

Annual Research Review Workshop 2022-2023 Report

Administration Division



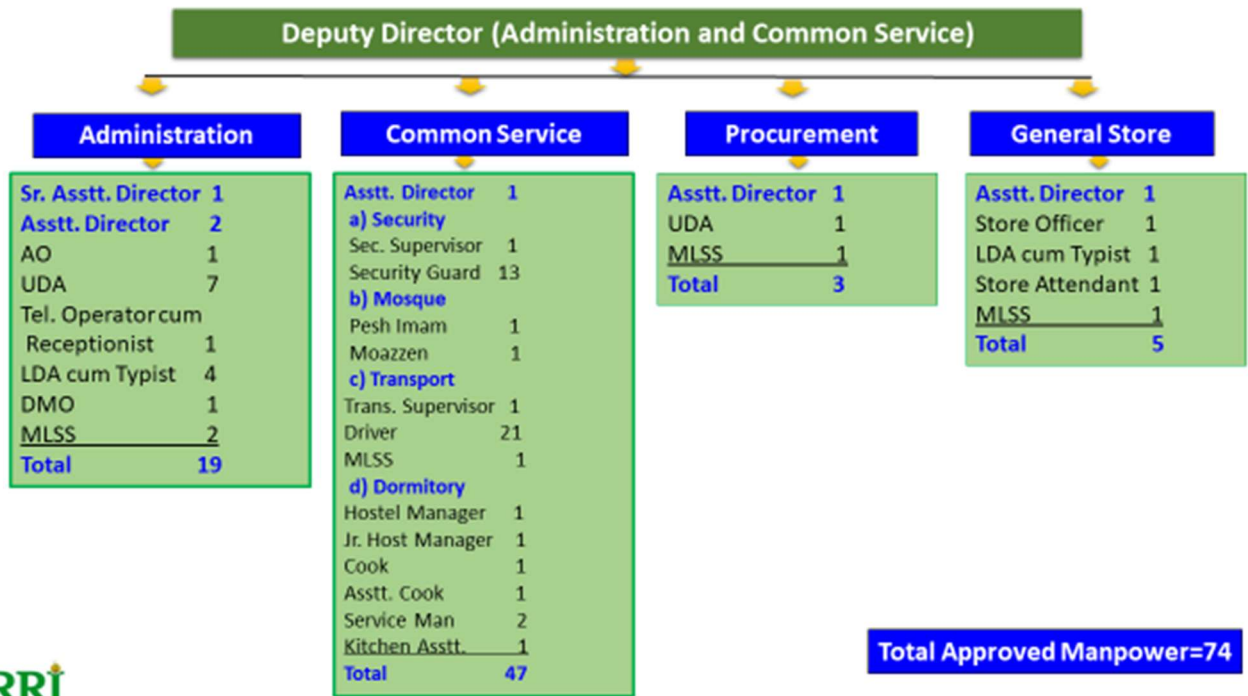
Bangladesh Rice Research Institute

Gazipur

BRR I Manpower Status

Sl. No	Grade	Total Approved Post	On board	Vacant
1	1-9th	346 (Scientists-308 Officers-38)	276 (Scientists-243 Officers-33)	70 (Scientists-65 Officers-05)
2	10-11th	137	100	37
3	12-16th	159	119	40
4	17-20th	144	118	26
Total		786	613	173

Regional Station	Total Approved Post	Category by Grade			
		1-9 th	10-11 th	12-16 th	17-20 th
Rajshahi	27	10	4	8	4
Sonagazi	33	10	4	11	8
Cumilla	34	10	5	11	8
Habiganj	31	10	5	9	7
Barishal	35	12	5	11	7
Bhanga	24	9	5	6	4
Kustia	22	9	6	5	2
Rangpur	19	6	4	6	3
Satkhira	17	6	5	4	2
Gopalganj	10	5	3	1	1
Sirajganj	10	5	3	1	1



Major Activities 2022-2023

High Profile Meeting Arrangement

Sl. No	Name of Meeting	Number of Meeting
1	Board of Management	02
2	DPC-1	03
3	DPC-2	04

