

# **RULES OF BUSINESS 1996**

(Revised up to August, 2000)

*With*

## **\*1. ALLOCATION OF BUSINESS AMONG THE DIFFERENT MINISTRIES AND DIVISIONS**

(Revised up to August, 2000)

## **\*2. WARRANT OF PRECEDENCE, 1986.**

CABINET DIVISION  
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

*Edited by : AL-FARUQUE.*

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# RULES OF BUSINESS, 1996

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(m) "Wing" means a self-contained subdivision of a Ministry/Division for conducting specified duties of a distinct nature and headed by a Joint Secretary or an Additional Secretary.

(ii) All words and expressions used in these Rules, but not defined, have the same meaning as in the Constitution of the People's Republic of Bangladesh.

**3. Allocation of Business.**—(i) The Prime Minister may, whenever necessary, constitute a Ministry consisting of one or more Divisions.

(ii) The business of the Government shall be distributed among the Ministries/Divisions in the manner as indicated in Schedule I to these Rules (published separately).

(iii) Each Division shall have a Secretary/Additional Secretary/Joint Secretary to Government and such other officials subordinate to him, as the Prime Minister may determine:

Provided that the same person may be Secretary in more than one Division in the same Ministry.

(iv) The Prime Minister may assign a Division or a Ministry or more than one Division or one Ministry to the charge of the Prime Minister, a Minister or a Minister of State:

Provided that a Division or Ministry not so assigned shall be in direct charge of the Prime Minister.

(v) The Secretary shall organize the Division/Ministry into a number of working units to be known as sections:

Provided that a unit which does not conform to a section may be organized otherwise than as a section in consultation with the Ministry of Establishment.

(vi) The Secretary shall, by means of standing orders, distribute the work of the Division/Ministry among the various sections or other units of the Divisions under his charge.

(vii) The Business of the Government other than the business done in the Secretariat or Attached Departments shall be conducted through such agencies and offices as the Prime Minister may determine from time to time.

**4. Transaction of Business.**—(i) Subject to the provisions of these Rules in regard to consultation with other Ministries and Divisions and submission of cases to the President, the Prime Minister, the Cabinet and its Committees, all business allocated to a Ministry/Division under Schedule I of these Rules, shall be disposed of by, or under the general or special directions of the Minister-in-charge.

(ii) No important policy decision shall be taken except with the approval of the Cabinet.

(iii) Where there is a Minister of State/Deputy Minister, the Prime Minister or the Minister-in-charge with approval of the Prime Minister may specify by order, the cases or classes of cases which may be disposed of by the Minister of State/Deputy Minister.

(iv) The Minister shall be responsible for conducting the business of his Ministry/Division in the Parliament unless otherwise directed by the Prime Minister.

(v) The Secretary shall be the Administrative Head of the Ministry/Division. He shall be responsible for its administration and discipline and for proper conduct of business assigned to it. He shall also be responsible for careful observance of these rules in his Ministry/Division. Attached Departments and Subordinate Offices. The Secretary shall keep the Minister-in-charge informed of the working of the Ministry/Division.

(vi) The Secretary shall be the Principal Accounting Officer of the Ministry/Division, its Attached Departments and Subordinate Offices, and ensure that funds allocated to the Ministry/Division, its Attached Departments and Subordinate Offices are spent in accordance with rules/laws for the time being in force.

(vii) Secretariat Instructions and other instructions on the manner of disposal of business in the Ministries/Divisions and Attached Departments shall be issued by the Ministry of Establishment.

(viii) If any doubt arises as to the Ministry to which a particular business pertains, the matter shall be referred to the Cabinet Division for decision.

(ix) The role of the Ministries/Divisions shall be limited to:

(a) policy formulation;

(b) planning;

(c) evaluation of execution of plans;

(d) legislative measures;

(e) assisting the Minister in the discharge of his responsibilities to the Parliament;

(f) personnel management at the top level, viz. (i) officers not below the rank of Member/Director in the cases of public statutory corporations and (ii) officers not below the level of NPS-V in the cases of Attached Departments and Subordinate Offices;

(g) such other matters as may be determined by the Prime Minister from time to time.

(x) Unless otherwise directed, all correspondence with the Government by the Corporations shall normally be conducted with the Secretaries of the respective Ministries/Divisions, and all correspondence by the Government with the Chief Executives of the respective Corporations.

