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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF AGRICULTURE

Agriculture and Forests Division

Section VI

NOTIFICATION

Dhaka, the 6th October, 1983

**SUBJECT:** Creation of the Soil Resources and Development Institute (SRDI) by renaming and re-organising the Department of Soil Survey under the Agriculture and Forests Division.

No. Agri-6/Soil-32/83/437.—In supersession of all Government orders relating to the creation and subsequent reorganisation of the Department of Soil Survey, Government have decided to create an Institute under the Agriculture and Forests Division of the Ministry of Agriculture to be called the Soil Resources and Development Institute (SRDI) by renaming the Department of Soil Survey.

**ORGANISATION OF THE INSTITUTE**

**National Level :**

2. (a) The National Headquarters of the Soil Resources and Development Institute (SRDI) will be located at Dhaka.

(b) The Institute will work as an attached Department of the Ministry of Agriculture.

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(6447)

Price : Taka 2.25.

(c) It will be headed by a Director who will be a "Head of Department" in terms of Rule 5(28) of the Bangladesh Service Rules, Part I. He will exercise such administrative and financial powers as delegated to him earlier as the "Head of the Department" of Soil Survey Department and as will be delegated to him by Government from time to time.

(d) In the Headquarters Office and under the control of the Director, there will be 3 Divisions, viz., Survey, Technical Support Services and Development Divisions and 1 Administrative Section.

(e) To assist the Director in the discharge of his duties, there will be 3 Chief Scientific Officers (CSO), each heading a Division.

**3. Development Division.**—This Division will be headed by a Chief Scientific Officer based at the headquarters.

**Regional Level :**

To assist the Chief Scientific Officer in the discharge of his duties, there will be 4 Principal Scientific Officers (PSO). Four PSOs will be out-posted in the four Administrative Divisions of Bangladesh as deputies to the CSO of Development Division.

**District Level :**

4. (a) There will be 20 District Offices for the present. Each District Office will be headed by a Senior Scientific Officer (SSO).

(b) Each SSO will be assisted in his work by 2 Scientific Officers (SO), except in the regional headquarters' District Offices.

**5. Survey Division.**—Survey Division will be headed by a Chief Scientific Officer with headquarters at Dhaka. He will be assisted by 3 PSOs each heading Soil and Land Classification section, Soil Correlation section and Soil Survey Interpretation section respectively. In addition, this Division will have 4 Senior Scientific Officers (SSO) and 18 Scientific Officers (SO).

**6. Technical Support Services Division.**—Technical Support Services Division will be headed by a Chief Scientific Officer with headquarters at Dhaka. He will be assisted by 2 PSOs heading Laboratory section and Training section respectively. In addition, these sections will have 2 Senior Scientific Officers (SSO) and 8 Scientific Officers (SO). In addition, this Division will have two more sections, viz., Cartography Section, headed by a 1 Chief Cartographer; Publication and Record section headed by 1 Publication and Liaison Officer. The activities of these sections will be supervised by the PSO, Training Section.

**7. Staffing of the Institute.**—Creation of the Soil Resources and Development Institute (SRDI) is done by amalgamating Department of Soil Survey along with two component divisions, namely, Soil Survey Interpretation Project and Expanded Soil Survey Programme. The posts of the component units have already been merged with the Department of Soil Survey under non-development budget which have been reviewed and revised by Martial Law Committee on organizational set-up in October, 1982. The Institute will absorb all those revised non-development posts shown in Annexure C.

**8.** A National Level Organisation Chart is given in Annexure-A1 while Annexure A2 gives details of the Organisation and Personnel Chart at all levels.

9. Allocation of posts in the merged Institute in pursuance of its organisational structure as detailed in Annexure-A2 is shown in Annexure 'C'.

10. As a consequence of amalgamation or merger of the components which were created at different times and with different purposes, it is necessary to bring in uniformity in the designations of posts bearing the same scale of pay and status and similar job responsibilities. This has been done with resignation of posts as shown in Annexure 'B'.

