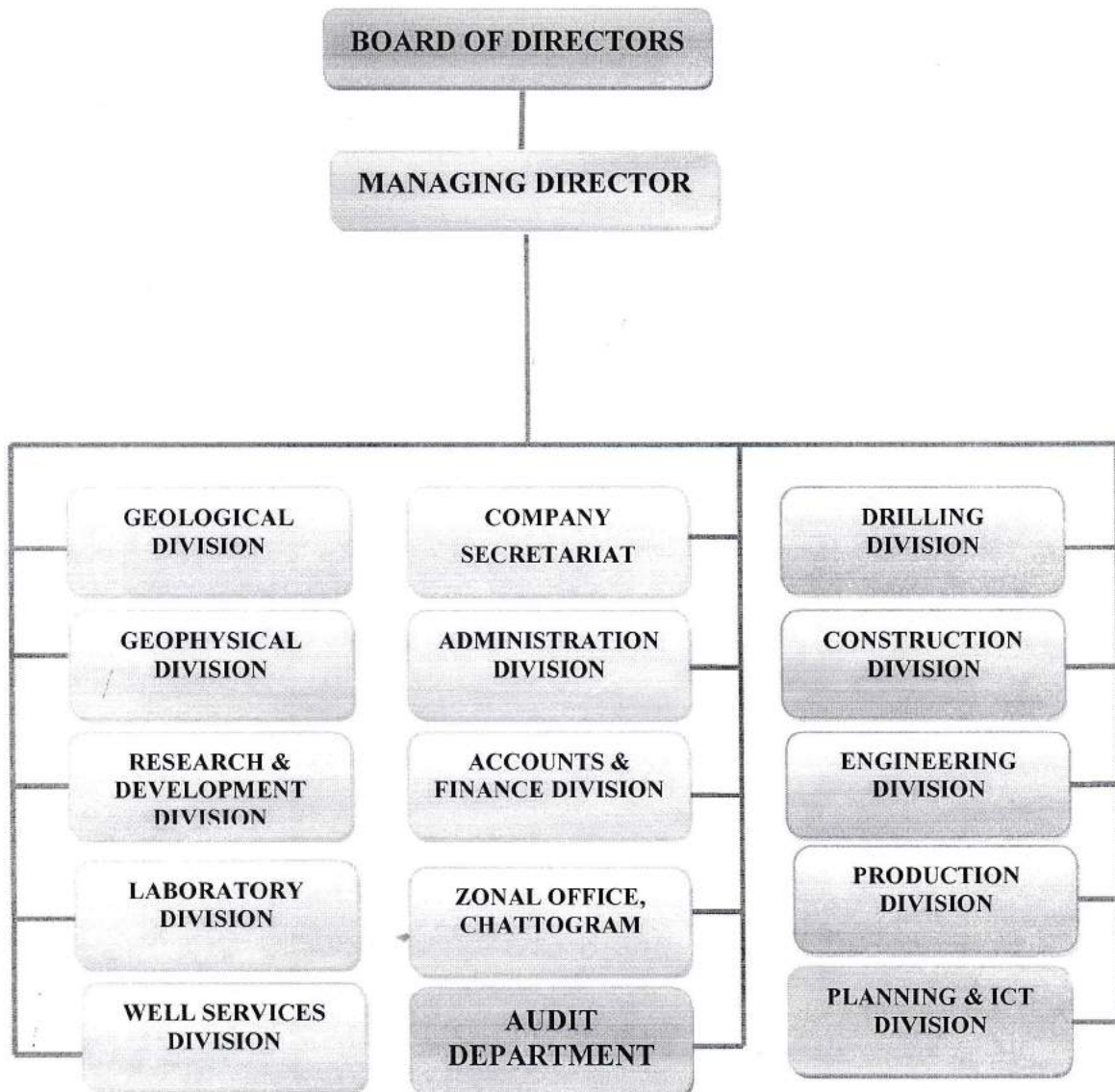


**BANGLADESH PETROLEUM EXPLORATION
AND PRODUCTION COMPANY LIMITED**

**Organogram
and
Table of Organization & Equipment (TO&E)**

13 July 2021

The pictorial presentation of the Organogram



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Summary of Manpower

Sl. No.	Designation	** Previous Organogram 2011	Approved Organogram 2021	Increase/ Decrease (+/-)
1	Managing Director (MD)	1	1	0
2	Directors	2	0	(-) 2
3	General Manager (GM)	14	14	0
4	Dy. General Manager (DGM)/ Drilling Superintendent (DS)	63	71	(+) 8
5	Manager (M)/ Tool Pusher(TP)	117	138	(+) 21
6	Deputy Manager (DM)/ Driller	148	167	(+) 19
7	Asstt. Manager (AM)/ Asstt. Driller(AD)	234	235	(+) 1
8	Assistant Officer(AO)/ Sub-Asstt. Engineer (SAE)/ Trainee Driller (TD)	77	105	(+) 28
Total Officer		656	731	(+) 75

1	Permanent Staff	917	349	(-) 568
2	Outsourced Staff	293	919	(+) 626
Total Staff		1210	1268	(+) 58

1	Total Officer	656	731	(+) 75
2	Total Staff	1210	1268	(+) 58
TOTAL MANPOWR		1866	1999	(+) 133

Note:

1. The position of Director has been abolished.




Division/Department wise Manpower Position

Sl.	Name of the Directorate/ Division/ Department	Previous Organogram 2011			Approved Organogram 2021		
		Officer	Staff	Total	Officer	Staff	Total
1.	Managing Director	03	04	07	03	04	07
2.	Directors ^(a)	04	04	08	0	0	0
3.	Company Secretariat	07	06	13	11	08	19
4.	Geological Division	47	25	72	51	21	72
5.	Geophysical Division	79	58	137	81	62	143
6.	Research & Development Division ^(b)	0	0	0	31	19	50
7.	Laboratory Division	24	32	56	24	25	49
8.	Well Services Division ^(c)	29	45	74	42	48	90
9.	Drilling Division	104	195	299	112	185	297
10.	Construction Division	18	24	42	22	45	67
11.	Engineering Division	29	143	172	48	200	248
12.	Production Division	71	317	388	79	329	408
13.	Planning & ICT Division ^(d)	33	13	46	37	28	65
14.	Administration Division	86	165	251	64	130	194
15.	Accounts & Finance Division	60	40	100	54	28	82
16.	Zonal Office, Chattogram	36	116	152	58	130	188
17.	Data Management Division ^(e)	17	15	32	0	0	0
18.	Audit Department	09	08	17	14	06	20
GRAND TOTAL		656	1210 (293)	1866 (293)	731	1268 (919)	1999 (919)

Note:

(a) Earlier position of Director has been abolished.

(b) Newly created Division

(c) Earlier name was Technical Services Division

(d) Earlier name was Planning Division

(e) Data Management has been merged with Research & Development Division as a Department.

* Figures within parenthesis indicate staffs on outsourcing basis.

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Overall Scenario of Manpower

Sl.	Name of the Directorate/ Division/ Department	Position of Officer with numbers							Total Manpower (Approved)				
		MD	GM	DGM/ DS	Manager/ TP	DM/ Driller	AM/ AD	AO/ SAE/ TD	Total Officer	Total Staff	Total Manpower	Permanent Staff	Outsourcing Staff
1	Managing Director	1	0	0	0	1	1	0	3	4	7	2	2
2	Company Secretariat	0	1	2	3	2	3	0	11	8	19	1	7
3	Geological Division	0	1	4	11	12	22	1	51	21	72	4	17
4	Geophysical Division	0	1	6	14	17	32	11	81	62	143	11	51
5	Research & Development	0	1	4	8	8	9	1	31	19	50	3	16
6	Laboratory Division	0	1	3	5	6	8	1	24	25	49	11	14
7	Well Services Division	0	1	4	9	12	16	0	42	48	90	12	36
8	Drilling Division	0	1	14	21	23	27	26	112	185	297	84	101
9	Construction Division	0	1	2	4	4	6	5	22	45	67	8	37
10	Engineering Division	0	1	5	10	10	17	5	48	200	248	50	150
11	Production Division	0	1	7	9	17	31	14	79	329	408	56	273
12	Planning & ICT Division	0	1	4	9	8	13	2	37	28	65	4	24
13	Administration Division	0	1	6	13	15	17	12	64	130	194	46	84
14	Accounts & Finance Division	0	1	4	10	13	15	11	54	28	82	16	12
15	Zonal Office, Chattogram	0	1	5	9	16	14	13	58	130	188	38	92
16	Audit Department	0	0	1	3	3	4	3	14	6	20	3	3
GRAND TOTAL		1	14	71	138	167	235	105	731	1268	1999	349	919

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Organogram Structure

The Organizational Structures are placed in the following order:

1. Managing Director
2. Company Secretariat
3. Geological Division
4. Geophysical Division
5. Research & Development Division
6. Laboratory Division
7. Well Services Division
8. Drilling Division
9. Construction Division
10. Engineering Division
11. Production Division
12. Planning & ICT Division
13. Administration Division
14. Accounts and Finance Division
15. Zonal Office, Chattogram
16. Audit Department



Board of Directors

Managing Director's Office

***Pers: 3+(2+2*)=7**

- 1 x Managing Director
- 1 x DM, Admin (Coordination)
- 1 x AM, Admin (Coordination)
- 2 x Driver
- 2 x Office Support Staff *

