

Ms. Moslema Naznin currently working as a Director of Bangladesh Film Archive under Ministry of Information. Previously she was posted in Bangladesh High Commission in Kuala Lumpur as First Secretary (Political), protocol wings (Mission Services) and External Publicity Wing under Ministry of Foreign Affairs. Other than that she also served various prestigious department of Government like Press information Department, Films and Publications Department etc. She is Married and Blessed with three children.

Functions of Director of Bangladesh Film Archive :

1. To arrange preparation and Submission of periodical reports to the Government and to the International Federation of Film Archive(FIAF).
2. To maintain liaison with different organisations connected with the film industry.
3. To arrange periodical checking and cleaning of collected films for longer preservation, reference, education and research.
4. To arrange collection of various types of films from different sources for preservations in the film vaults.
5. To arrange printing or exchange of selected films.
6. To maintain the already established temperature controlled 3 Films Vaults for preservation of the collected films.
7. To take necessary steps to collect rare and classic films from member archives of the International Federation of Film Archive (FIAF) or any other sources.
8. To arrange collection of books, periodicals, magazines on film, song books, posters, leaflets, still photographs, scripts and allied matters on for their preservation in the library.
9. To take all possible steps for proper maintenance of the Archive and Film Books Library.
10. To arrange film related seminar, symposium, workshop, meeting, etc on different occasion.
11. To take all necessary steps for efficient office administration and maintenance of proper accounts of revenue earnings and expenditures.
12. To give direction to upgrade the information of organisational website.
13. To take initiatives to make the organisation dynamic and modern based on Information Technology.