11. All the posts under the Institute in non-development and development budget are shown in Annexure 'D'.

12. Functions of the Institute is given in the Annexure 'E'.

13. Charter of duties is furnished in the Annexure 'F'.

14. This order will come into force with effect from Ist June, 1983.

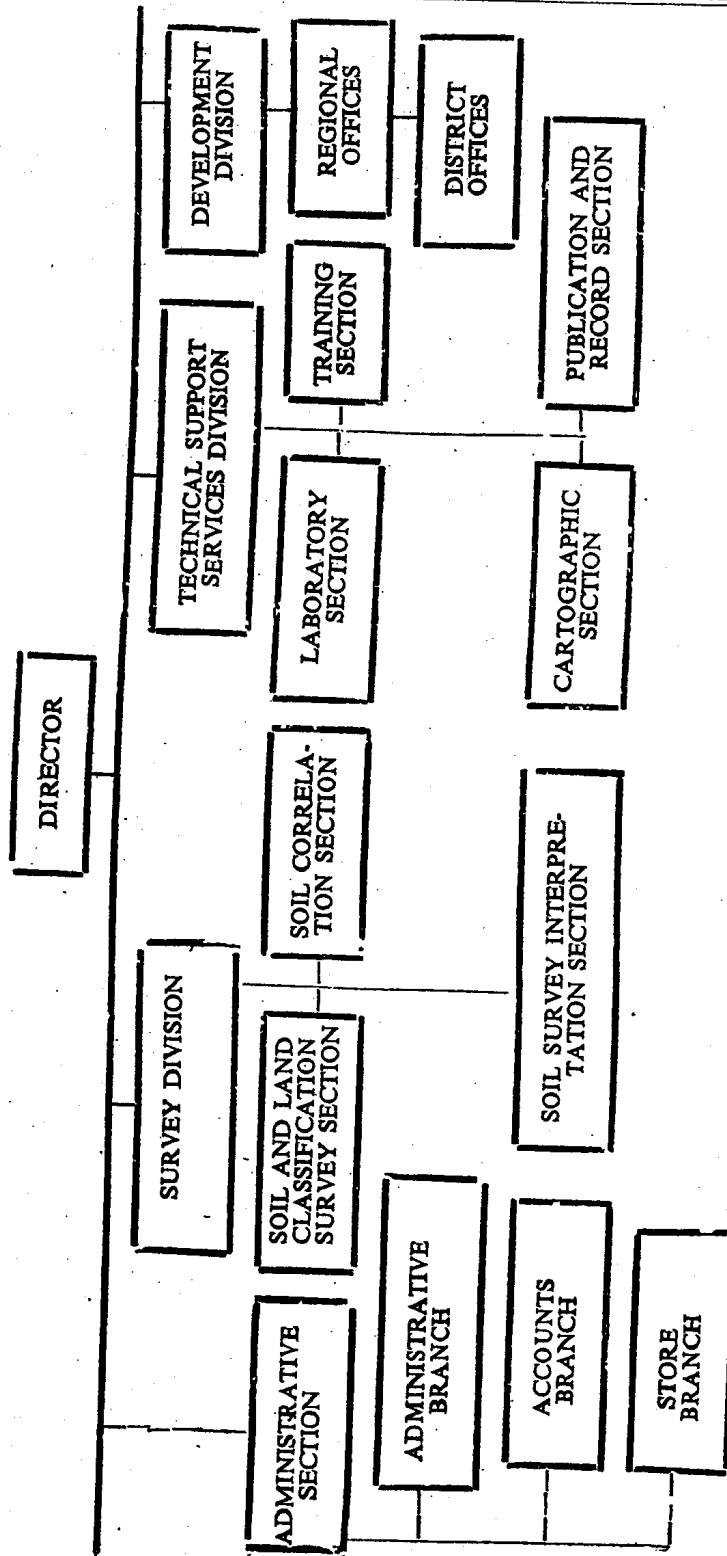
15. This issues with the concurrence of the Ministry of Establishment and Reorganisation and Finance Division, Government of the People's Republic of Bangladesh and strictly follows the organisational set-up as approved by the Martial Law Committee on organisational set-up in October, 1982.