**5. Orders, instruments, agreements and contracts.**—(i) All executive actions of the Government shall be expressed to be taken in the name of the President.

(ii) All Ministers, Ministers of State, Deputy Ministers and persons holding such status, and the officers named in Schedule II to these Rules, may authenticate by signature, all orders and other instruments made and executed in the name of the President:

Provided that an officer not included in the schedule may be authorized by the Prime Minister for a particular occasion to authenticate an order or an instrument on behalf of the President.

(iii) The Ministry of Foreign Affairs shall issue necessary instructions regarding the manner of authentication of international agreements and treaties and also of orders and instruments in connection with the representation of Bangladesh in foreign countries or at international conferences, organizations and negotiations.

(iv) Instructions for the making of contracts on behalf of the President and execution of such contracts and all assurances of property, shall be issued by Ministry of Law, Justice & Parliamentary Affairs.

## CHAPTER II

### REFERENCE TO THE PRESIDENT AND THE PRIME MINISTER

6. **Reference to the President directly.**—(i) Cases specified in Schedule III to these Rules shall be submitted to the President.

(ii) Periodical reports and other papers as indicated in Schedule VI to these Rules, shall be laid before the President for information.

7. **Reference to the Prime Minister and the President.**—All cases of the nature specified in Schedule IV to these Rules shall, before issue of orders thereon, be submitted to the Prime Minister and the President.

8. **Reference to the Prime Minister.**—(i) Cases specified in Schedule V to these Rules, shall be submitted to the Prime Minister.

(ii) Periodical reports and other papers as indicated in Schedule VII to these Rules shall be laid before the Prime Minister.

9. **Manner of submission of cases to the President, the Prime Minister, the Prime Minister and the President.**—A case submitted to the President, the Prime Minister or to the Prime Minister and the President shall include a self-contained, concise and objective summary stating the relevant facts and points for decision. The summary shall include the specific recommendations of the Minister-in-charge and shall be accompanied by a draft communication, wherever appropriate.

## CHAPTER III

### INTER-MINISTERIAL CONSULTATION

10. **Consultation among Ministries and Divisions.**—(1) When the subject of a case concerns more than one Ministry/Division no orders shall issue, nor shall the case be submitted to the Prime Minister or the Cabinet until it has been considered by all the Ministries/Divisions concerned and their views are properly recorded. Such consultation shall take place as early as may be practicable with the exact point of reference whereupon the opinion is sought for:

Provided that in case of urgency and with the approval of the Prime Minister this requirement may be dispensed with, but the case shall, at the earliest opportunity thereafter, be brought to the notice of the Ministry/Division concerned.

(2) If the various Ministries/Divisions concerned cannot reach agreement, and the Minister, after consultation with the other Ministers concerned, desires to press the case, it shall be submitted to the Prime Minister:

Provided that where the case concerns a Ministry/Division which is under direct charge of the Prime Minister the final views of other Ministry/Division concerned shall be obtained before the case is submitted to the Prime Minister.

(3) When a case is referred by one Ministry/Division to another for consultation the relevant facts and the points necessitating the reference shall be clearly brought out.

(4) Even where consultation is not required, a Ministry/Division may, for purposes of information, pass copies of a communication received or issued by it or show a case, to such other Ministry/Division as it considers would be interested in, or would profit by it.

(5) The Prime Minister may call for a case from any Ministry/Division.

(6) A Minister may, with prior information of the Minister concerned, ask to see a case of any other Ministry/Division if it is required for the disposal of a case in his Ministry/Division. Similarly, the Minister for Finance may ask to see a case of any Ministry/Division in which financial considerations are involved. The Minister for Law, Justice and Parliamentary affairs may ask to see a case of any Ministry/Division in which legal considerations are involved.

(7) If a Minister who has asked to see a case of another Ministry/Division desires any further action to be taken thereon, he shall consult the minister and action, mutually agreed upon, shall be taken. In the absence of agreement the case shall be submitted to the Prime Minister for decision.

