

Office of the Deputy General Manager (Internal Audit)

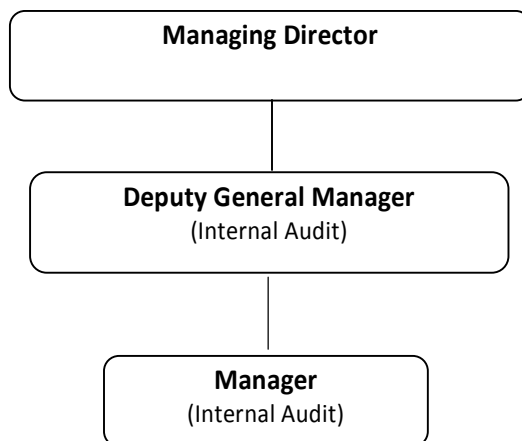
Job Description of Deputy General Manager (Internal Audit)

Position Title	Deputy General Manager (Internal Audit)
Reports to	Managing Director
Function	To Supervise Internal Audit Functions
Reporting official	Manager (Internal Audit)
Location	Head office of DESCO

Job purpose:

DGM (Internal Audit), reporting to the Managing Director with collective responsible for the audit related tasks and services used in DESCO and to manage proper financial procedures and systems are operated and maintained. To ensure that all expenses data is properly submitted and that all expenses are reasonable and allocable and conform to principles and guidelines. To ensure that all auditing process is carried to highest standard of probity.

Line of Reporting



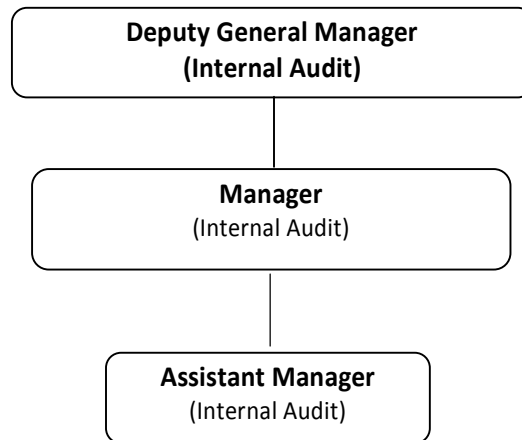
Key Duties and Responsibilities:

1. Determine that internal systems and controls are adequate and effective.
2. To instruct the sub-ordinate to audit the existence of Assets and their maintenance for proper safeguards for their protection.
3. Determine as to whether Companies resources (personnel, property, funds, assets etc.) are being utilized in an economical and efficient manner, including the underlying causes of any inefficiencies or wasteful practices.
4. Prepare Internal Audit Reports on the results of completed reviews, discusses these report with appropriate levels of management, and inform to the Managing Director and other levels of management as deemed appropriate.
5. To serve as a Co-coordinator with the high official of Works Audit, FAPAD, Government and other audit Directorate.
6. To ensure that company's policies and procedures are prepared in accordance with the appropriate laws, rules and good organizational practices.
7. To advise Sub-Ordinate for forming internal audit committee and monitoring for timely completion the audit schedule.
8. To supervise and Audit all types of finance related income/ expenditure of the Company, if required.
9. To Instruct sub-ordinate for proper checking all types Bills (Suppliers/ Contractor's Bills, BPDB's Bill, PGCB's Bill and other Bills, if required)
10. To advise sub-ordinate for Implementation the audit program in time and gives suggestion.
11. To Motivate & advise regularly the sub-ordinate for prompt settlement the Audit Objections.
12. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under his/her control.
14. Carryout any other duties as directed by the management from time to time.

Job Description of Manager (Internal Audit)

Position Title	Manager (Internal Audit)
Reports to	Deputy General Manager (Internal Audit)
Function	To Co-ordinate & Supervise Internal Audit Functions.
Reporting official	Deputy Manager/Asst. Manager.
Location	Office of the Deputy General Manager (Internal Audit)

Line of Reporting



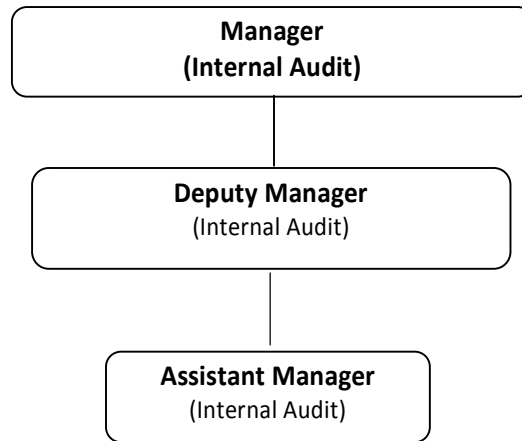
Key Duties and Responsibilities:

1. To Check & Verify Financial Reports of the company, if required.
2. To Audit & examine ongoing levels of expenditure on individual program and submit timely & recommend of likely over and under spends.
3. To determine as to whether companies resources (personnel, property, funds etc.) are being utilized in an economical and efficient manner, including the underlying causes of any inefficiencies or wasteful practices.
4. To prepare Internal Audit Reports for the Managing Director of DESCO, the Audit Committee and the board of directors.
5. Providing support and guidance to colleagues on how to handle new opportunities & motivate them by delivering some courses and training sessions.
6. To prepare audit reports to highlighting issues & addressing problems and distributing the reports to the relevant officials of DESCO.
7. To assess how well the business organization is complying with Policies, delegation, rules and regulations and inform the management whether any issues are needed addressing.
8. To work as a team leader and supporting colleagues and look after across the organization with audit views, while still being able to work independently.
9. To supervise the works/activities of all employees of the said division.
10. To maintain liaison with other interrelated utility organization (i.e. BPDB, DPDC, REB etc.)
11. To co-ordinate with the respective division/departmental head for preparing the Broad Sheet Report and collect the relevant broadsheet answers in time.
12. To co-ordinate & organize bilateral and tripartite meetings for settlement audit objections.
13. To conduct Special Audit /Pilot Audit by the direction of Managing Director, Audit Committee/DESCO Board.
14. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
15. Carryout Annual Performance Appraisal of the employees under his/her control.
16. Carryout any other duties as directed by the management from time to time.

Job Description of Deputy Manager (Internal Audit)

Position Title	Deputy Manager (Internal Audit)
Reports to	Manager (Internal Audit)
Function	To Audit and supervise the sub-ordinate for preparation of audit report with the help of sub-ordinate officials.
Reporting official	Assistant Manager (Internal Audit-Compliance) Assistant Manager (Internal Audit)
Location	Office of the Deputy General Manager (Internal Audit)

Line of Reporting



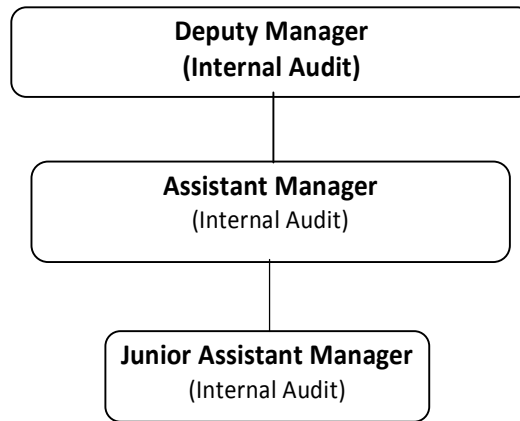
Key Duties and Responsibilities:

1. To preparing Internal Audit Schedule and Forming Audit team after selecting Audit Program by authority.
2. To co-ordinate and implement Yearly Internal Audit Program
3. Seen Discussion with audited Divisional/Departmental head after completing audit program.
4. To co-ordinate for completing Audit Program in-time.
5. To co-ordinate & Check the final Internal Audit Report & submit the Final Audit Report to the DGM/ Manager (Internal Audit).
6. To co-ordinate External Audit Team when their Audit Program is continuing in DESCO.
7. To inform all concerned Division/department about new audit objections & collecting the relevant Broadsheet documents for answering to the Audit directorate in time.
8. To verify, Correction & compile all Broadsheet answer of Audit Objections and relevant documents which are sent from various Division.
9. To ensure that all answers are send to the ministry/works audit/FAPAD in due time;
10. To pursuing and communicate continuously with Works Audit & FAPAD for the settlement of audit objections;
11. To supervise for arranging and organize the Bilateral and Tripartite Meetings for Unsettle audit objections.
12. To supervise Audit Software Management which are controlling by Power Division.
13. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
14. Carryout Annual Performance Appraisal of the employees under his/her control.
15. Carryout any other duties as directed by the management from time to time.

Job Description of Assistant Manager (Internal Audit)

Position Title	Assistant Manager (Internal Audit).
Reports to	Manager/Deputy Manager (Internal audit).
Functions	Yearly Audit program are prepared and complete in Schedule time under all Divisions/Departments in DESCO.
Reporting official	Junior Assistant Manager(Internal Audit) Sr. Office Assistant.
Location	DGM (Internal Audit), Head Office.