A. M. ANISUZZAMAN

*Secretary.*

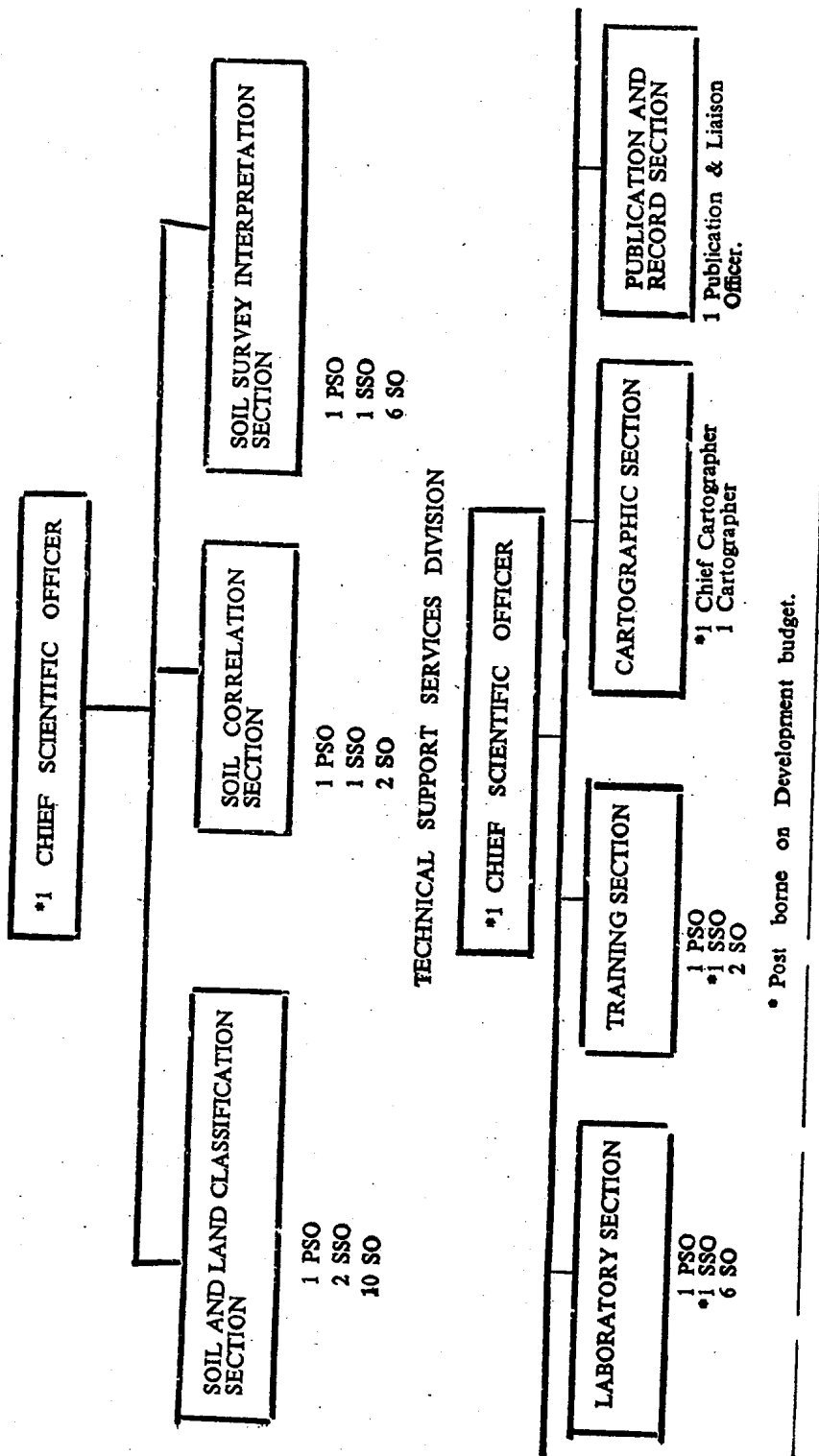
ANNEXURE-A1

ORGANIZATIONAL CHART (NATIONAL LEVEL)  
SOIL RESOURCES AND DEVELOPMENT INSTITUTE (SRDI)



ANNEXURE-A2

ORGANIZATION AND PERSONNEL CHART  
SURVEY DIVISION



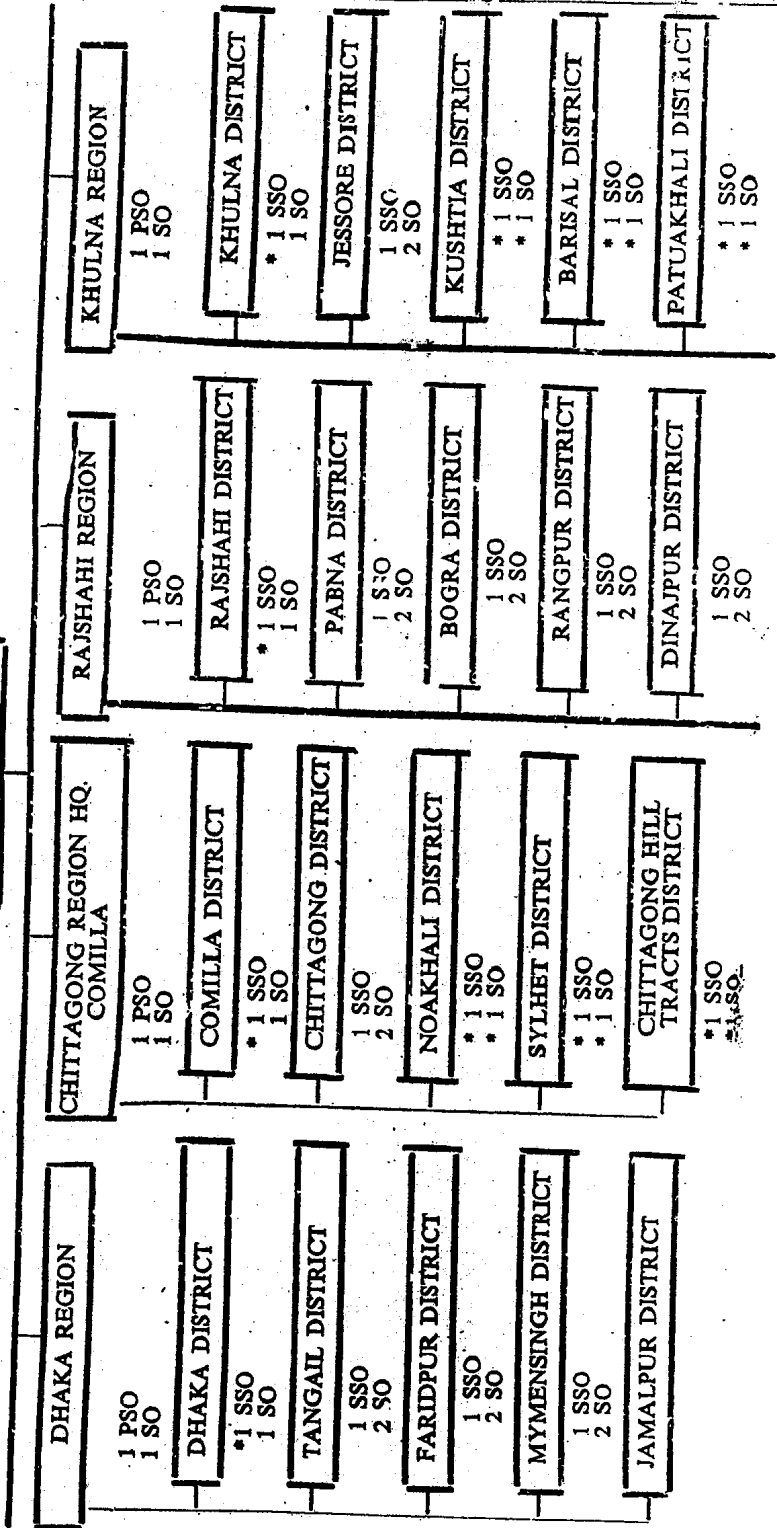
\* Post borne on Development budget.

ANNEXURE-A2-Continued.

ORGANIZATION AND PERSONNEL CHART  
DEVELOPMENT DIVISION

1 CHIEF SCIENTIFIC OFFICER

FIELD OFFICES



ANNEXURE 'B'

REDESIGNATION OF POSTS BELONGING TO SAME SCALE OF PAY AND SOME OTHERS FOR BRINGING IN UNIFORMITY OF DESIGNATION.

