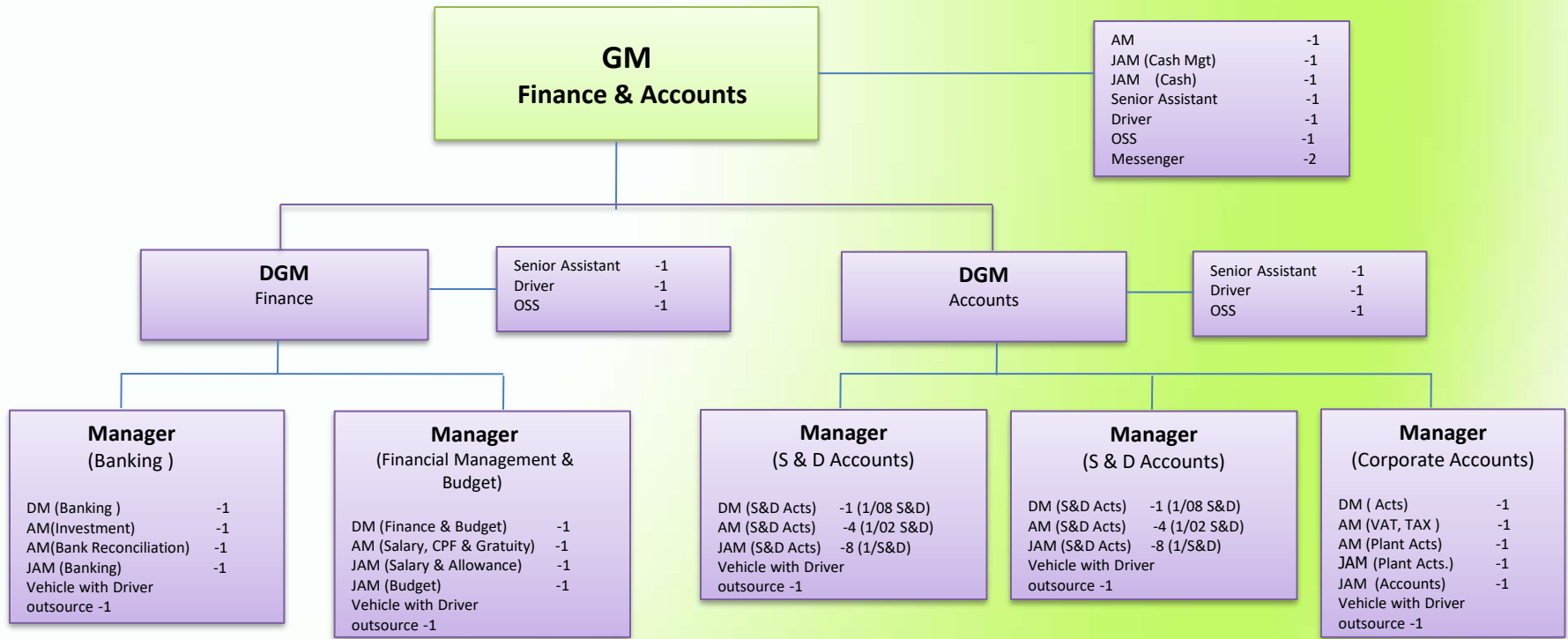
# আইসিটি বিভাগের জনবল কাঠামো



Sl	Post	Nos
1	CE	01
2	SE	02
3	XEN	05
4	SDE	08
5	AE	28
6	SAE	08
7	Senior Assistant	03
8	Driver	01
9	OSS	04
10	Driver (Outsource-2)	-
11	Vehicle with Driver outsourced-5	-
<b>Total</b>		<b>60</b>

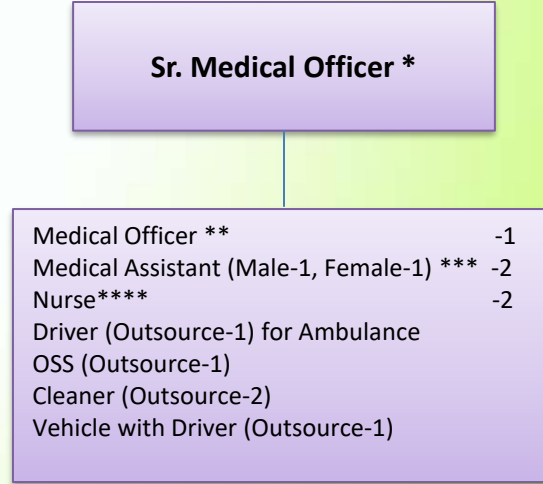
২২/১০/২০২০ তারিখে অনুষ্ঠিত ডেসকো বোর্ডের ৪০৫ তম সভায় ৬০জন জনবল সম্বলিত আইসিটি বিভাগের জনবল কাঠামো অনুমোদিত হয়। এক্ষেত্রে বিওবি বিভাগের আইটি সেকশনের ১৬টি সহকারি প্রকৌশলীর পদ আইসিটি বিভাগে স্থানান্তর করা হয়।

All 16 (sixteen) Assistant Engineer (IT) of S & D Divisions has been incorporated in Central ICT Division of the organogram.



Sl	Post	Nos.
1	GM	01
2	DGM	02
3	Manager	05
4	DM	05
5	AM	14
6	JAM	23
7	Senior Assistant	03
8	Driver	03
9	OSS	03
10	Messenger	02
11	Vehicle with Driver outsource-05	-
<b>Total</b>		<b>61</b>

## স্বাস্থ্য সেবা কেন্দ্রের জনবল কাঠামো



\* Equivalent to XEN/Manager (Pay Grade-5)

\*\* Equivalent to AE/AM (Pay Grade-7)

\*\*\* Equivalent to Pay Grade-9

\*\*\*\* Equivalent to Pay Grade-12

Note: Between 'Sr. Medical Officer' and 'Medical Officer', one of them must be a female

Sl	Post	Nos
1	Sr. Medical Officer	1
2	Medical Officer	1
3	Medical Assistant (Male-1, Female-1)	2
4	Nurse	2
5	Driver (Outsource-1) for Ambulance	-
6	Office Support Staff (Outsource-1)	-
7	Cleaner (Outsource-2)	-
8	Vehicle with Driver outsource-1	-
<b>Total</b>		<b>6</b>

২২/১০/২০২০ তারিখে অনুষ্ঠিত ডেসকো বোর্ডের ৪০৫ তম সভায়  
০৬জন জনবল সম্বলিত স্বাস্থ্যসেবা কেন্দ্র এর সেটআপ অনুমোদিত হয়।