**Summary of Manpower
(MD's Office)**

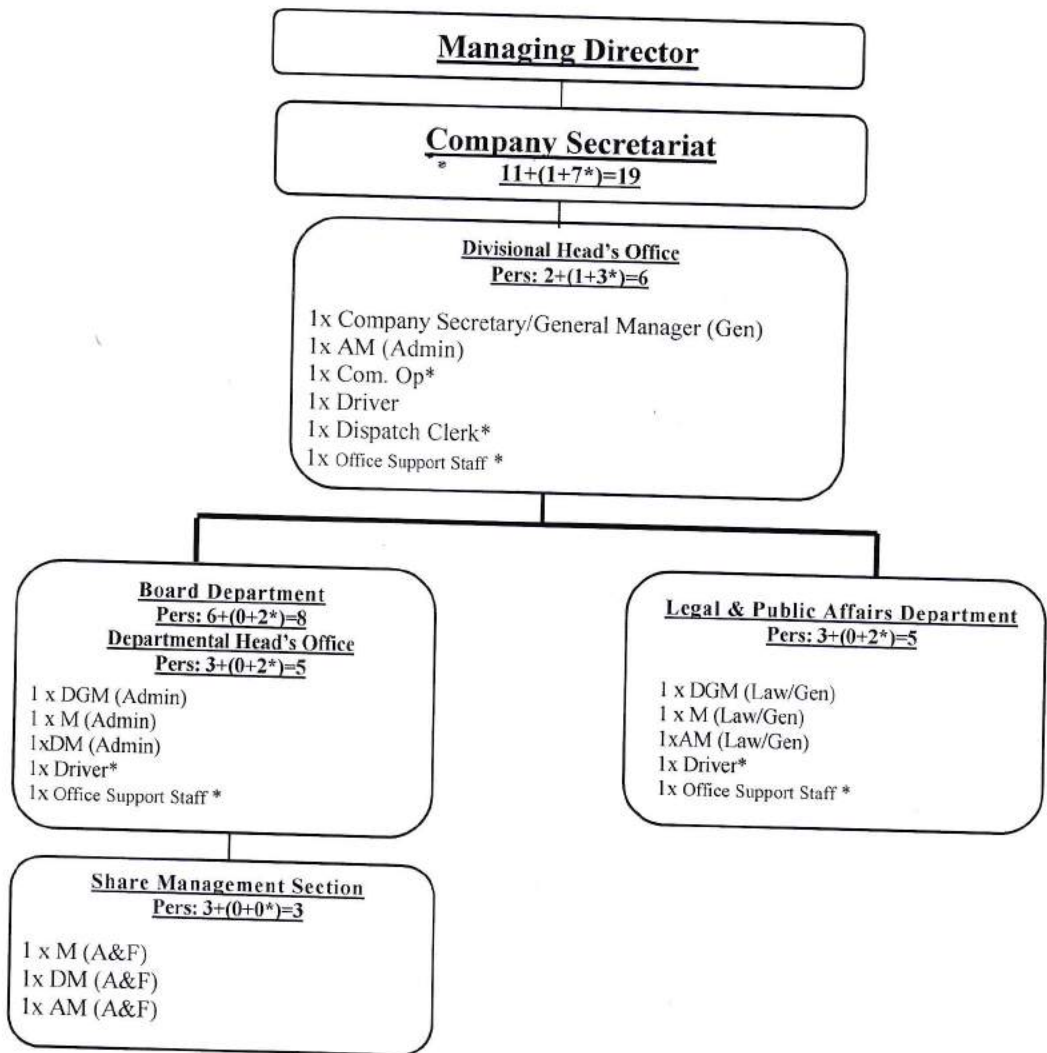
Designation	Approved
MD	01
DM	01
AM	01
Total Officer	03
Total Staff	04
Total Manpower	07
*Staff on outsourcing basis	02

LIST OF OFFICE EQUIPMENT FOR MD'S OFFICE

DESCRIPTION	PROPOSED
OFFICE EQUIPMENT:	
Fax	01
Computer	03
Lap top	02
Printer	03
Freeze/Deep Freeze	01
Air Cooler	06
Color Printer	01
Scanner	02
Oven	01
Photocopier	01
VEHICLES:	
Jeep	01
Car	01

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Summary of Manpower Company Secretariat	
Designation	Approved
Company Secretary (GM)	01
DGM	02
Manager	03
DM	02
AM	03
Total Officer	11
Total Staff	08
Total Manpower	19
*Staff on outsourcing basis	07

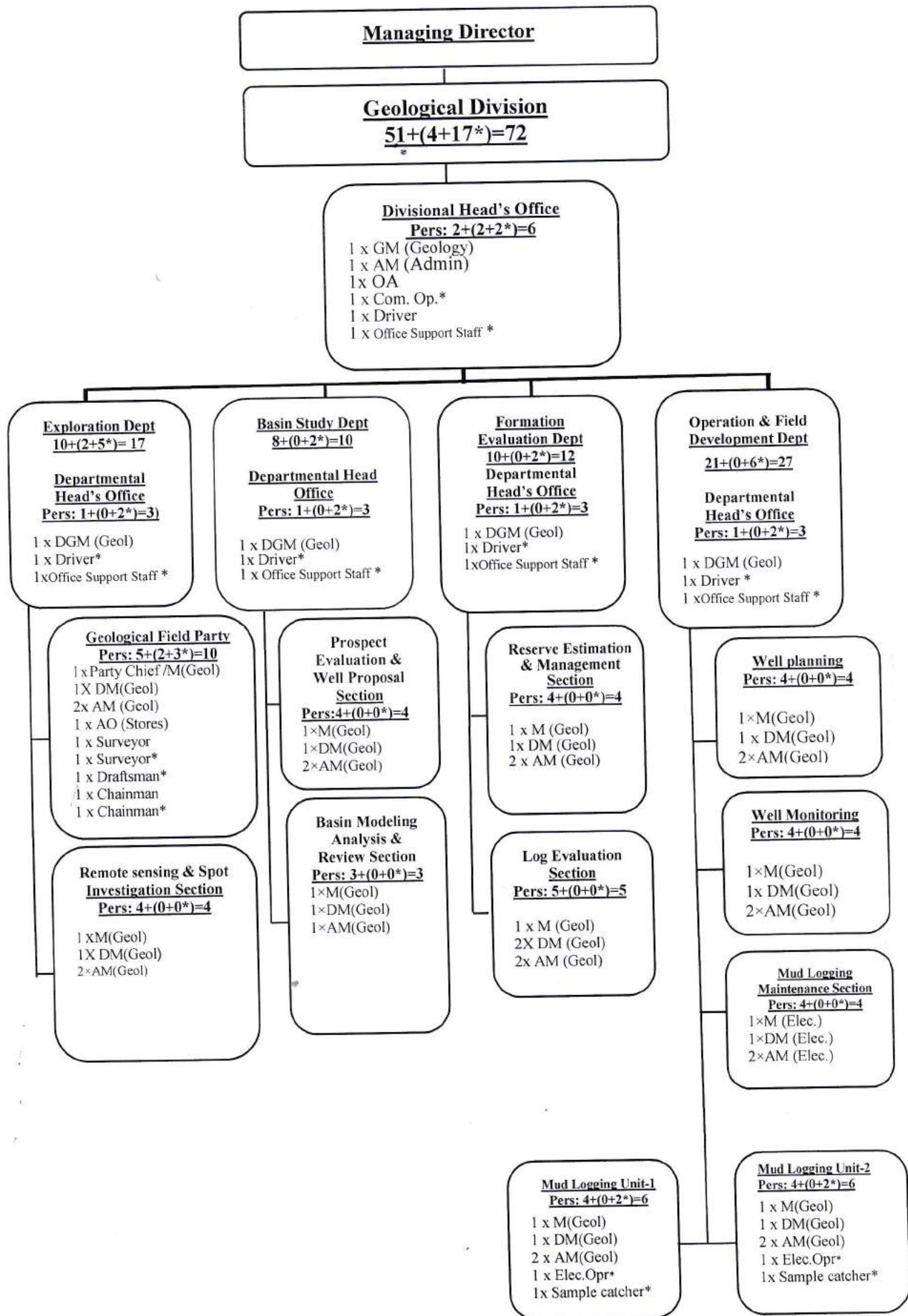
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LIST OF OFFICE EQUIPMENT FOR COMPANY SECRETARIAT

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	06
Lap top	03
Printer	05
Scanner	05
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	04
Oven	01
VEHICLES: 1 Car for Company Secretary and 2 for DGM	
Car	03





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Summary of Manpower Geological Division	
Designation	Approved
GM	01
DGM	04
Manager	11
DM	12
AM	22
AO	01
Total Officer	51
Total Staff	21
Total Manpower	72
*Staff on outsourcing basis	17

Note:

- i. Wire-line Logging services shifted to Well Services Division.
- ii. During field operation, required number of workers shall be engaged by the Party Chief.
- iii. One consultant can be engaged on contractual basis as per requirement.

LIST OF OFFICE EQUIPMENT FOR GEOLOGICAL DIVISION

OFFICE EQUIPMENT:	
DESCRIPTION	APPROVED
Computer	30
Fax	00
Lap top	06
Printer	20
Scanner	15
Multimedia Projector	01
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (W)	00
Air Cooler (Split)	12
Camera Digital	01
Oven	01
VEHICLES: Jeep for GM and car for DGM	
Jeep	01
Car	04

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Managing Director

Geophysical Division
81+(11+51*)=143

Divisional Head's Office
Per: 2+(2+2*)=6

- 1 x GM (Geophysics/Electronics)
- 1 x AM (Admin)
- 1 x OA
- 1 x Com. Opr.*
- 1 x Driver
- 1 x Office Support Staff*

2D Seismic Data Acquisition Dept
19+(4+17*)=40
Departmental Head's Office
Pers: 2+(0+3*)=5
1 x DGM(Geophy/Elec)
1 x AO (Store)
1 x Com. Opr.*
1 x Driver *
1 x Office Support Staff *

Recording Section
Per: 5+(1+6*)=12
1 x M (Elec)
1 x DM (Elec)
2 x AM (Elec)
1 x SAE (Elec)
1 x Auto Foreman
4 x Foreman (Rec) *
1 x Mech. (Auto) *
1 x Electronic Tech. *

Field Data O. C. Section.
Per: 4+(0+0*)=4
1 x M (Geophy.)
1 x D M (Geophy.)
2 x A M (Geophy.)