Sl. No.	Designation of posts.	Scale of pay.	Redesignation of posts.
1	2	3	4
		Tk.	
1	Deputy Director (Field)	2100-2600	Principal Scientific Officer
2	Deputy Director (Interpretation)		
3	Deputy Director (Research)		
4	Soil Survey Research Officer	750-1470	Scientific Officer
5	Assistant Soil Survey Research Officer		
6	Soil Scientist ..		
7	Assistant Soil Scientist		
8	Assistant Director (Publication and Liaison)	750-1470	Publication and Liaison Officer
9	Assistant Director (Administration)	750-1470	Assistant Director.
10	Superintendent .. ..	425-1035	Office Superintendent
11	P. A. (Stenographer) .. ..	470-1135*	Stenographer (P. A. )
12	Stenographer .. ..	400-825	Stenographer (P. A. )
13	Accountant .. ..	370-745	UDA-cum-Accountant/ Accountant
14	Accounts Clerk .. ..	370-745	UDA-cum-Accountant/ Accounts Assistant.
15	Upper Division Clerk .. ..	370-745	Upper Division Assistant/ UDA-cum-Accountant.
16	Senior Store Keeper .. ..	370-745	Assistant Store Officer
17	Assistant Mechanic .. ..	370-745	Mechanic

1	2	3	4
18	Speed Boat Driver	..	Tk. 300-540 OBM Operator
19	Lower Division Clerk	}	300-540 LDA-cum-Typist
20	L. D. C.-cum-Typist		
21	Typist .. ..		
22	Gestetner Machine Operator	..	250-362 Duplicating Machine Operator
23	Camp Attendant	..	} 225-315 MLSS
24	Peon .. ..	..	
25	Chowkider	..	} 225-315 Guard
26	Darwan	..	

• Selection Grade Scale.



**ANNEXURE "C"**  
**ALLOCATION OF EXISTING POSTS AVAILABLE WITH THE DEPARTMENT OF SOIL SURVEY TO  
 THE SOIL RESOURCE AND DEVELOPMENT INSTITUTE (SRDI)**

Rank	Scale of pay.	No. of posts with the Department in the same scale.	Allocation of Posts		Revised designation of post location and number.
			From—	To—	
1	2	3	4	5	
<b>GAZETTED CLASS-I</b>					
Director	2850 (Fixed)	1	Director, Department of Soil Survey H. Q.—1	Director, Soil Resources and Development Institute H. Q.—1	
Additional Director for	2350—2750	1	Chief Scientific Officer H. Q.—1	Development Division (H. Q.) Chief Scientific Officer—1	
Joint Director/ Regional Director	2100—2600	4	Deputy Director (Field) H. Q.—2	Survey Division (H. Q.) Principal Scientific Officer (Soil & Land Classification Survey Section)—1	
		5			9
				Development Division (Field) Principal Scientific Officer. (Regional Office)—1	

## ANNEXURE "C" - Continued.

1	2	3	4	5
			Deputy Director (Interpretation) H. Q.-1	Survey Division (H. Q.) Principal Scientific Officer (Interpretation Section)-1
			Deputy Director (Research) H. Q.-1	Technical Support Service Division (H. Q.) Principal Scientific Officer (Training Section)-1
			Principal Scientific Officer (Soil Research Section) H. Q.-1	Principal Scientific Officer (Laboratory Section)-1
			Principal Scientific Officer (Soil Correlation Section) H. Q.-1	Survey Division (Field) Principal Scientific Officer (Soil Correlation Section)-1
			Principal Scientific Officer Divisional Offices-3	Development Division (H. Q.) Principal Scientific Officer (Regional Office)-3
Deputy Director	1400-2225	Senior Scientific Officer 10	Senior Scientific Officer H. Q.-2	Development Division (Field) Senior Scientific Officer (District Offices)-10
			Senior Scientific Officer District Offices-8	

Assistant Director 750-1470	Soil Survey Research Officer	Soil Survey Research Officer	Development Division (Field)
	.. 4	H. Q.—4	Scientific Officer (District Offices)—4
Asstt. Soil Survey Research Officer	18		
Soil Scientist	3	Asstt. Soil Survey Research Officer H. Q.—18	Development Division (Field) Scientific Officer (Regional Office)—1 (District Offices)—6
Asstt. Soil Scientist	9		Survey Division (H. Q.)
Scientific Officer	20		Scientific Officer (Soil & Land Classification Survey Section)—4 (Soil Survey Interpretation Section)—2
Cartographer	1		
Assitt. Director (Pub. & Liaison)	1		Technical Support Services Division (H. Q.)
Assitt. Director (Admn.)	1		Scientific Officer (Laboratory Section)—3 (Training Section)—2
	—		Development Division (Field)
	57		Scientific Officer (District Offices)—2
		Soil Scientist H. Q.—3	Survey Division (H. Q.)
			Scientific Officer (Soil Survey Interpretation Section)—1

## ANNEXURE "C"—Continued.

1	2	3	4	5
Asstt. Soil Scientist H. Q.—9	Development Division (Field)	Scientific Officer (District Office)—1	Survey Division (H. Q.)	Scientific Officer (Soil & Land Classification Survey Section)—3 (Soil Correlation Section)—2
			Technical Support Services Division (H. Q.)	
			Scientific Officer (Laboratory Section)—3	
	Scientific Officer H. Q.—4 . . .	Development Division (Field)	Scientific Officer (District Office)—1	Survey Division (H. Q.)  Scientific Officer (Soil & Land Classification Survey Section)—2 (Soil Survey Interpretation)—1

Scientific Officer District Offices—16	Development Division (Field) Scientific Officer (Regional Offices)—3 (District Offices)—10
	Survey Division (H. Q.)
	Scientific Officer (Soil & Land Classification Survey Section)—1
	(Soil Survey Interpretation Section)—2
Cartographer H. Q.—1	Technical Support Services Division (H. Q.)
	Cartographer (Cartography Section)—1
Asstt. Director (Publication & Liaison) H. Q.—1	Technical Support Services Division (H. Q.)
	Publication and Liaison Officer (Publication & Records Sec- tion)—1
Asstt. Director (Admn.) H. Q.—1	Administrative Section (H. Q.) Asstt. Director—1