Line of Reporting



Key Duties & Responsibilities:

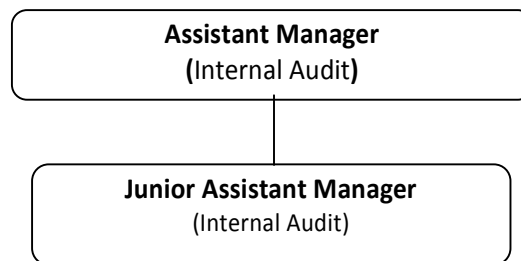
01. To Prepare Audit schedule and Forming Audit team after selecting internal audit program.
02. To prepare and implement Yearly Internal Audit Program.
03. To perform audit program with all S&D Divisional/Department and Seen Discussion with Divisional Head after ending audit Program.
04. To emphasis for Complete internal Audit program in time as per schedule.
05. To Prepare the Internal Audit Report and Submit the Final Audit Report to the Departmental Head in time.
06. To visit all S&D Division/Department as per Internal Audit Schedule for completing audit program in due time.
07. To Assist External Audit Team (Works Audit, FAPAD, Special Audit) when their audit program is continuing in DESCO.

08. To examine petty cash expenditure and purchase related works of own Division.
09. To supervise all administrative works (office/Ministry letters and any other correspondence)
10. To inform the new audit objections of all concerned Sales and Distribution Division/Department of DESCO which are arisen by Works Audit/FAPAD & collecting the relevant Broadsheet answer.
11. To Check, Verify, Correction & compile all Broadsheet answer of Audit Objections and Documents which come from various divisions and send to the respective Directorate.
12. To send Answer of any kind of audit objections to the ministry/works audit/FAPAD in due time.
13. To pursue and continuous communication with Works Audit and FAPAD for the settlement of Audit Objections.
14. To arrange and organize the Bilateral and Tripartite Meetings against Unsettlement audit objections.
15. To Emphasis & up-to-date Draft Para which will be discussed in Public Accounts Committee (PAC).
16. To operate and up-to-date Audit software management in time which are controlling by power division.
17. To check & verify petty cash expenditure and all administrative works (official/Ministry letters and any correspondence).
18. To assist any kind of official works to superiors.
19. To supervise the works of subordinate officers and staffs.
20. To carry out any other duties as directed by the authority/departmental head.

Job Description of Junior Assistant Manager (Internal Audit)

Position Title	Junior Assistant Manager (Internal Audit)
Reports to	Assistant Manager (Internal Audit Division)
Function	To do all kinds of administrative works & help the upper level officer.
Reporting official	Sr. Office Assistant (Internal Audit)
Location	Office of the Deputy General Manager (Internal Audit)

Line of Reporting



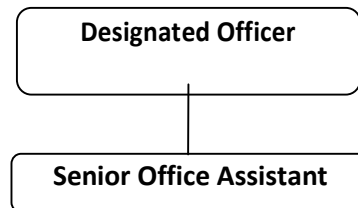
Key Duties & Responsibilities:

1. To do all Administrative works like drafting various letter (Office memo, Office Order, Note Sheet), monthly attendance report and petty cash Purchase any necessary item.
2. To maintain Petty cash expenditure daily basis.
3. To maintain personal files of all employee.
4. To provide support & assist to Assistant Manager for preparing & arranging draft and final report of Internal Audit Division.
5. To assist Assistant Manager to inform the new audit objections to all concerned sales & distribution division of DESCO which are raised by Works Audit Directorate & FAPAD and also collect the Broad Sheet Answer in time from the all concerned sales & distribution division of DESCO.
6. To provide support and help the Assistant Manager & Scrutinize, Correction & Compile all Broad Sheet Answer of Audit Objections & relevant Documents which are sent from concerned Sales & Distribution Division
7. To help the assistant manager to send audit answer to Ministry/Works Audit/FAPAD in due time.
8. To provide support and service to Assistant Manager for arranging & organize the Bilateral & Tripartite Meeting in order to settle the unsettled Audit Objection.
9. To help the assistant manager to implement any kind of decision which sent from Ministry/Works Audit/FAPAD
10. To ensure proper stock Record of inter office stationary and all Record/documents keep in the filling system.
11. To pursue and continuous communicate with Works Audit and FAPAD for settlement the Audit Objections.
12. To operate and up to date Audit software management in time which are controlling by power division;
13. Exercise financial authority (if any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
14. Carryout Annual Performance Appraisal of the employees under his/her control.
15. Carryout any other duties as directed by the management from time to time.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Deputy General Manager (Internal Audit)

Line of Reporting



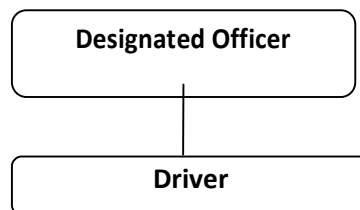
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Deputy General Manager (Internal Audit)

Line of Reporting



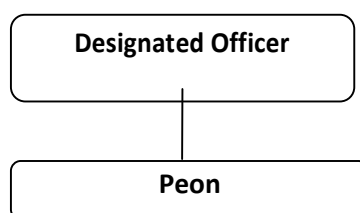
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Deputy General Manager (Internal Audit)

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.