Scouting, GPS Survey Sec.
Per: 5+(1+6*)=12
1 x M (Geophy.)
1x DM (Geophy)
2x AM (Geophy)
1 x SAE(Elec)
2x Surveyor*
1x Chainman
4x Chainman*

EH&S, Permit & Explosive Section
Pers: 2+(0+0*)=2
1 x AM (Geophy/Elec)
1 x SAE (Elec)

Drilling Section
Pers: 1+(2+2*)=5
1 x AM (Geophy/Elec)
1 x Seismic Driller
1 x Seismic Driller*
1 x Seismic Shooter
1 x Seismic Shooter*

3D Seismic Data Acquisition Dept
21+(4+24*)=49
Departmental Head's Office
Pers: 2+(0+3*)=5
1 x DGM (Geophy/Elec)
1 x AO (Store)
1 x Com. Opr.*
1 x Driver*
1 x Office Support Staff *

Recording Section
Pers: 6+(0+10*)=16
1 x M (Elec)
2 x DM (Elec)
2 x AM (Elec)
1 x SAE (Elec)
2 x Auto Foreman*
4 x Foreman (Rec)*
2 x Mech. (Auto)*
2 x Electronic Tech.*

Field Data O. C. Section.
Pers: 4+(0+0*)=4
1x M (Geophy.)
1 x DM (Geophy)
2 x AM (Geophy.)

Scouting, GPS Survey Section
Pers: 6+(0+7*)=13
1x M (Geophy)
2 x DM (Geophy)
2 x AM (Geophy)
1 x SAE(Elec)
2 x Surveyor*
5x Chainman*

EH&S, Permit & Explosive Section
Pers: 2+(0+0*)=2
1x AM (Geophy/Elec)
1 x SAE (Elec)

Drilling Section
Pers: 1+(4+4*)=9
1x AM (Geophy/Elec)
2 x Seismic Driller
2 x Seismic Driller*
2 x Seismic Shooter
2 x Seismic Shooter*

Data processing Dept.
16+(0+2*)=18
Departmental Head's Office
Pers: 2+(0+2*)=4
1 x DGM (Geophy/Elec)
1 x AO (Store)
1 x Driver*
1 x Office Support Staff *

2D Data Processing Section
Per: 7+(0+0*)=7
2x Manager(Geophy/Elec)
2 x DM (Geophy/Elec)
1x AM (Geophy)
1x AM (Elec)
1xAM (IT)

3D Data Processing Section
Pers: 7+(0+0*)=7
2x Manager(Geophy/Elec)
2 x DM (Geophy/Elec)
1x AM (Geophy)
1x AM (Elec)
1xAM (IT)

Interpretation 2D Dept.
Pers: 7+(0+2*)=9
1 x DGM (Geophy)
1 x Manager (Geophy)
2 x DM (Geophy)
2 x AM (Geophy)
1 x AM (IT)
1 x Driver*
1 x Office Support Staff *

Interpretation 3D Dept.
Pers: 7+(0+2*)=9
1 x DGM (Geophy)
1 x Manager (Geophy)
2 x DM (Geophy)
2 x AM (Geophy)
1 x AM (IT)
1 x Driver*
1 x Office Support Staff *

Geophysical Maintenance & stores dept.
9+(1+2*)=12
Departmental Head's Office
Pers: 2+(0+2*)=4
1 x DGM (Elec.)
1 x AO(Store)
1 x Driver *
1 x Office Support Staff *

Geophysical Equip. Maintenance Section.
Per: 4+(1+0*)=5
1 x Manager (Elec)
1 x DM (Elec)
2 x AM (Elec)
1 x Electronic Tech

Geophysical Stores Section.
Per: 3+(0+0*)=3
1 x Manager (Elec)
1x AM (Elec)
1 x SAE (Elec)

Summary of Manpower Geophysical Division	
Designation	Approved
GM	01
DGM	06
Manager	14
DM	17
AM	32
AO/SAE	11
Total Officer	81
Total Staff	62
Total Manpower	143
*Staff on outsourcing basis	51

Note:

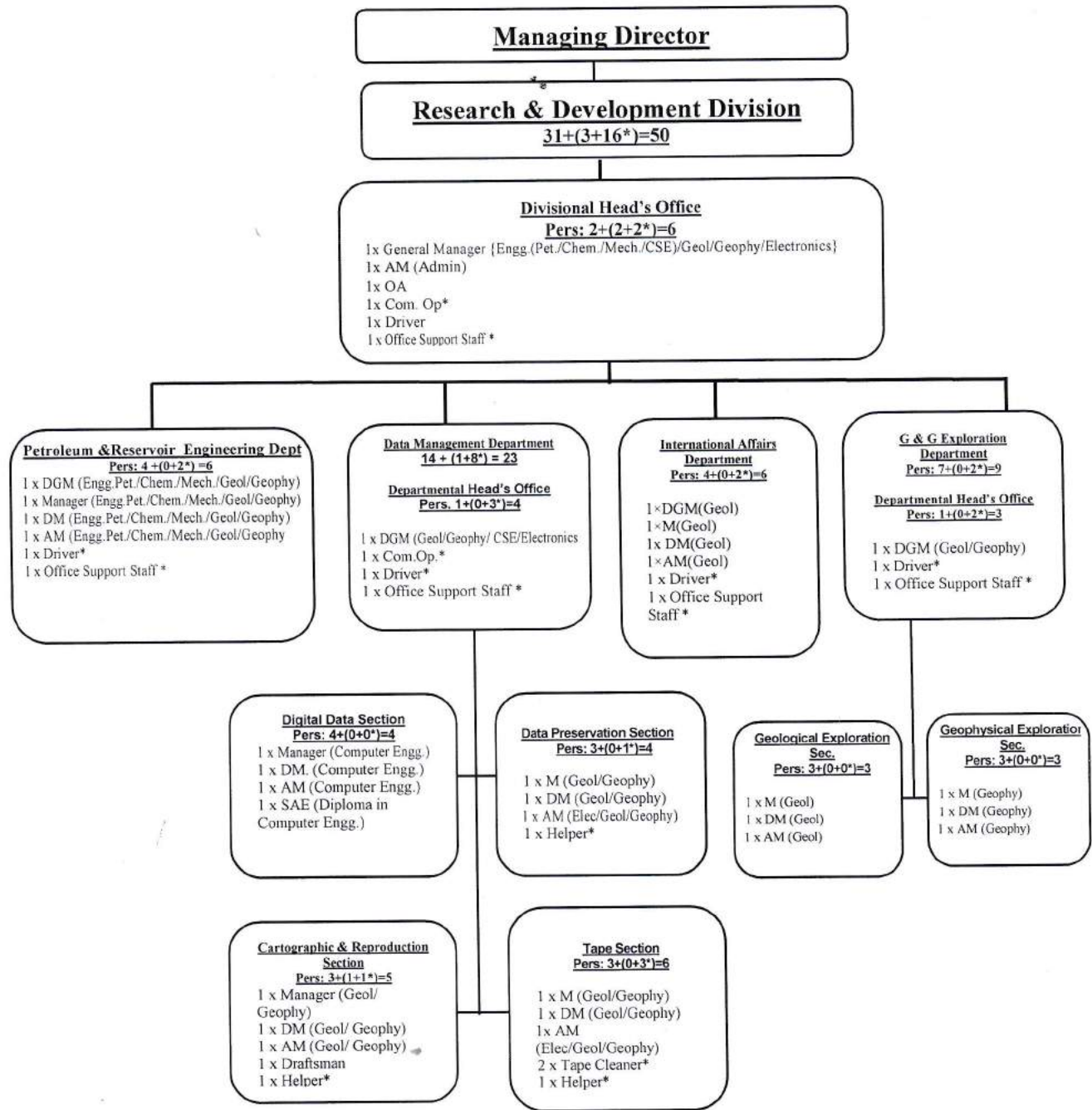
- i. Manpower has been organized considering one 2D and one 3D seismic crew in operation along with necessary data processing and interpretation equipment. During field operation, required number of casual workers (about 600 casual labors for the 2D seismic crew & 1800 labors for the 3D seismic crew) will be hired on daily basis.
- ii. Addition of new seismic crew will require more manpower, which may be recruited temporarily on out sourcing.
- iii. Admin. & Store Officer will be posted in full time by Administration Division and Accounts Officer will be posted seasonally by Accounts Division as per requisition of Geophysical Division.
- iv. One consultant can be engaged on contractual basis as per requirement.

LIST OF PROPOSED OFFICE EQUIPMENT FOR GEOPHYSICAL DIVISION

OFFICE EQUIPMENT:	APPROVED
Fax	01
Computer	50
Lap top	10
Printer	25
Scanner	25
Multimedia Projector	01
Photocopier	02
Freeze/Deep Freeze	02
Air Cooler (Split)	20
Camera Digital	03
Fire Extinguisher	40
Dehumidifier	15
LCD Monitor	05
Oven	02
VEHICLES: Jeep for GM and car for DGM	
Jeep	01
Car	06

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Summary of Manpower Research & Development Division	
GM	01
DGM	04
Manager	08
DM	08
AM	09
SAE	01
Total Officer	31
Total Staff	19
Total Manpower	50
*Staff on outsourcing basis	16

Note:

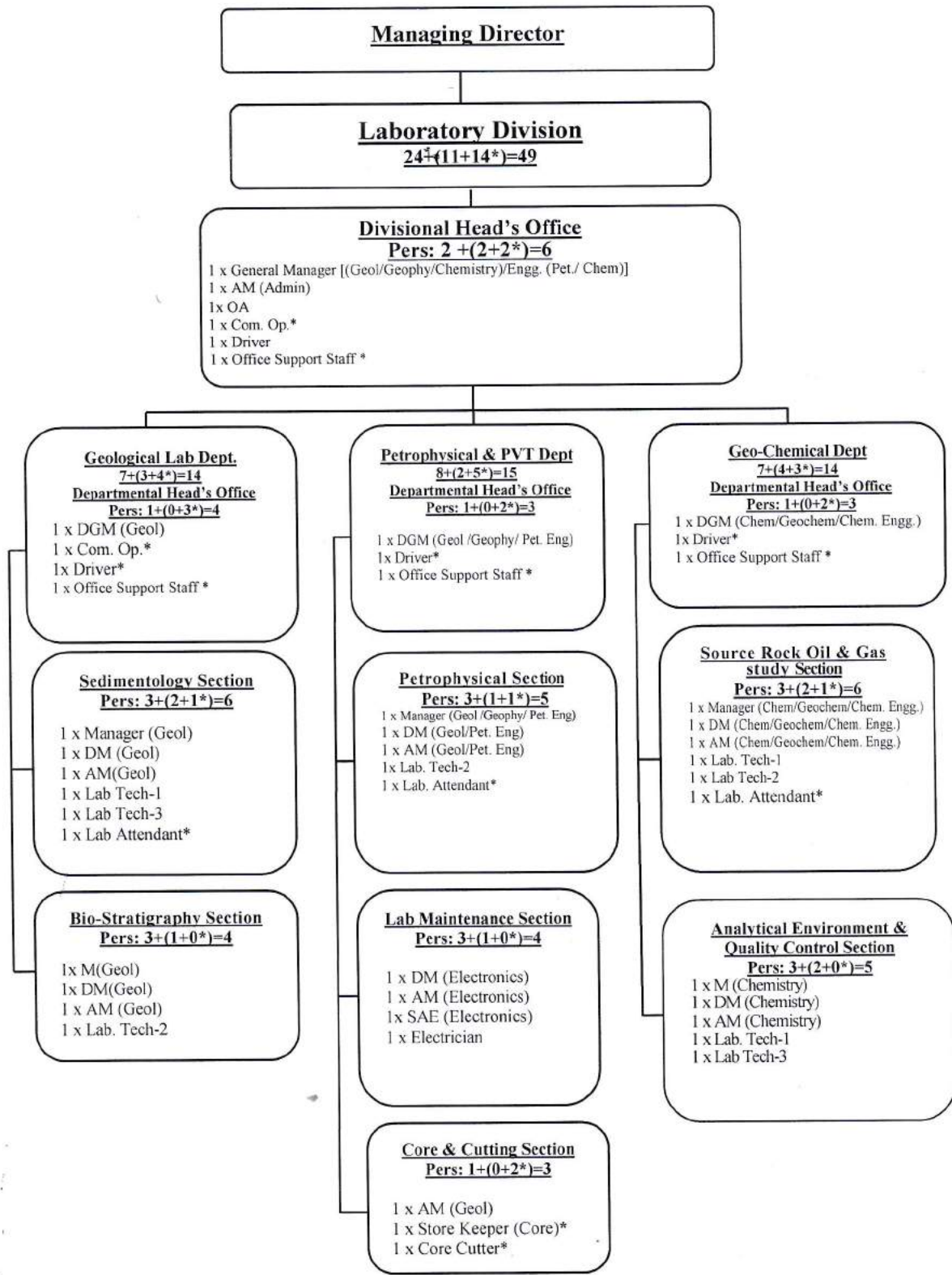
- i. This is a newly created Division.
- ii. Data Management Division has been merged as a Department.
- iii. Three new departments namely (a) Petroleum & Reservoir Engineering (b) G & G Exploration and (c) International Affairs have been included.

LIST OF PROPOSED OFFICE EQUIPMENT FOR RESEARCH AND DEVELOPMENT DIVISION

OFFICE EQUIPMENT:	
DESCRIPTION	APPROVED
Computer	16
Lap top	05
Printer	10
Scanner	10
Multimedia Projector	01
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	07
LCD Monitor	28
Hardware, PC	14
DVD Stacker/Disk Hub	10
Auto Loader	10
LT-04 R/W Driver	04
LENOVO Think Centre	01
Color A 0 Scanner	02
Color A 3 Scanner	02
Bar Code Reader	04
A4 Laser Printer	01
Disk Storage	04
Auto Door	01
Alarm Control Panel	01
CCTV (Set)	01
Smoke Detector	50
Oven	01
VEHICLES: One Car for GM and Four for DGM	
Car	05

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Summary of Manpower Laboratory Division	
Designation	APPROVED
GM	01
DGM	03
Manager	05
DM	06
AM	08
SAE	01
Total Officer	24
Total Staff	25
Total Manpower	49
*Staff on outsourcing basis	14

LIST OF PROPOSED OFFICE EQUIPMENT FOR LABORATORY DIVISION

OFFICE EQUIPMENT:	
DESCRIPTION	APPROVED
Computer	15
Lap top	04
Printer	10
Scanner	10
Multimedia Projector	01
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	20
Camera digital	01
Fire Extinguisher	10
Oven	01
VEHICLES: One Car for GM and three for DGM	
Car	04

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Managing Director

Well Services Division

$42+(12+36^*) = 90$

Divisional Head's Office

$Pers. 2+(2+2^*)=6$

1x General Manager [Chemistry/Geol/ Engg. (Elect./Mech./Chem./Pet.)]
1x AM (Admin)
1x OA
1x Com.Op.*
1x Driver
1x Office Support Staff*

Wireline Logging Service Department

$6+(0+3^*)=9$

Departmental Head's Office

$Pers. 1+(0+3^*)=4$

1 x DGM (Geol/ Electronics)
1 x Comp. Op.*
1x Driver*
1 x Office Support Staff*

Wire-line Logging, Measurement/Logging while Drilling (MWD/LWD) Section

$Pers: 5+(0+0^*)=5$

1xM(Geol)
2xDMGeol
2xAM(Geol)

Mud Engg. Dept.

$20+(6+14^*)=40$

Departmental Head's Office

$Pers. 1+(0+2^*)=3$

1 x DGM (Chemistry/Chem Eng)
1x Driver*
1 x Office Support Staff*

Field Operation & Monitoring Unit I, II & III

$Pers:13+(6+12^*)=31$

3 x Manager (Chemistry/Chem Eng)
4 x DM (Chemistry/Chem Eng)
6 x AM (Chemistry/Chem Eng)
6 x Mud Supervisor
6 x Asstt. Mud Sup./Lab tech-2*
6 x Mud Attendant*

Mud Programming, OC, Procurement & Maintenance Section

$Pers. 6+(0+0^*)=6$

1x Manager (Chemistry/Chem. Engg.)
2 x DM (Chemistry/Chem. Engg.)
3 x AM (Chemistry/Chem. Engg.)

Well Cementation Dept.

$Pers: 7+(4+8^*)=19$

1 x DGM (Mech. Electrical, Engg.)
2 x M (Mech. /Electrical Engg.)
2 x DM (Mech. /Electrical Engg.)
2 x AM (Mech. / Electrical Engg.)
2 x Foreman
2 x Operator (Cementing)
2 x Operator (Cementing)*
4 x Helper (Cementing)*
1x Driver*
1 x Office Support Staff*

Well Testing Dept

$7+(0+9^*)=16$

Departmental Head's Office

$Pers. 1+(0+3^*)=4$

1 x DGM (Engg. Chem./Pet)/Chemistry.
1 x Comp. Op.*
1x Driver*
1 x Office Support Staff*

Drill Stem Section

$Pers. 3+(0+2^*)=5$

1 x Manager (Engg. Chem./Pet)/Chemistry.
1 x DM (Engg. Chem./Pet)/Chemistry
1 x AM (Engg. Chem./Pet)/Chemistry.
2 x Helper (DST)*

Testing Operation Section

$Pers. 3+(0+4^*)=7$

1 x Manager (Engg. Chem./Pet.)/Chemistry
1 x DM (Engg. Chem./Pet.)/Chemistry
1 x AM (Engg. Chem./Pet)/Chemistry.
2 x Operator (Testing)*
2 x Helper (Testing)*

Summary of Manpower Well Services Division	
DESIGNATION	APPROVED
GM	01
DGM	04
Manager	09
DM	12
AM	16
Total Officer	42
Total Staff	48
Total Manpower	90
*Staff on outsourcing basis	36

Note:

- i. Above manpower is estimated based on simultaneous operation of 3 rigs. In case of additional cementing operation, required manpower may be recruited temporarily on out sourcing.
- ii. Wire line Logging Service has been shifted from Geology Division as a Department.

LIST OF OFFICE EQUIPMENT FOR WELL SERVICES DIVISION

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	20
Lap top	05
Printer	15
Scanner	12
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	07
Oven	01
VEHICLES: Jeep for GM and car for DGM	
Jeep	01
Car	04




Managing Director

Drilling Division

112+(84+101*) = 297

Divisional Head Office

Pers: 2+(2+2*) = 6

1x General Manager(Engg. Mech/Elec/Petro)/
Drilling
1x AM (Admin)
1x OA
1x Comp Op*
1x Driver
1 x Office Support Staff*

Operation Dept.
77+(82+87*) = 246
Departmental Head's Office
Pers: 2+(0+3*) = 5

Tx DS
1x TP
1x Comp Op*
1x Driver*
1x Office Support Staff*

Field Unit:
Pers: 72+(81+81*) = 234

3x1 DIC (DS)/Rig Manager
3x2 DS
3x4TP
3x4Driller
3x4AD
3x1 AM (A&F)
3x6 TD
3x1 AO (Admin)
3x1 AO (Store)
3x4 Head Man
3x8 Derrick Man
3x12 Rig Man
3x1 Medical Assistant*
3x1 Fire man*
3x2 Store man*
3x3 Bearer*
3x2 Cook* (Officers Camp)
3x2 Cook* (Staff Camp)
3x1 Cook Helper* (Officers Camp)
3x1 Cook Helper* (Staff Camp)
3x2 Cleaner*
3x2 Laundryman*
3x3 Security Guard
3x7 Security Guard*
3x3 Office Support Staff*