## ANNEXURE 'C'—Continued.

1	2	3	4	5
			<b>Gazetted Class II</b>	
<b>Technical post</b>	<b>625—1315</b>	<b>Research Asstt. .. 6</b>	<b>Research Assistant H. Q.—6</b>	<b>Technical Support Services Division (H. Q.)</b>
		<b>Administrative Officer 1</b>	<b>Administrative Officer H. Q.—1</b>	<b>Research Assistant (Laboratory Section)—6</b>
				<b>Administrative Section (H. Q.)</b>
				<b>Administrative Officer (Administrative Branch)—1</b>
<b>Technical post</b>	<b>625—1035</b>	<b>Asstt. Cartographer .. 1</b>	<b>Asstt. Cartographer H. Q.—1</b>	<b>Technical Support Services Division (H. Q.)</b>
		<b>Superintendent .. 4</b>		
		<b>Asstt. Accounts Officer .. 1</b>		<b>Asstt. Cartographer (Cartography Section)—1</b>
			<b>Superintendent H. Q.—4</b>	<b>Administrative Section (H. Q.)</b>
				<b>Office Superintendent (Administrative Branch)—1</b>
				<b>Development Division (Field)</b>
				<b>Office Superintendent (Regional Offices)—3</b>
			<b>Asstt. Accounts Officer H. Q.—1</b>	<b>Administrative Section (H. Q.)</b>
				<b>Assistant Accounts Officer (Accounts Branch)—1</b>



ANNEXURE "C" — *Conti. med.*

1	2	3	4	5
	Regional Offices—3			Development Division (Field) UDA-cum-Accountant (District Offices)—3
	Upper Division Clerk H. Q.—4			Administrative Section (H. Q.) Upper Division Clerk (District Offices)—3
	Upper Division Clerk Divisional Offices-3 UDA-cum-Accountant—4*			Development Division (Field) UDA-cum-Accountant (District Offices)—3 UDA-cum-Accountant (District Offices)—4
	Senior Store Keeper H. Q.—1			Administrative Section (H. Q.) Assistant Store Officer (Store Branch)—1
	Steno-typist H. Q.—1			Administrative Section (H. Q.) Steno-typist—1

Technical post



<p>Divisional Offices—3</p> <p>325—610 Driver .. 16</p> <p>300—540</p> <p>Driver .. 3</p> <p>Speed Boat Driver .. 5</p> <p>Field Asstt. .. 2</p> <p>Store-keeper .. 1</p> <p>Cashier .. 1</p> <p>L. D. C. .. 4</p> <p>Typist .. 2</p> <p>L.D.C.-cum-Typist .. 5</p> <p>LDA-cum-Typist .. 9*</p>	<p>Mechanic H. Q.—1</p> <p>Assit. Mechanic H. Q.—1</p> <p>Driver H. Q.—10</p> <p>Divisional Offices—3</p> <p>District Offices—3</p> <p>Driver .. 3</p> <p>Speed Boat Driver H. Q.—5</p>	<p>Survey Division (H. Q.)</p> <p>Steno-typist (Soil Survey Interpretation Section)—1</p> <p>(Soil Correlation Section)—1</p> <p>Technical Support Services Division</p> <p>Steno-typist (Training Section)—1</p> <p>Administrative Section (H. Q.)</p> <p>Mechanic (Store Branch)—2</p> <p>Administrative Section</p> <p>Driver (Administrative Branch)—5</p> <p>Development Division (Field) Driver, (District Offices)—11</p> <p>Development Division (Field) Driver (District Offices)—3</p> <p>Administrative Section (H. Q.) OBM Operator (Administrative Branch)—1</p> <p>Development Division (Field) OBM Operator (Regional Offices)—4</p>
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\* Not existing but approved by ML Committee.

## ANNEXURE 'C'—Continued

1	2	3	4	5
	Th.			
	Field Assistant H. Q.—1			Survey Division (H. Q.)
	District Office—1			Field Assistant (Soil & Land Classification Survey Section)—2
	Store Keeper H. Q.—1			Administrative Section (H. Q.)
	Cashier H. Q.—1			Store Keeper (Store Branch)—1
	Lower Division Clerk H. Q.—4			Administrative Section (H. Q.)
	Typist H. Q.—2			Cashier (Accounts Branch)—1
				Administrative Section (H. Q.)
				LDA-cum-Typist (Administrative Branch)—3 (Accounts Branch)—1
				Administrative Section (H. Q.)
				LDA-cum-Typist (Store Branch)—1
				Technical Support Division (H. Q.)
				LDA-cum-Typist (Publication and Records Section)—1
				Services

Technical post	275-480	LDC-cum-Typist H. Q.-2	Divisional Offices-3 LDA-cum-Typist-9 *	Development Division (Field)
Tracer	6			LDA-cum-Typist (District Offices)-14
Gestetner Machine Operator	1	Tracer H. Q.-5		Technical Support Services Division (H. Q.) Tracer (Cartography Section)-6
Laboratory Assistant	3			Technical Support Services Division (H. Q.)
Lay Assistant	7	Gestetner Machine Operator H. Q.-1		Duplicating Machine Operator (Publication and Records Section)-1
	17			
		Laboratory Assistant H. Q.-3		Technical Support Services Division (H. Q.)
				Laboratory Assistant (Laboratory Section)-3
		Lay Assistant H. Q.-7		Survey Division (H. Q.)
				Lay Assistant (Soil and Land Classification Section)-4 (Soil Survey Interpretation Section)-2 (Soil Correlation Section)-1

\* Not existing but approved by ML Committee.

