

dead stock items and getting any emergency works for repairs or to procure any goods/articles or to get any books and forms printed under RFQ system for branches / offices under his control.

7. All purchases to be made upon compliance with all the formalities/procedures as outlined in the Procurement Manual/Guidelines issued by Head Office from time to time.

8. i) Expenses for newspapers and periodicals shall be incurred as per entitlement fixed by Head Office from time to time. Current entitlement for the officers of the Bank are as under Irrespective of place of posting unless otherwise specified :

MD AND CEO	* At Actual
DMD	* At Actual
GM	* Three daily newspapers * Three periodicals (one national and two international) within yearly ceiling mentioned at serial No. 18 (ii).
DGM	* Two daily newspapers (one Bangla and one English) * Two periodicals (one national and one international) within yearly ceiling mentioned at serial No. 18 (ii)
AGM	* Two daily newspapers (one Bangla and one English) * One periodical (national or international) within yearly ceiling mentioned at serial No. 18 (ii).
SEO	* One National daily newspaper
Executive Officer/ Senior Officer/ Officer as Branch Manager	* One Bangla national daily newspaper.

ii) The journals/Periodicals subscribed by an Officer as per his entitlement should be well recognized, well-circulated and must deal with national/regional/international economic and other issues. The Journals may be weekly or fortnightly or monthly in nature. The maximum ceiling for such Journals/Magazines/Periodicals should be 52 issues for weekly Magazines, 26 issues for fortnightly Magazines and 12 issues for monthly Magazines for each officer per year according to his entitlement and within his / her yearly ceiling.