Rig Base Unit
Pers: 3+(1+3*) = 7

1x1 TP
1x1 AM (Store)
1x1 AO (Store)
1x1 Comp. Op*
1xStore Keeper
2xHelper*

Material Programming Dept.
5+(0+2*) = 7
Departmental Head's Office
Pers: 1+(0+2*) = 3

1xDS/DGM (Engg.:
Mech/Elec/Petro)
1xDriver*
1x Office Support Staff*

Procurement, Documentation & Quality Section
Pers: 2+(0+0*) = 2

1xTP/M(Engg.:
Mech/Elec/Petro)
1xDriller/DM(Engg.:
Mech/Elec/Petro)

Material & Co-ordination Section
Pers: 2+(0+0*) = 2

1xTP/M(Engg.:
Mech/Elec/Petro)
1xAD/AM(Engg.:
Mech/Elec/Petro)

Well Planning Dept.
9+(0+2*) = 11
Departmental Head's Office
Pers: 1+(0+2*) = 3

1xDS/DGM (Engg.:
Mech/Elec/Petro)
1xDriver*
1xOffice Support Staff*

Programming & Contract Section
Pers: 2+(0+0*) = 2

1xTP/M(Engg.:
Mech/Elec/Petro)
1xDriller/DM(Engg.:
Mech/Elec/Petro)

HSE: Section Field Unit(3 Rig)
Pers: 6+(0+0*) = 6

1xTP/M (Engg.:
Petro/Env/IP/Chem)
2xDriller/DM (Engg.:
Petro/Env/IP/Chem)
3xAD/AM (Engg.:
Petro/Env/IP/Chem)

Well Control Equipment & Instr. Dept.
12+(0+4*) = 16
Departmental Head's Office
Pers: 1+(0+2*) = 3

1xDS/DGM (Engg.:
Mech/Elec/Petro)
1xDriver*
1x Office Support Staff*

Field Ops & Monitoring Section
Pers: 8+(0+0*) = 8

2x2 Driller/DM(Engg.:
Mech/Elec/Petro)
2x2AD/AM(Engg.:
Mech/Elec/Petro)

Casing, Liner Hanger & Completion Section
Pers: 3+(0+2*) = 5

1xTP/M(Engg.:
Mech/Elec/Petro)
1xDriller/DM(Engg.:
Mech/Elec/Petro)
1xAD/AM(Engg.:
Mech/Elec/Petro)
2xTechnician*

Well Engineering Dept.
7+(0+4*) = 11
Departmental Head's Office
Pers: 1+(0+2*) = 3

1xDS/ DGM (Engg.:
Mech/Elec/Petro)
1xDriver*
1x Office Support Staff*

Directional Drilling & Fishing Ops. Section
Pers: 2+(0+1*) = 3

1xTP/M(Engg.:
Mech/Elec/Petro)
1xDriller/DM(Engg.:
Mech/Elec/Petro)
1xTechnician*

Pipe Inspection & Down hole Survey Section
Pers: 4+(0+1*) = 5

1xTP/M(Engg.:
Mech/Elec/Petro)
1xDriller/DM(Engg.:
Mech/Elec/Petro)
1xAD/AM(Engg.:
Mech/Elec/Petro)
1xTD/SAE
1xTechnician*

Summary of Manpower Drilling Division	
Designation	APPROVED
GM	01
DS/ DGM	14
TP/ Manager	21
Driller/ DM	23
AD/AM	27
TD/ AO/SAE	26
Total Officer	112
Staff	185
Total Manpower	297
*Staff on outsourcing basis	101

Note: Above manpower is estimated based on simultaneous operation of three rigs and one rig bases. In case of a new rig in operation required manpower may be recruited permanently/temporarily/contractually or out-sourcing.

Abbreviations:

GM= General Manager, DS= Drilling Superintendent, DIC= Drilling –In-Charge, TP= Tool Pusher, DM= Deputy Manager, AD= Assistant Driller, AM= Assistant Manager, TD= Trainee Driller, Com. Op. = Computer Operator, HSE = Health Safety and Environment

LIST OF PROPOSED OFFICE EQUIPMENT FOR DRILLING DIVISION

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	20
Lap top	05
Printer	10
Scanner	10
Photocopier	01
Freeze/Deep Freeze	06
Air Cooler (Split)	08
Fire Extinguisher	30
Oven	01
VEHICLES: One Jeep for GM and Three for DIC, car for DGM/DS at Head Office and Microbus for field operation	
Jeep	04
Car	05
Microbus	03

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Managing Director

Construction Division

22+(8+37*) = 67

Divisional Head Office

Pers: 2+(2+2*)=6

- 1x General Manager (Engg. Civil)
- 1x AM (Admin)
- 1x OA
- 1x Comp Op*
- 1x Driver
- 1x Office Support Staff *

Planning, Design & Acquisition Dept.

12+(0+11*)=23

Departmental Head's Office

Pers: 1+(0+3*)=4

- 1x DGM (Engg. Civil)
- 1x Comp Op*
- 1x Driver*
- 1x Office Support Staff *

Planning & Design Section

Pers: 4+(0+4*)=8

- 1x M (Engg. Civil)
- 1x DM (Engg. Civil)
- 1x AM (Engg. Civil)
- 1x SAE (Civil)
- 1 x Draftsman *
- 1 x Surveyor *
- 1 x Chainman*
- 1x Office Support Staff *

Estate & Acquisition Section

Pers: 4+(0+3*)=7

- 1x M (Engg. Civil)
- 1x DM (Engg. Civil)
- 1x AM (Engg. Civil)
- 1x SAE (Civil)
- 1 x Draftsman *
- 1 x Surveyor *
- 1 x Chainman*

Records & Eviction Section

Pers: 3+(0+1*)=4

- 1x DM (Engg. Civil)
- 1x AM (Engg. Civil)
- 1x SAE (Civil)
- 1x Draftsman *

Construction & Maintenance Dept.

8+(6+24*)=38

Departmental Head's Office

Pers: 1+(0+3*)=4

- 1x DGM (Engg. Civil)
- 1x Comp Op*
- 1x Driver*
- 1x Office Support Staff *

Construction & Maintenance Field Unit Section

Pers: 4+(3+7*)=14

- 1x M (Engg. Civil)
- 1x DM (Engg. Civil)
- 1x AM (Engg. Civil)
- 1x SAE (Civil)
- 3x Supervisor*
- 2x Overseer
- 1x Draftsman *
- 2x Surveyor *
- 1x Chainman
- 1x Chainman*

BAPEX Bhaban Maintenance Section

Pers: 3+(3+14*)=20

- 1x M (Engg. Civil)
- 1x AM (Engg. Civil)
- 1x SAE (Power/Mech/Elec)
- 3x Fire Fighter
- 3x Foreman (Electrical Sub-Station, Solar System, Lift etc.) *
- 5x Technical/Operator (Generator, Water Pump, Lift, etc.) *
- 2x Electrician*
- 4x Lift Man*

Summary of Manpower Construction Division	
Designation	APPROVED
GM	01
DGM	02
Manager	04
DM	04
AM	06
SAE	05
Total Officer	22
Total Staff	45
Total Manpower	67
*Staff on outsourcing basis	37

LIST OF PROPOSED OFFICE EQUIPMENT FOR CONSTRUCTION DIVISION

DESCRIPTION	
OFFICE EQUIPMENT:	APPROVED
Computer	10
Lap top	03
Printer	08
Scanner	08
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	04
Oven	01
VEHICLES: Jeep for GM and car for DGM	
Jeep	01
Car	02

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Managing Director

Engineering Division

48+(50+150*)=248

Divisional Head Office

Pers: 2+(2+2*)=6

1xGeneral Manager (Engg. Mech/Elec)
1xAM (Admin)
1xOA
1xComp Op*
1xDriver
1x Office Support Staff *

Rig Building, Transport & Logistic Dept.

10+(19+59*)=88

Departmental Head's Office

Pers: 1+(0+2*)=3

1x DGM (Engg. Mech/Elec)
1xDriver*
1x Office Support Staff *

Field Unit Section

Pers: 4+(4+9*)=17

1x M (Engg. Mech/Elec)
1x DM (Engg. Mech)
1x DM (Engg. Elec)
1x AM (Engg. Mech/Elec)
1x Mechanic (Engine)
1x Sr. Fitter
2x Fitter*
1x Electrician*
2x Welder
1x Asst. Mechanic*
1x Asst. Electrician*
2x Crane Operator*
1x Forklift Operator*
1x Painter*

Transport & Logistic Sec.

Pers: 5+(15+48*)=68

1x M (Engg. Mech/Elec)
1x DM (Engg. Mech/Elec)
2x AM (Engg. Mech/Elec)
1xSAE (Engg. Mech/Elec)
6x Auto Mechanic*
6x Auto Electrician*
6xHVO
12xHVO*
9x Crane Operator*
9x Crane Operator
6x Forklift Operator*
9x Helper*

Material Programming & CMTW Dept.

8+(0+14*)=22

Departmental Head's Office

Pers: 1+(0+3*)=4

1xDGM (Engg. Mech/Elec)
1xComp Op*
1xDriver*
1x Office Support Staff *

Material Programming Section

Pers: 4+(0+0*)=4

1xM (Engg. Mech)
1xM (Engg. Elec)
2xAM (Engg. Mech/Elec)

CMTW

Pers: 3+(0+11*)=14

1xDM (Engg. Mech/Elec)
1xAM (Engg. Mech)
1xSAE (Engg. Mech/Elec)
1xComp. Operator*
1xStore Assistant*
1xForeman*
2xMechanic*
1xAuto Electrician*
1xWelder*
1xAC Mechanic*
1xCNG Mechanic*
1xAsst. Mechanic*
1xCleaner*

Rig Maintenance & Operation Dept.