## ANNEXURE 'C' - Continued

1	2	3	4	5
			<b>Class IV</b>	
240-345	Daftary ..	..	1 Daftary H. Q.-1	Technical Support Services Division (H. Q.)
225-315	Fieldman..	..	31 Fieldman	Daftary (Publication and Records Section)-1
	Laboratory Attendant	..	5* H. Q.-31	Survey Division (H. Q.) Fieldman
	Camp Attendant	..	3	(Soil and Land Classification Survey Section)-4
	Peon ..	..	11 Fieldman-5*	(Soil Survey Interpretation Section)-2
	Chowkider/Darwan	..	8	(Soil Correlation Section)-1
	Guard	..	14	Technical Support Services Division (H. Q.)
	Mali ..	..	1*	Fieldman
	Sweeper..	..	1	(Training Section)-1
		..	75	Development Division (Field) Fieldman (District Offices)-28
		..		Technical Support Services Division (H. Q.)
		..		Laboratory Attendant (Laboratory Section)-3

Camp Attendant H. Q.—II	Development Division (H. Q.) MLSS—1
	Development Division (Field) MLSS (Regional Offices)—4
	Survey Division (H. Q.) MLSS (Soil and Land Classification Section)—4
	(Soil Correlation Section)—2
Peon H. Q.—8	Administrative Section (H. Q.) MLSS (Administrative Branch)—3 (Accounts Branch)—1 (Store Branch)—1
	Survey Division (H. Q.) MLSS (Soil Survey Interpretation)—1
	Technical Support Services Division (H. Q.) (Cartography Section)—1 (Training Section)—1

\* Not existing but approved by ML Committee.

## ANNEXURE 'C' - Concluded.

1	2	3	4	5
	Chowkidar/Darwan H. Q.-12			Administrative Section (H. Q.) Guard (Administrative Branch)-1
	Divisional Officer-2			Development Division (Field) Guard (District Offices)-14
	Mali H. Q.-1			Administrative Section (H. Q.) Mali (Administrative Branch)-1
	Sweeper H. Q.-1			Administrative Section (H. Q.) Sweeper (Administrative Branch)-1.

## ANNEXURE 'D'

STATEMENT OF THE STRENGTH OF MANPOWER OF THE  
"SOIL RESOURCES AND DEVELOPMENT INSTITUTE"

Sl. No.	Designation	Scale of pay	Non-Development (approved by ML Committee)	Development	Total
1	2	3	4	5	6
		Tk,			
1	Director ..	2850 (Fixed)	1	...	1
2	Chief Scientific Officer ..	2350—2750	1	2	3
3	Principal Scientific Officer ..	2100—2600	9	...	9
4	Senior Scientific Officer ..	1400—2225	10	16	26
5	Chief Cartographer ..	1400—2225	...	1	1
6	Scientific Officer ...	750—1470	54	6	60
7	Cartographer ...	750—1470	1	...	1
8	Publication & Liaison Officer	750—1470	1	...	1
9	Assistant Director ..	750—1470	1	...	1
10	Administrative Officer ..	625—1315	1	...	1
11	Research Assistant ...	625—1315	6	...	6
12	Librarian ...	625—1315	...	1	1
13	Assistant Cartographer ...	425—1035	1	...	1
14	Office Superintendent ...	425—1035	4	...	4
15	Assistant Accounts Officer ..	425—1035	1	...	1
16	Draftsman ...	400—825	7	...	7
17	(a) Stenographer (P. A.) (Selection Grade) ...	470—1135	1	...	1
	(b) Stenographer (P. A.) ...	400—825	3	...	3
18	Accountant —	370—745	1	—	1
19	Accounts Assistant ...	370—745	2	—	2
20	UDA-cum-Accountant ...	370—745	14	12	26

1	2	3	4	5	6
21	Upper Division Assistant ..	370—745	1	3	4
22	Steno-Typist .. ..	370—745	4	2	6
23	Assistant Store Officer ..	370—745	1	..	1
24	Mechanic .. ..	370—745	2	..	2
25	(a) Driver .. .. (Selection Grade)	370—745	6	..	6
	(b) Driver ... ..	325—610	6	..	6
	(c) Driver ... ..	300—540	7	..	7
26	O B M Operator .. ..	300—540	5	..	5
27	Field Assistant ... ..	300—540	2	5	7
28	Cashier .. ..	300—540	1	..	1
29	LDA-cum-Cashier .. ..	300—540	..	16	16
30	LDA-cum-Typist .. ..	300—540	20	23	43
31	Store Keeper .. ..	300—540	1	..	1
32	Ammonia Printer ... ..	275—480	..	1	1
33	Tracer .. ..	275—480	6	18	24
34	Duplicating Machine Operator	250—362	1	1	2
35	Laboratory Assistant .. ..	250—362	3	..	3
36	Lay Assistant .. ..	250—362	7	..	7
37	Daftary .. ..	240—345	1	..	1
38	Fieldman .. ..	225—315	36	17	53
39	Laboratory Attendant .. ..	225—315	3	3	6
40	MLSS .. ..	225—315	19	..	19
41	Guard .. ..	225—315	15	10	25
42	Mali .. ..	225—315	1	..	1
43	Sweeper .. ..	225—315	1	16	17
<b>Total ..</b>			<b>268</b>	<b>153</b>	<b>421</b>



**Functions**

The functions of the Soil Resource and Development Institute are as follows :