11. **Consultation with Cabinet Division.**—No Ministry shall, without previous consultation with the Cabinet Division, issue or otherwise any orders which involves—

- (i) interpretation of these rules;
- (ii) reorganization of a Ministry/Division involving any change in the Allocation of Business;
- (iii) a change in the Allocation of Business among various Ministries and Divisions;
- (iv) remuneration and privileges of the President, Prime Minister, Ministers, Ministers of State and Deputy Ministers; and
- (v) any other matter allocated to this Division under these rules.

#### CHAPTER IV

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#### RULES OF BUSINESS, 1996

In exercise of the powers conferred by Article 55(6) of the Constitution of the People's Republic of Bangladesh and in supersession of all previous rules and orders on the subject the President is pleased to make the following rules for allocation and transaction of business of the Government.

#### CHAPTER I

#### GENERAL

1. **Short Title and Commencement.**— (i) These Rules may be called the "Rules of Business, 1996".

(ii) They shall come into force at once.

2. **Definition.**— (i) In these rules, unless there is anything repugnant in the subject or context—

(a) "Article" means an Article of the Constitution of the People's Republic of Bangladesh.

(b) "Attached Department" means the department which has direct relation with a Ministry/Division and has been declared as such by the Government.

(c) "Branch" means sections grouped together and headed by a Deputy Secretary or an Officer of equivalent rank.

(d) "Business" means all work done by the Government.

(e) "Case" means a particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz., correspondence, notes and/or any previous papers on the subject or subjects covered by it or connected with it.

(f) "Division" means a self-contained administrative unit responsible for the conduct of business of the Government in a distinct and specified sphere and declared as such by the Government.

(g) "Ministry" means the Division or a group of Divisions constituted as a Ministry.

(h) "Subordinate Office" means an office of the Government which has not been declared as Attached Department and normally does not deal directly with any Ministry/Division.

(i) "Schedule" means schedule to these Rules.

(j) "Secretary" means the Secretary (including Acting Secretary) to the Government of the People's Republic of Bangladesh being the administrative head of a Division or a Ministry.

(k) "Secretariat" means the offices of the Divisions or the Ministries when referred to collectively.

(l) "Section" means a basic working unit in a Ministry/Division and headed by an Assistant Secretary/Senior Assistant Secretary.

**12. Consultation with Ministry of Establishment.**—No Ministry shall issue or authorize any orders, other than orders, in pursuance of any general or special delegation made by the Ministry of Establishment, which involves—

- (i) reorganization of a Ministry/Division or an Attached Department involving creation or abolition of any post or a change in the status of an Attached Department;
- (ii) organization of a working unit in a Ministry/Division otherwise than as a section;
- (iii) creation and reorganization of an Attached Department;
- (iv) initial appointment to all posts of NPS-IX and above in the Ministries/Divisions which are outside the purview of the Bangladesh Public Service Commission;
- (v) a change in the terms and conditions of service of officers of all services other than defence and of ministerial servants in the Ministries/Divisions and Attached Departments subject to modification as may be made by the Government in the structure of services from time to time;
- (vi) posting of Non-Secretariat officers in the Ministries/Divisions or Attached Departments;
- (vii) expenditure proposals relating to the Ministry of Finance;
- (viii) the interpretation of rules and orders made by the Ministry of Establishment;
- (ix) transfer of personnel of Development Project to Revenue setup after the project is completed;
- (x) rules for recruitment to any post or service including the question of removing a post or service from the purview of the Bangladesh Public Service Commission for the purpose of recruitment.

**13. Consultation with Finance Division.**—(1) No Ministry shall without previous consultations with Finance Division authorize any orders not covered by the approved budget, which will affect directly or indirectly the finances of the Republic and which in particular involves—

- (i) relinquishment, remission or assignment of revenue, actual or potential, or grant of guarantee against it;
- (ii) expenditure for which no provision exists in the budget;
- (iii) levy of taxes, duties, cesses or fees;
- (iv) floatation of loan;
- (v) re-appropriation between major heads within budget grants;
- (vi) alteration in the method of compilation of accounts or of the budget estimates;
- (vii) receipt or expenditure of foreign exchange unless already allocated;
- (viii) change in the terms and conditions of service of Government servants, and employees of public corporations which have financial implications; and
- (ix) interpretation of rules made by Finance Division.

(2) Case where previous concurrence of Finance Division is required and the same is refused the proposal shall not be proceeded with. However, if a Ministry/Division desires to press the proposal, it may submit the case to the Prime Minister alongwith the views of Finance Division for decision.