Promotion and Recruitment

Activities	Category by grade				Total
	1-9 th	10-11 th	12-16 th	17-20 th	
Promotion	55	03	11	-	69
Recruitment	4	11	20	10	45
Total	59	14	31	10	114

Administration Activities (Cont'd)

❖ Increment	: 466 nos
❖ Higher Scale/Selection Grade	: 74 nos
❖ Release	: 112 nos
❖ Joining	: 467 nos
❖ Service Book Update	: 264 nos
❖ Show cause notice	: 4 nos
❖ Quarter Allotment	: 41 nos
❖ Earn Leave (EL)	: 104 nos
❖ Recreation Leave	: 298 nos
❖ Maternity Leave	: 11 nos
❖ Ex. Bangladesh Leave	: 54 nos
❖ Group Insurance	: 629 nos
❖ Lump Grant	: 16 nos
❖ PRL	: 13 nos

PRL Information

SL.	Name & Designation	Division	Date of PRL
1	Dr. Md. Alamgir Hossain, CSO	Plant Breeding	30-06-2023
2	Md. Arab Ali, Security Guard	Administration	30-06-2023
3	Md. Hazrat Ali, Driver	Administration	15-03-2023
4	Md. Khaleque, Guard-Cook	R/S, Habiganj	14-03-2023

5	Dr. Amir Hossain, PSO	Plant Breeding	26-01-2023
6	Md. Moazzem Hossain, AAO	Accounts	18-01-2023
7	Md. Jahar Kibria, UDA	Farm Management	01-01-2023
8	Dr. Md. Abu Bakr Siddique, Director (Admin & CS)	BRRRI	31-12-2022
9	Md. Balayet Hossain, UDA	Administration	30-11-2022
10	Dr. Md. Nasim, CSO	RFS	01-09-2022
11	Dr. Md. Atiqul Islam, CSO	ARD	01-09-2022
12	Md. Sirajul Islam, UDA	GRS	22-07-2022
13	Md. Abul Kashem, LA	RFS	06-07-2022
14	Dr. Mohammad Ali Siddique, CSO	GQN	11-07-2023
15	Md. Nasir Uddin, Security Guard	Administration	01-08-2023

Group Insurance Payment

- ❖ Md. Golam Sarowar Jahan, SO : 16.40 Lac
- ❖ Md. Jahar Kibria, UDA : 11.57 Lac
- ❖ Mr. Montu Chandra Das : 9.03 Lac
- ❖ Md. Ataur Rahman Sarker : 8.60 Lac

Ministry Correspondence

- Monthly Progress Report
- Monthly Co-ordination Meeting Report
- Monthly Report on Grievance Redress System (GRS)
- Monthly Report on National Integrity System (NIS)

- Monthly Report on Legal Affairs
- Monthly Report on Land Affairs
- Monthly Report on Right To Information (RTI)
- Monthly Report on e-Tender
- Report to Information Commission
- Quarterly Report on NIS
- Yearly Progress Report
- Annual Report (Administrative) for RTI
- Various emergency report to MoA , other ministry & organization
- Instant reply of various letters

Conducted In House Training in BRR I H/Q

Subject/Title	Frequency	No. of Participants
National Integrity Strategy (NIS)	1	373
Grievance Redress System (GRS)	2	538
Right to Information (RTI)	2	538
BRR I Act	1	19
Procurement Relevant	1	18
Discipline and Appeal Rules	1	18
Annual Performance Agreement (APA)	1	19
Modern Office Management	3	57

ACR/AER Relevant	1	19
Record Management	1	19
PRL Relevant	1	19
Total=	14	1637

Conducted In House Training/Awareness meeting in BRRR R/S

Name of R/S	Topics	No. of Training	No. of Participants
Rajshahi	NIS, GRS, RTI & Citizen Charter	01	52
Sonagazi	NIS, GRS, RTI & Citizen Charter	01	64
Barishal	Modern Office Management, Leave Rules, Service book	01	22
Bhanga	Modern Office Management, Leave Rules, Service book	01	15
Gopalganj	Modern Office Management, Leave Rules, Service book	01	12