- a. Reconnaissance soil survey of the whole country on the basis of aerial photo interpretation and field and laboratory investigation of soils.
- b. Detailed/semi-detailed soil surveys of development project areas and research farms for various beneficiary agencies.
- c. Soil surveys to evaluate irrigation command areas and cropping potentials.
- d. Soil surveys for locating areas of problem soils (e.g., toxic, saline, alkaline or peat soils), soil degradation and erosion (in watershed region) for planning reclamation or watershed arrangement.
- e. Correlation of soils of various surveys.
- f. Chemical and physical analyses of soils to verify the field observations.
- g. Soil moisture characterization of various soil tracts of the country.
- h. Interpretation of aerial photos, landsat imageries and topographic maps for soil and land use surveys.
- i. Preparation of various maps and reports on the abovementioned surveys for publication.
- j. Services to the development agencies by providing basic data on soils, land capability and crop suitability for preparation of both short and long-term agricultural development plans.
- k. Coordination with the beneficiary agencies at local, regional or national levels regarding planning and execution of land use development programmes.
- l. Provision of simplified guides on soils and agricultural development possibilities for each thana for agricultural extension and research workers.
- m. Provision of soil data for planning irrigation, drainage and reclamation projects.
- n. Selection of suitable sites for specific research/development activities.
- o. Imparting in-service training to the newly recruited technical officers on soil survey, land use planning, cropping potential, etc., and refreshers training to keep the technical officers of the department apprised and acquainted with the up-to-date knowledge.
- p. Training of agricultural extension and research workers of various levels on proper utilization of soil survey information. Imparting basic training on various aspects of soils to the students of the agricultural institutions.

**CHARTER OF DUTIES****Director :**

1. To act as administrative head and is responsible for overall administration of the Department.
2. To act as adviser to the administrative Ministry on technical matters and on formulation of policies concerning the Department.
3. To act as Principal Accounting Officer of the Department within the budget provision.
4. To be responsible for the administration and execution of function of the Department as per Acts, Ordinance, Rules and Regulations and directive issued by the Government from time to time.
5. To be responsible for proper functioning and discipline of the Department.
6. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
7. To be responsible for appointing Class II, III and IV employees of the Department as per existing procedure.
8. To be responsible for issuing clear standing order laying down the maximum extent of delegation of powers to the officers serving under him.
9. To control and supervise the work of the Department.
10. To represent the Department and where personal representation is not possible to select representative on his behalf.
11. To grant earned leave, etc., to all employees under him.
12. To inspect his office at least once in a month and field offices at least once in a quarter in addition to annual inspection.
13. To allocate duties of officers as and when required.
14. To be responsible for maintaining proper security measures of the Department.
15. To be responsible for posting and transfer of all officers and staff junior to him.
16. Any other duties assigned by the Government, e.g., to act as a Senior Supervisory Team Member for national crop production programmes, like Intensive Transplanted Aman Production (ITAP), Intensive Aus Production (IAP), Intensive Rabi Crop Production (IRCP), etc.

**Chief Scientific Officer (Development Division):**

1. Head of the Development Division (Field Offices).
2. Planning, Co-ordination and supervision of all technical programmes and activities of the Regional and District Offices under Development Division.

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2. Planning and supervision of physical and chemical analyses done in the laboratory on soil samples collected by the Survey and Development Divisions.
3. Planning and supervision of adaptive research works like crop and soilmoisture relationship studies, variation of nutrient status of different soils, soil toxicity, etc.

**Principal Scientific Officer (Training Section, Technical Support Services Division):**

1. Head of the training section of the Technical Support Services Division headed by Chief Scientific Officer borne on development budget.
2. Planning and execution of in-service training programme for the technical officers and staff.
3. Organizing refresher courses in terms of short training programmes of the technical officers and staff whenever required.
4. Organizing training programmes on use of soil information obtained through soil surveys for the technical officers and staff of the beneficiary agencies like Department of Agriculture Extension, BRRI, BARC, etc.
5. Preparation and collection of training materials in terms of course syllabus, audio-visual materials, soil monoliths, etc.

**Principal Scientific Officer (Development Division):**

1. Head of each of the Regional Offices at Rajshahi, Khulna, Dhaka and Comilla.
2. Overall planning, co-ordination and supervision of the technical and administrative affairs of the Regional and District offices.
3. Responsible for progress of work of respective Regional and District offices.
4. Co-ordination with the beneficiary agencies like Dept. of Agriculture Extension, BARI, BADC, BRRI, Cotton Development Board, etc., at the Regional level regarding planning and execution of agricultural development programmes where information on soils, land use, land capability, crop suitability are required.
5. Maintaining liaison with the regional Technical Co-ordination Committee and other allied committee/bodies by providing technical assistance, advice, etc., on soil matter.
6. Providing guidelines for and monitoring preparation of all technical reports concerning Soils, Land use, water resource, etc., by the District Offices, e.g., Thana Soil Guide, suitable areas for specific crops/land use, etc.
7. Planning and supervision of on-field soil investigation programme such as groundwater monitoring, study on residual soil moisture status on different soil tracts, etc.

**Senior Scientific Officer (Soil and Land Classification Survey Section, Survey Division) :**

1. Soil and Land classification Survey Team Leader.
2. Assisting Principal Scientific Officer in planning and execution of all kinds of soil surveys (detailed, semi-detailed, etc.) and subsequent report (including map) preparation.
3. Carrying out up-dating programmes of earlier surveys on soil, land use and land capability where required.
4. Guide and supervise the works of the Scientific Officers.
5. Work on utilization of remote sensing techniques including satellite imageries for the furtherance and improvement of soil and land classification works.

**Senior Scientific Officer (Soil Correlation Section, Survey Division)**

1. Soil Correlation Team Leader.
2. Assisting Principal Scientific Officer in planning and execution of correlation of soil series and other taxonomic units recognized during various soil surveys.
3. Maintenance of uniform standard of methodology of soil survey work and records of soil information.
4. Correlation of soil surveys done by other agencies/consultancies.
5. Development and maintenance of the Soil Museum.