3 Rig Field Unit

Pers: 28+(29+75*)=132

3xDGM (Engg. Mech/Elec)
6xM (Engg. Mech/Elec)
6xDM (Engg. Mech/Elec)
10xAM (Engg. Mech/Elec)
3xSAE (Engg. Mech/Elec)
3xForeman
9xMechanic (Engine)
6xElectrician
2xMachinist
4xMachinist*
3x3 Sr. Eng. Op*
3x4 Eng. Op*
3xSr. Fitter
9xFitter/Rig Mechanic*
6xWelder*
9xAsst. Mechanic*
9xAsst. Electrician*
4xHelper (Mech)
6xHelper (Mech)*
2xHelper (Elec)
8xHelper (Elec)*
3xPainter*

Summary of Manpower Engineering Division	
Designation	Approved
GM	01
DGM	05
Manager	10
DM	10
AM	17
SAE	05
Total Officer	48
Total Staff	200
Total Manpower	248
*Staff on outsourcing basis	150

Note:

- i. Above manpower is estimated based on simultaneous operation of three rigs and one rig bases. In case of a new rig in operation required manpower may be recruited permanently/temporarily/contractually or out-sourcing.
- ii. One new department namely Material Programming has been included.
- iii. CMTW will be operated under Service Department.

LIST OF OFFICE EQUIPMENT FOR ENGINEERING DIVISION

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	20
Fax	00
Lap top	05
Printer	10
Scanner	10
Multimedia Projector	01
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler(Split)	08
Oven	01
VEHICLES: Jeep for GM and car for DGM	
Jeep	01
Car	02

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Managing Director

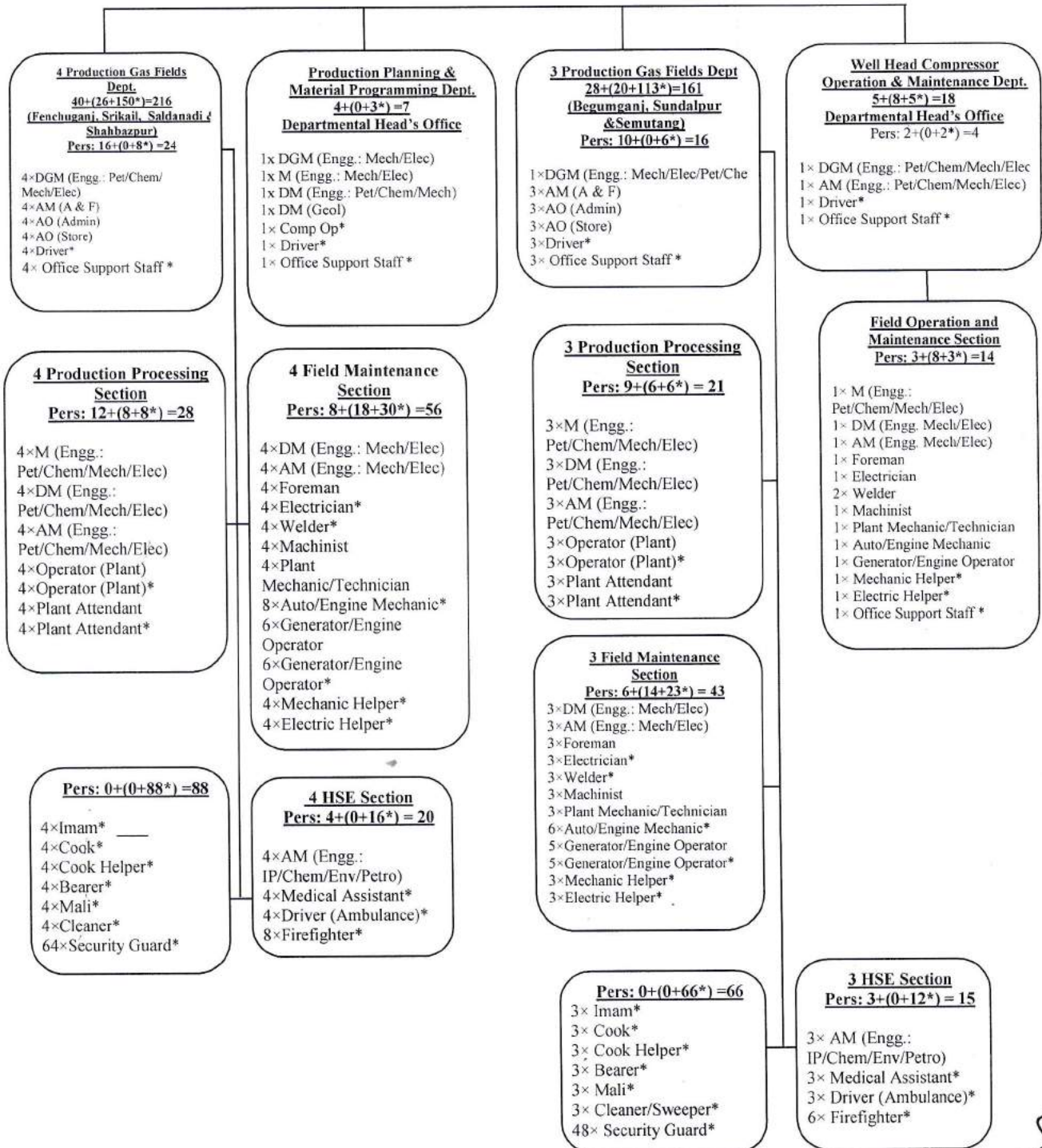
Production Division

79+(56+273*) = 408

Divisional Head Office

Pers: 2+(2+2*) = 6

1x General Manager (Engg. Mech/Elec/Chem/Pet)
1x AM (Admin)
1x OA
1x Comp Op*
1x Driver
1x Office Support Staff *



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Summary of Manpower Production Division	
DESIGNATION	APPROVED
GM	01
DGM	07
Manager	09
DM	17
AM	31
SAE/ AO	14
Total Officer	79
Total Staff	329
Total Manpower	408
*Staff on outsourcing basis	273

Note:

Above manpower is estimated based on simultaneous operation of seven Gas Fields. One new department namely Well Head Compressor Operation & Maintenance have been proposed.

With every New Gas Field/New Plant location coming into Production, required personnel will be added for operation and maintenance of new filed/process plant.

For each gas field one part time medical officer will be engaged.

Required number of Ansar can be engaged for each gas field.

LIST OF PROPOSED OFFICE EQUIPMENT FOR PRODUCTION DIVISION

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	40
Lap top	08
Printer	20
Scanner	20
Photocopier	08
Freeze/Deep Freeze	08
Air Cooler(Split)	30
Camera Digital	01
CCTV (set)	10
Fire Extinguisher	30
VEHICLES: One Jeep for GM and Five Jeep for Gas Field, Car for DGM, Pick-up and Motor Cycle for Gas Field.	
Jeep	06
Car	02
Pick-up	07
Motor Cycle	07

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Managing Director

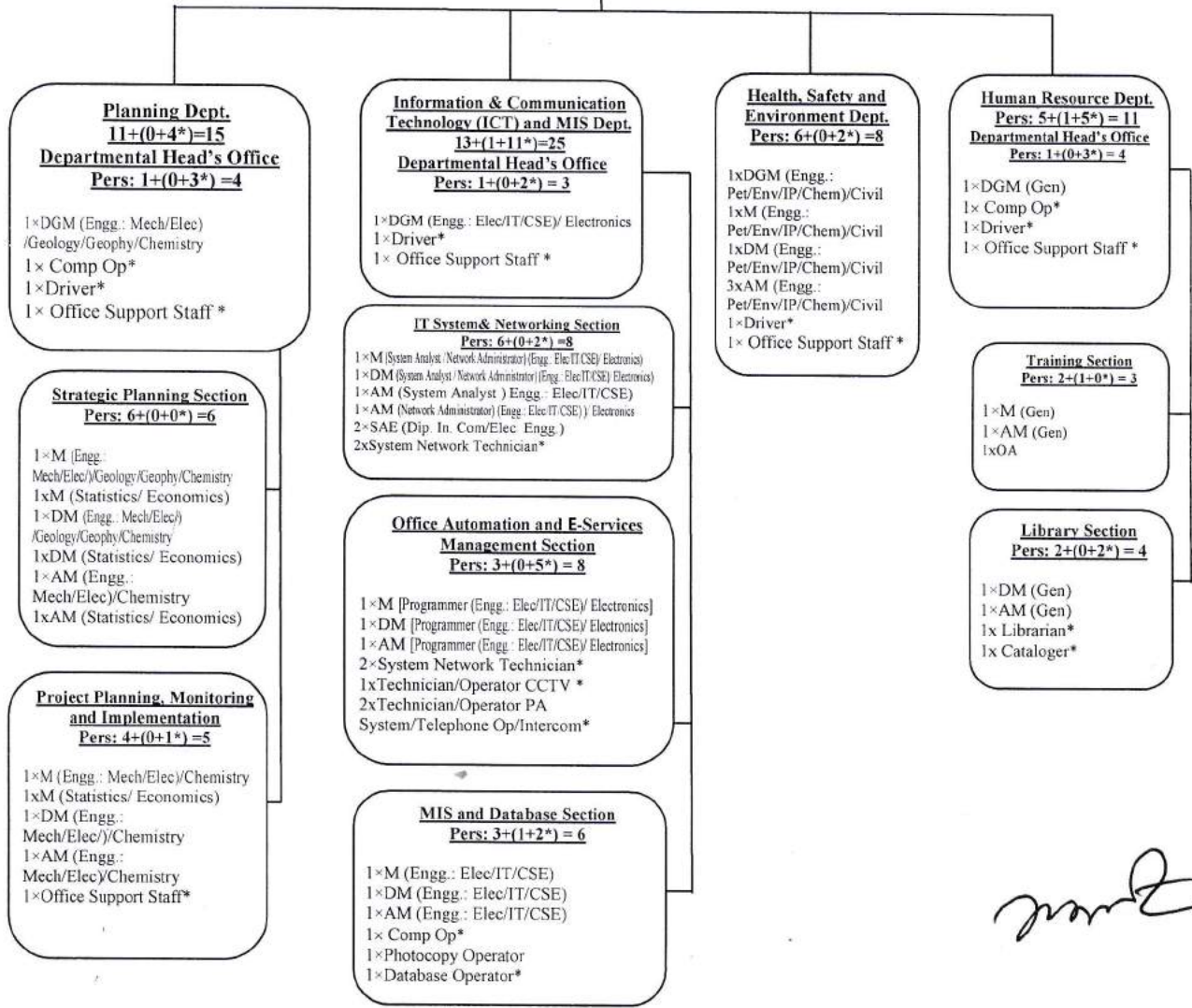
Planning & ICT Division

37+(4+24*)=65

Divisional Head Office

Pers: 2+(2+2*)=6

- 1× General Manager [Engg.: (Mech/Elec/Civil/IT/CSE)/
Geol/Geophy/Electronics/Gen/Drilling/Chemistry]
- 1× AM (Admin)
- 1× OA
- 1× Comp Op*
- 1× Driver
- 1× Office Support Staff *



Summary of Manpower Planning & ICT Division	
DESIGNATION	APPROVED
GM	01
DGM	04
Manager	09
DM	08
AM	13
SAE	02
Total Officer	37
Total Staff	28
Total Manpower	65
*Staff on outsourcing basis	24

Note: One new Department namely Health, Safety & Environment has been proposed.