(3) Every order of an administrative Ministry conveying a sanction to be enforced in audit which is not authorized in the approved budget shall be communicated to the audit authorities through the Finance Division.

(4) Finance Division shall be consulted on all economic and financial questions arising out of any case and, in particular, in the following cases:—

- (i) preparation of export programme and import policy;
- (ii) negotiation of trade and barter agreements;
- (iii) determination of tariff policy;
- (iv) determination of pricing policy;
- (v) determination of investment policy; and
- (vi) determination of labour policy.

**14. Consultation with Ministry of Law, Justice and Parliamentary Affairs.**—(1) The Ministry of Law, Justice and Parliamentary Affairs shall be consulted—

- (i) on all proposals for legislation;
- (ii) on all legal questions arising out of any case;
- (iii) preparation of important contracts, international agreements, international conventions pronouncing and modifying international law;
- (iv) on the interpretation of any law;
- (v) before the issue of or authorization of the issue of a rule, regulation or bye-law, etc. in exercise of statutory power;
- (vi) before tendering advice on a mercy petition against an order of death sentence and pardon, reprieve, respite, remission, suspension or commutation of any sentence;
- (vii) before involving the Government in a criminal or civil proceeding instituted in a Court of law; and
- (viii) Whenever criminal or civil proceedings are instituted against the Government.

(2) No Ministry shall consult the Attorney-General except through Ministry of Law, Justice and Parliamentary Affairs and in accordance with the procedure laid down by that Ministry.

(3) If there is disagreement between the Attorney-General and Ministry of Law, Justice and Parliamentary Affairs, the case shall be submitted to the Minister of Law, Justice and Parliamentary Affairs for decision.

**15. Consultation with Ministry of Foreign Affairs.**—No Ministry shall without previous consultation with Ministry of Foreign Affairs dispose of a case which affects the foreign relations of Bangladesh.

#### CHAPTER IV PROCEDURE FOR THE MEETING OF THE CABINET

16. **Cases to be brought before the Cabinet.**—The cases enumerated below shall be brought before the Cabinet—

- (i) Cases involving legislation, including the promulgation of Ordinance.
- (ii) Cases relating to commencement or cessation of a state of war and related matters.
- ★ (iii) Proposals to appoint public commissions of inquiry of national importance and consideration of the reports of such commissions.
- (iv) Cases in which a Minister desires a decision or direction of the Cabinet in a matter of importance on a subject assigned to his charge.
- (v) Any proposal to withdraw otherwise than in accordance with competent legal advice, any prosecution instituted by or at the instance of the Government of the People's Republic of Bangladesh.
- (vi) Addresses and Messages of the President to Parliament.
- (vii) Cases relating to proclamation or revocation of Emergency.
- ★ (viii) Proposal for floatation of loans.
- (ix) Proposals relating to:
  - (a) creation of new corporations or companies wholly owned by the government or by a public sector undertaking;
  - (b) participation by the government or a public sector undertaking in providing share capital to a new corporation/company or any existing corporations or companies;
  - (c) winding up and or amalgamation of public sector undertakings;
  - (d) cases in which a difference of opinion arises between two or more Ministers and the decision of the Cabinet is desired;
  - (e) cases involving vital, political, economic and administrative policies; and
  - (f) proposals relating to change of any existing policy or Cabinet decision.
- (x) The budget, before the presentation of the annual financial statement.
- (xi) Cases involving negotiations with foreign countries on treaties and agreements, opening and or closing of Bangladesh mission abroad.
- (xii) Any other cases which the Prime Minister may, by general or special order, require to be brought before the Cabinet.
- (xiii) Any other cases which the President may request the Prime Minister to refer to the Cabinet.

17. **Method of disposal by the Cabinet.**—Cases referred to the Cabinet shall be disposed of—

- (i) by circulation amongst Ministers; or
- (ii) by discussions at a meeting of the Cabinet; or

★ (iii) by discussions at a meeting of a Committee of the Cabinet, provided that the decisions of the Committee shall be ratified by the Prime Minister/Cabinet unless the Prime Minister/Cabinet has authorized otherwise.