**Senior Scientific Officer (Soil Survey Interpretation Section, Survey Division) :**

1. Team leader, Soil Survey Interpretation Section.
2. Assisting Principal Scientific Officer in planning and execution of soil survey data interpretation for beneficiary agencies.
3. Guide and supervise works of Scientific Officers.
4. Work on a "data base" about basic information of soil, land capability and crop suitability for preparation of agricultural development plan.
5. Work on locating areas suitable for introduction/extension of various economically important crops both indigenous and alien including ordinary and exotic varieties.

**Senior Scientific Officer (Laboratory Section, Technical Support Service Division) :**

1. Assisting the Principal Scientific Officer, Laboratory Section in planning and execution of physical and chemical soil analytical work.
2. Carrying out soil investigation programmes in the field of soil survey, soil microbiology, soil mineralogy, etc.
3. Evaluation of improved and suitable soil analytical methods according to soil characteristics and properties.

**Senior Scientific Officer (Training Section, Technical Support Services Division):**

1. Training Section Team Leader.
2. Guide and supervise the works of Scientific Officers.
3. Assisting the Principal Scientific Officer in planning and execution of different training programmes.
4. Assisting the Principal Scientific Officer in the preparation of Training materials.

**Senior Scientific Officer (Development Division):**

1. Head of the district offices and will act as Soil Subject Matter Specialist.
2. Executing and implementing the technical activities as per instruction from the Regional offices.
3. Preparing thana guides with basic soil information for the Thana Land Use Development Planning.
4. Assisting beneficiary agencies like Department of Agriculture Extension, BARI, BRRI, etc., at district level with information and advice on matters relating to soils, land use, crop suitability, etc.
5. Maintaining liaison with District Technical Co-ordination Committees and the District Development Co-ordination Committees by providing soil information of respective district for the agricultural and other land use development.
6. Survey of deep tube-well command areas to evaluate irrigation efficiency and suggest improved cropping patterns.
7. Small-scale soil investigation works including soil-moisture studies, groundwater monitoring, etc.

**Scientific Officer (Development Division)**

1. Assistance to the Senior Scientific Officer.
2. Rendering assistance and expertise service on soils as subject matter specialists.
3. Assisting beneficiary agencies like Department of Agriculture Extension, BARI, BRRI, by providing all kinds of soil information.
4. To maintain liaison with Subdivisional/Thana Development Committee by supplying soil information for the development of agriculture.

**Scientific Officer (Development Division)**

1. Attached to P.S.O. Divisional office to assist him in carrying out technical works of the Divisional Office.
2. To carry out soil investigations as suggested by the P.S.O. concerned.

**Scientific Officer (Soil and Land Classification Survey Section, Survey Division)**

1. Member of regular soil survey teams.
2. To carry out detailed/semi-detailed/reconnaissance soil surveys.

3. Aerial photo interpretation for soil, land classification and land use surveys.
4. To assist the team leader in preparing maps and reports on the surveys already done.

**Scientific Officer (Soil Correlation Section, Survey Division)**

1. To assist the Senior Scientific Officer (Correlation) in planning and execution of soil correlation activities.
2. To assist the Senior Scientific Officer in preparing reports on bench mark soils of the country.
3. To assist the Senior Scientific Officer in Setting-up and maintaining the Soil Museum.

**Scientific Officer (Soil Survey Interpretation Section, Survey Division)**

1. To assist the team leader in soil survey data interpretation for the beneficiary agencies.
2. To assist the team leader in preparation of guides/manuals in Bengali for the benefit of agricultural extension and research workers as well as farmers.
3. Preparation of various interpretative literatures for beneficiary agencies

**Scientific Officer (Laboratory Section : Soil Chemistry Branch, Technical Support Services Division) :**

1. To assist the Senior Scientific Officer in carrying out chemical analysis of soils.
2. To assist the team leader in other soil investigation works.

**Scientific Officer (Laboratory Section : Soil Physics Branch, Technical Support Services Division) :**

1. To assist the Senior Scientific Officer in carrying out routine physics analysis of soil.
2. To assist the team leader in field investigation works on soil moisture

**Scientific Officer (Training Section, Technical Support Services Division)**

1. Assisting the Principal/Senior Scientific Officer (Training) in planning and execution of the in-service training programme for technical officers and staff.
2. Assisting the Principal/Senior Scientific Officer in the preparation of training materials.

**Chief Cartographer (Cartographic Section, Technical Support Services Division)**

1. Chief of Cartographic section.
2. Guide and supervise the works of the Cartographer.
3. To keep liaison with other Technical Officers of this Institute through the P.S.O. and C.S.O. of the Technical Support Services Division.

4. Responsible for the maintenance and safe custody of all base maps, viz., air-photos, photo-mosaics, toposheets, etc.

**Cartographer (Cartographic Section, Technical Support Services Division):**

1. Assisting the Chief Cartographer in planning, organizing and execution of cartographic works including preparation, printing and colouring of soil maps, enlargement and reduction of maps from toposheets.
2. Procuring and administering all kinds of maps and aerial photographs, contract prints, photo-mosaics/enlarged sheets, etc.

**Publication and Liaison Officer (Publication and Record Section, Technical Support Services Division)**

1. Responsible for printing, publication and distribution of soil survey and other technical reports and their overall maintenance.
2. To keep liaison with outside agencies for the abovementioned purposes.

**Assistant Director (Administrative Section)**

1. To assist the Director in all affairs of office administration.
2. To keep co-ordination with Regional and District offices.
3. Responsible for management of the Administrative Section and overall office maintenance.

A. M. ANISUZZAMAN

*Secretary.*