Legal Affairs Activities

SL. No	Name of writ/case	Number
1	Civil Petition for Leave to Appeal	1
2	Civil Appeal	2
3	Writ Petition	4
4	Others	7
	Total:	14

Right To Information (RTI) Activities

Name of Applicant & Address	Requested Information	Remarks
Mr. Sohanur Rahman Parijat, Konabari, Gazipur	Information of Rice Varieties	Information Send by email
Mr. Kohinur Alam Joypur, Koyra, Khulna	Information of Rice Varieties	Information Send by email
Md. Sajal Mia AFM, BRRRI R/S Kustia	Information about Pay scale grade	Information Send by email

Dormitory Management

- ❖ BRRRI Dormitory provided accommodation with food facilities to:
 - 743 no. of trainees
 - 1230 different type of guests
 - Serve lunch 12950 no.
 - Marriage Ceremony & Others Program-11 nos

Security Management

Sl. No	Description	Unit
1	Helicopter Landing/Taking off	03 times
2	Issuing Gate pass	965
3	Trespassing	04
4	VIP/VVIP Protocol	05
5	BRRRI Official Visit Team Arrival Security	16
6	Assist BRRRI personnel lodging FIR/GD	02
7	Patrolling all over the BRRRI Premises	Day/Night
8	Controlling exit/entry point	Daily

Transport Management (H/Q) activities

Sl. No.	Type of Vehicle	Number of Vehicle (H/Q)	Number of Vehicle (R/S)
1	Bus	3	-
2	Minibus	2	-
3	Truck	3	-
4	Microbus	7	-
5	Jeep	13	11
6	Pickup	9	11
7	Ambulance	1	-
	Total	38	22

Procurement Activities

Funding Source	Method				
	OTM (Lac)	RFQ(Lac)	DPM(Lac)	Cash(Lac)	Total (Tk. in Lac)
GoB	16 (166.95)	10 (21.74)	09 (9.75)	44 (8.90)	207.35
MoA Funded Program	15 (1045.09)	06 (15.43)	04 (18.58)	-	1079.12
KGF	01 (8.87)	08 (27.24)	01 (8.98)	-	45.11
NATP	-	01 (1.99)	-	-	1.99
SANH	-	03 (13.33)	-	-	13.33
Bill & Melinda Gates Foundation	-	01 (4.24)	-	-	4.24

Meeting Arrangement

Sl. No	Types of Meeting	No of Meeting
1	<i>e-TEC</i>	75
2	<i>e-TOC</i>	75
3	<i>e-TSC</i>	10
	Total	160

Store Management

Condemnation & Auction

Sl. No.	Activities	Number
1	Condemnation	1
2	Auction	1

Store activities

Sl. No.	Group	Quantity/ No. of Item	Total supply
1	Stationary Goods	30	222603 Pcs
2	Printed Goods	32	97855 Pcs
3	Sanitary Goods	63	4448 Pcs
4	Electrical Goods	36	3746 Pcs
5	Hardware Goods	09	1052 Pcs
6	Fertilizer	03	19200 KGs
7	Jute bag	02	3653 Pcs

Sl. No.	Group	Quantity/ No. of Item
8	Diesel	20000 Liters
9	Mobil	1250 Liters
10	Octane	7280 Liters
11	Brake Oil	250 Pcs
12	Gear Oil	619 Liters
13	Grease (SK)	355 Pcs
14	Flushing Oil	980 Liters
15	Tyre-Tube	170 Set
16	Motor parts	850 nos
17	Towel	330 Nos

Distribution of Rice	Volume (Kg)
Seed	33908
Non Seed	16240
Mixed	76320

National Day Observation

- ❖ 15 August (National Mourning Day)
- ❖ 16 December (Victory Day)
- ❖ 21 February (International Mother Language Day)
- ❖ 17 March (Birthday of Father of The Nation and National Children's Day)
- ❖ 26 March (Independence Day)