LIST OF PROPOSED OFFICE EQUIPMENT FOR PLANNING & ICT DIVISION

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	20
Lap Top	06
Printer	12
Scanner	12
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	07
Fire Extinguisher	00
Oven	01
VEHICLES: One Car for GM and Four for DGM	
Car	05



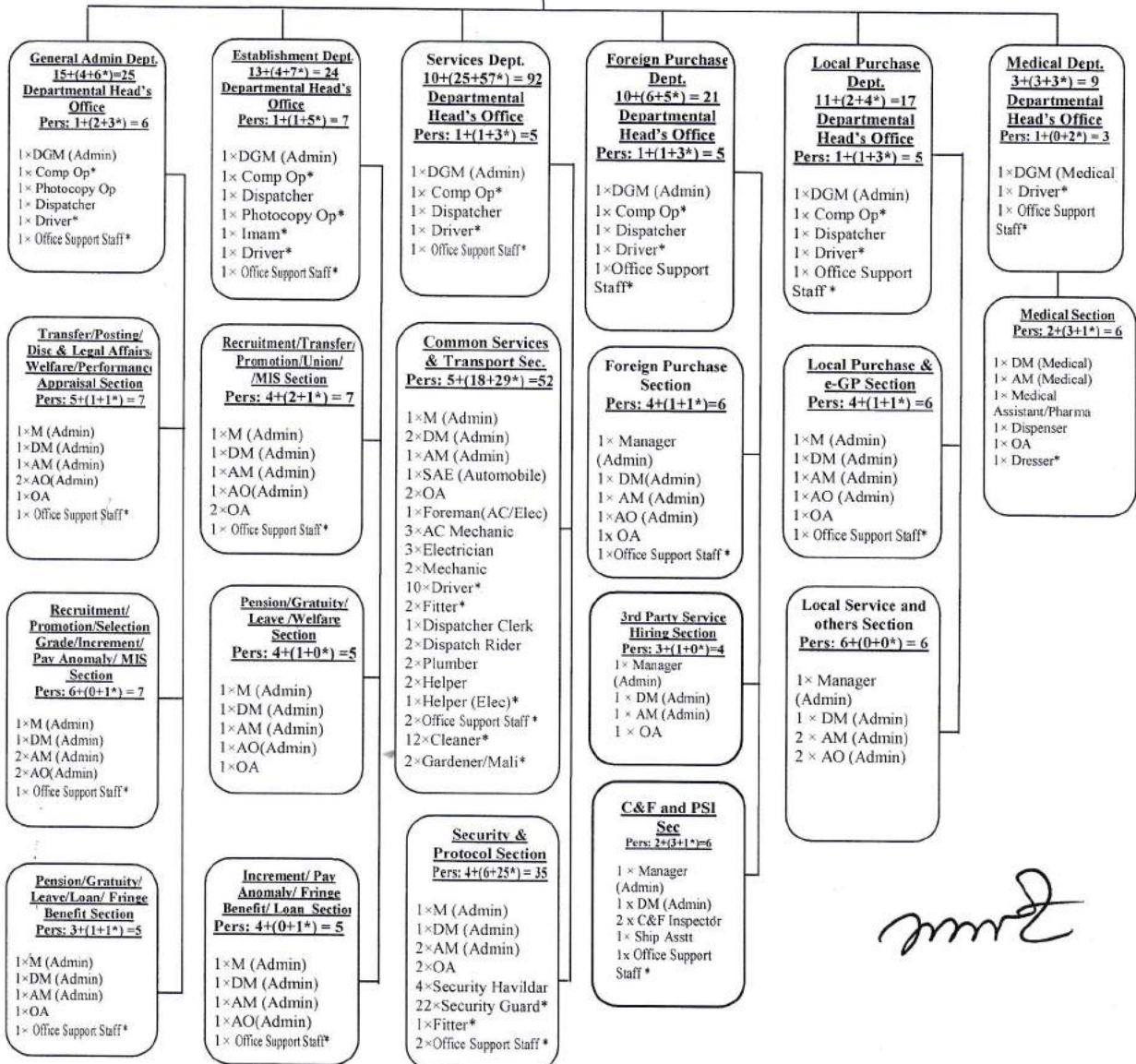

Managing Director

Administration Division

64+(46+84*)=194

Divisional Head Office
Pers: 2+(2+2*)=6

- 1× General Manager (Admin)
- 1× AM (Admin)
- 1× OA
- 1× Comp Op*
- 1× Driver
- 1× Office Support Staff*



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Summary of Manpower Administration Division	
Designation	APPROVED
GM	01
DGM	06
Manager	13
DM	15
AM	17
AO/ SAE	12
Total Officer	64
Total Staff	130
Total Manpower	194
*Staff on outsourcing basis	84

Note:

Field Management Department abolished and one new Department namely Local Purchase has been proposed.

LIST OF PROPOSED OFFICE EQUIPMENT FOR ADMINISTRATION DIVISION

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Telephone	150
PABX	500
Mobile Set	100
Computer	50
Lap top Computer	07
Printer	30
Scanner	30
Photocopier	04
Freeze/Deep Freeze	02
Air Cooler(Split)	12
Camera Digital	01
Air Cooler (W)	00
Fire Extinguisher	80
CCTV (Set)	02
Oven	03
VEHICLES: One Car for GM and Six for DGM. Remaining vehicles will be under transport Pool for emergency use.	
Jeep	07
Car	15
Pick-up	03
Ambulance	01
Motor Cycle	02
Microbus	02

Managing Director

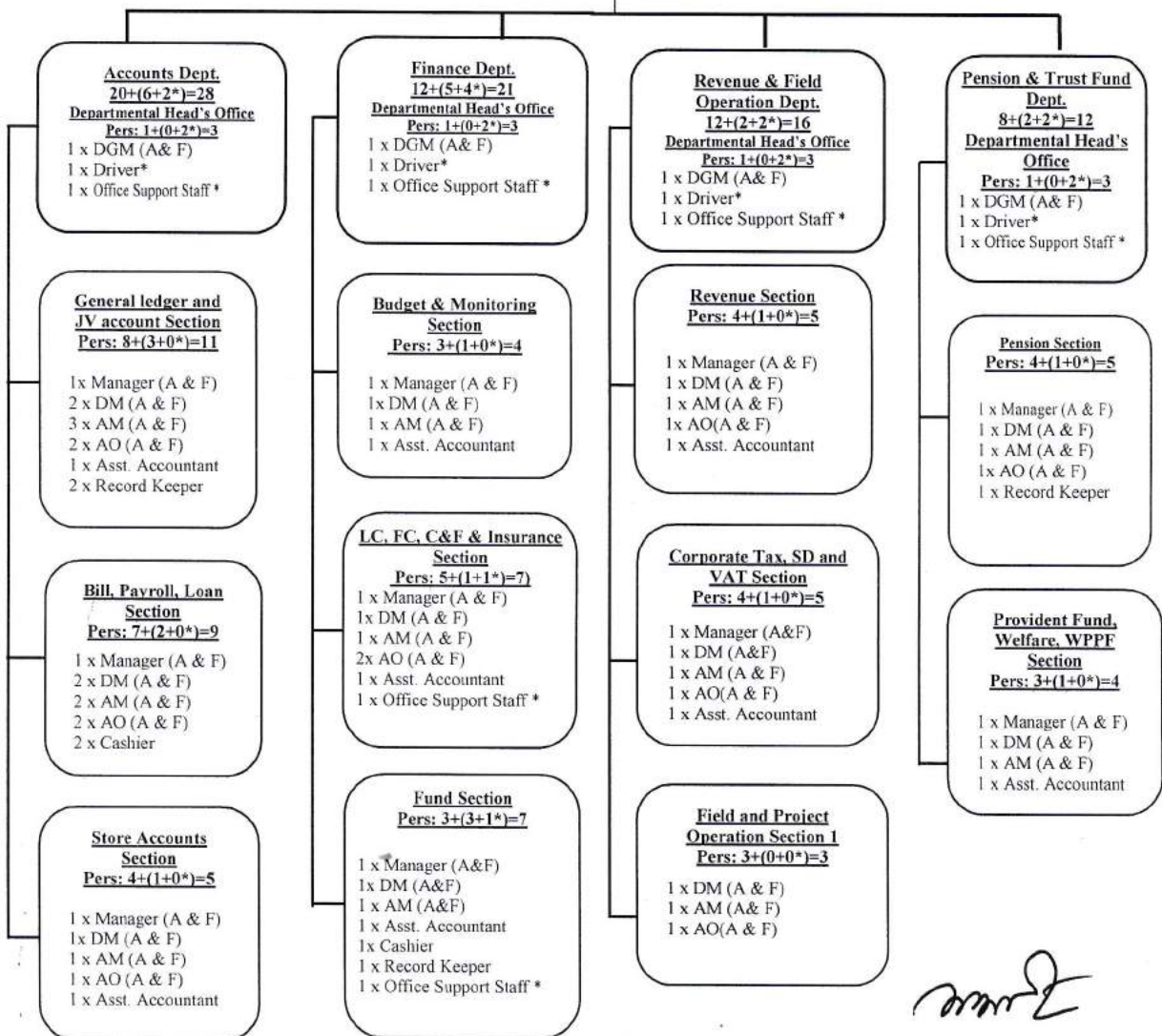
Accounts and Finance Division

54+(16+12*)=82

Divisional Head's Office

Pers: 2+(1+2*)=5

- 1 x General Manager (A&F)
- 1 x AM (A&F)
- 1 x Comp. Op*
- 1 x Driver
- 1 x Office Support Staff *



Summary of Manpower Accounts and Finance Division	
DESIGNATION	APPROVED
GM	01
DGM	04
Manager	10
DM	13
AM	15
AO	11
Total Officer	54
Total Staff	28
Total Manpower	82
*Staff on outsourcing basis	12

Note:
1. A new department namely Pension & Trust Fund Department has been proposed.

LIST OF PROPOSED OFFICE EQUIPMENT FOR ACCOUNTS AND FINANCE DIVISION

DESCRIPTION	APPROVED
OFFICE EQUIPMENT	
Computer	35
Laptop	05
Printer	20
Scanner	20
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler(Split)	08
Oven	01
VEHICLES: One Car for GM and Four for DGM	
Car	05

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Managing Director

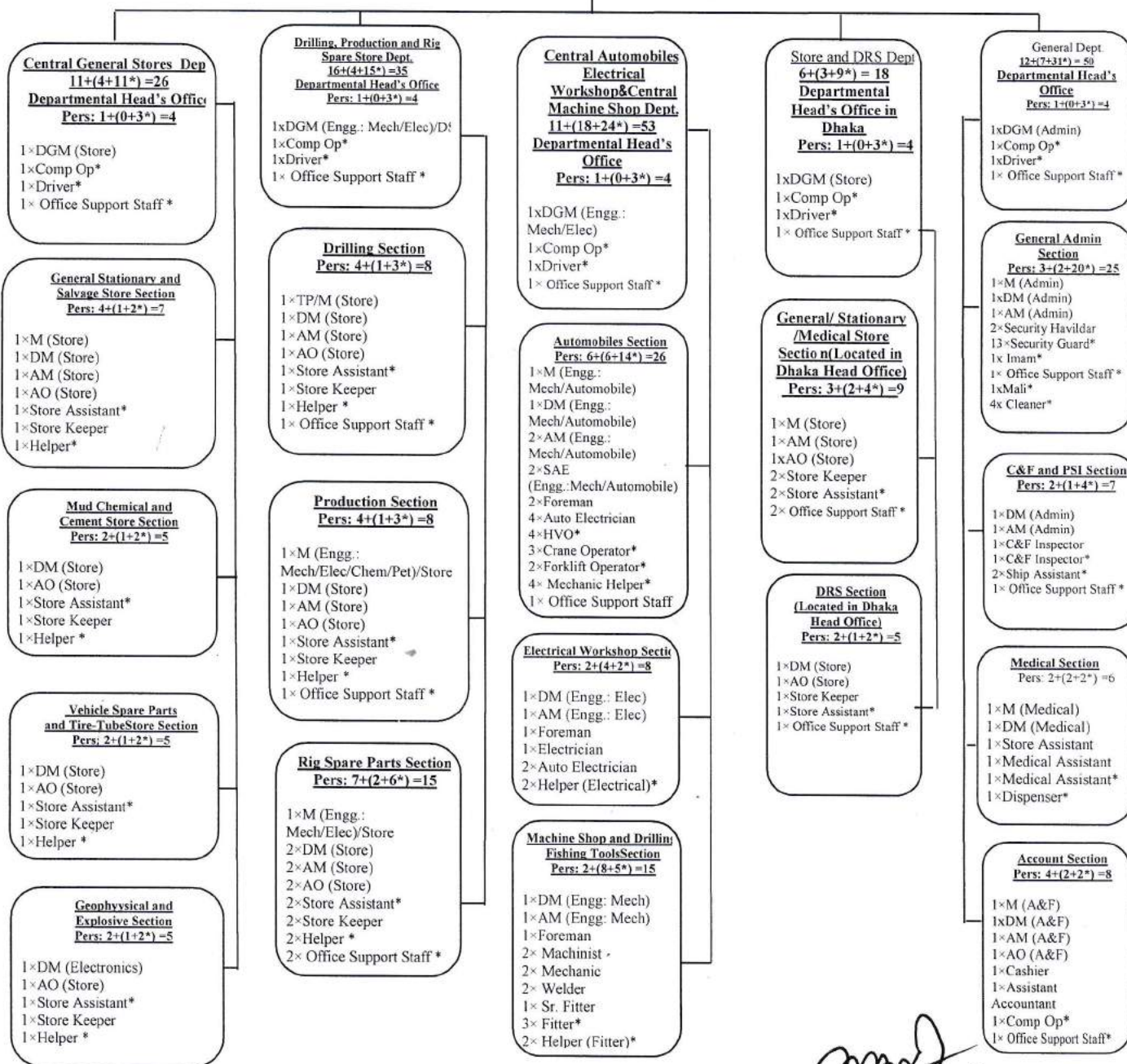
Zonal Office, Chattogram

58+(38+92*)=188

Divisional Head Office

Pers: 2+(2+2*)=6

1x General Manager (Engg. Mech/Elec)/Drilling/Gen.
1x AM (Admin)
1x OA
1x Comp Op*
1x Driver
1x Office Support Staff*



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Summary of Manpower Zonal Office, Chattogram	
Designation	APPROVED
GM	01
DGM	05
Manager/TP	09
DM	16
AM	14
SAE/AO	13
Total Officer	58
Total Staff	130
Total Manpower	188
*Staff on outsourcing basis	92

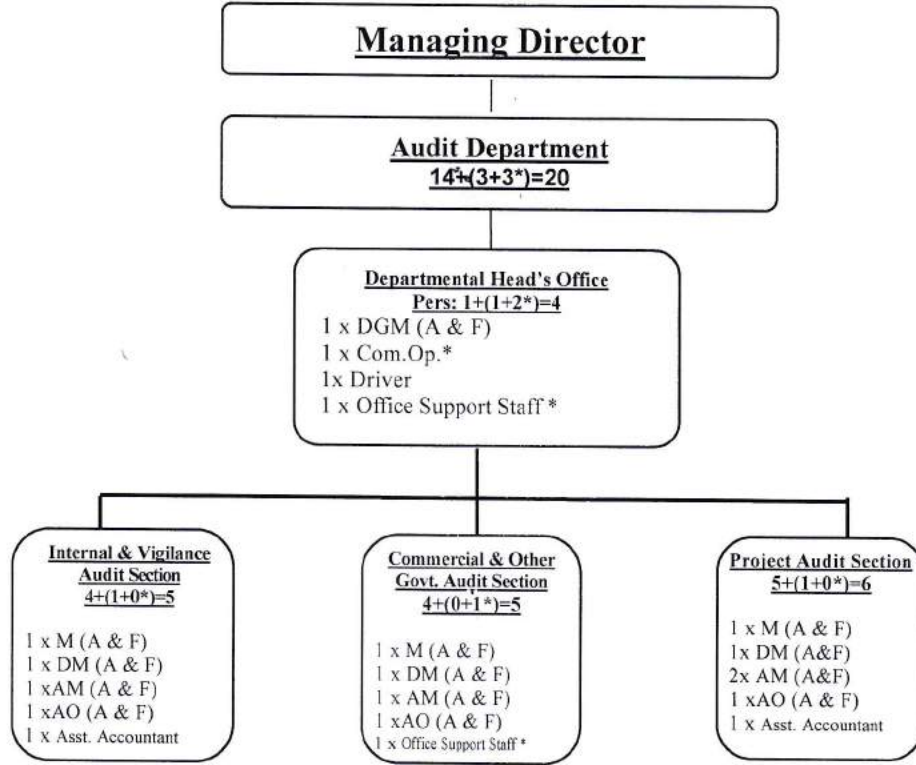
Note:
Required number of Ansar can be engaged.

LIST OF PROPOSED OFFICE EQUIPMENT FOR ZONAL OFFICE, CHATTOGRAM

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	25
Computer	25
Lap top	06
Printer	15
Scanner	15
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	09
Multimedia Projector	00
CCTV (set)	03
Oven	01
VEHICLES: One car for GM and Five for DGM. Remaining vehicles will be under transport Pool for emergency use.	
Car	06
Jeep	02
Pick-up	01
Ambulance	01

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Summary of Manpower (Audit Department)	
Designation	APPROVED
DGM	01
Manager	03
DM	03
AM	04
AO	03
Total Officer	14
Total Staff	06
Total Manpower	20
*Staff on outsourcing basis	03

Note: A new section namely "Project Audit Section" has been proposed.

LIST OF PROPOSED OFFICE EQUIPMENT FOR AUDIT DEPARTMENT

DESCRIPTION	APPROVED
OFFICE EQUIPMENT:	
Computer	08
Printer	04
Lap Top	01
Scanner	04
Photocopier	01
Freeze/Deep Freeze	01
Air Cooler (Split)	03
Oven	01
VEHICLES: Car for DGM	
Car	01

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মোহাম্মদ আবুল বশর
মহাব্যবস্থাপক (প্রশাসন)
প্রশাসন বিভাগ, বাপেক্স, ঢাকা।

২৬/০৭/২০২০

(মোহাম্মদ আলী)
ব্যবস্থাপনা পরিচালক
বাংলাদেশ পেট্রোলিয়াম এক্সপ্লোরেশন এন্ড প্রোডাকশন কোং লিমিটেড
৪ কাওরান বাজার, বা/এ, ঢাকা-১২১৫।