The Secretary to the Cabinet hereinafter referred to as the "Cabinet Secretary" or the Joint Secretary, Cabinet Division, hereinafter referred to as Joint Secretary, Cabinet shall, under the general or special orders of the Prime Minister indicate the manner in which a case shall be disposed of.

18. **Committees of the Cabinet.**—(1) The Cabinet/Prime Minister may constitute standing committees of the Cabinet and assign functions to them as may be considered necessary. The composition and functions of such Committees may be amended or modified by the Prime Minister.

(2) The Cabinet/Prime Minister may constitute *Ad-hoc* Cabinet Committees for specific purposes and assign functions to them.

★ (3) Any decision taken by such Committees which is not required to be ratified by the Cabinet shall have the force of a decision of the Cabinet when approved by the Prime Minister.

(4) The minutes of discussions and decision of Committees of the Cabinet shall be circulated to all members of the Cabinet by the Cabinet Secretary/Joint Secretary, Cabinet or the Secretary providing the Secretarial services to the Committee.

★ (5) Committee composed of Secretaries to the Government and such other officials as may be necessary, may be constituted to provide Secretariat and Administrative support to the Committees of the Cabinet and also to co-ordinate activities between Ministries/Divisions at the official level. The Prime Minister shall decide constitution, composition and functions of such Committees.

19. **Manner of submission of cases to the Cabinet.**—(1) In respect of all cases to be submitted to the Cabinet, the Secretary of the Ministry concerned shall transmit to the Cabinet Secretary a concise and clear memorandum of the case, hereinafter referred to as the "Summary" giving the background and relevant facts, the points for decision and the recommendations of the Minister-in-charge. The Summary shall be self-contained as far as possible, and shall include as appendices such relevant papers as may be necessary for proper appreciation of the case. The number of sets of the summary to be supplied shall be specified by the Cabinet Secretary.

(2) Where a case concerns more than one Minister/Division, the summary shall, in terms of the provision of Rule 10(1), contain the recommendations of the Ministries if agreement is reached amongst them, or shall state the points of differences and the recommendations of each Ministry/Division concerned if no agreement is reached.

(3) In case of any proposal involving expenditure or abatement of revenue, the views of the Finance Division shall be obtained and recorded in the Summary. In case of development expenditure, the views of the Planning Commission should also be obtained and recorded in the Summary.

(4) A case for inclusion in the agenda of a meeting of the Cabinet must reach Cabinet Division at least four clear days in advance of the meeting.

Provided that a case received later may be included if it relates to an urgent issue and prior approval of the Prime Minister is obtained for its inclusion by the Minister-in-charge.

(5) It shall be the duty of the Cabinet Secretary to satisfy himself that the papers submitted by a Secretary are complete and in appropriate form.

20. **Procedure regarding disposal of cases by circulation.**—(1) When a case is circulated for recording opinion, the Cabinet Secretary shall, under orders of the Prime Minister specify the time by which opinion should be communicated to him. If a Minister does not communicate his opinion by that time, it will be presumed that he accepts the recommendations contained in the summary. If a difference of opinion amongst Ministers is observed in the course of circulation, the Cabinet Secretary shall submit the case in the next regular meeting of the Cabinet for decision.

(2) Reports made to the Cabinet of action taken on its decision, and other cases submitted only for information, shall normally be disposed of by circulation.

21. **Procedure regarding meetings of the Cabinet.**—(1) Regular meeting of the Cabinet to discuss ordinary business shall normally be held once a week on a day convenient to the Cabinet:

Provided that the Prime Minister may direct any variation in day and time and may call for special meetings of the Cabinet at any time on any day of the week to discuss urgent business.

(2) The Cabinet Secretary shall ordinarily issue to the Ministers ~~three~~ days in advance of a meeting a circular showing the cases proposed to be placed on the agenda, together with the Summaries relating to such cases. In the case of special meeting the circular notice may be issued less than three days in advance.

(3) No case shall be discussed unless the Summary relating to it has been circulated:

Provided that the Prime Minister may dispense with the requirement of this sub-rule where on the representation of the Minister-in-charge, he is satisfied that the circumstances are such that the papers could not be supplied.

(4) If a Minister is unable to attend a Cabinet meeting, for reason of absence from the station or otherwise the Minister of State/the Deputy Minister concerned, if any, may, if permitted by the Prime Minister attend the meeting and express the views of his Ministry on the subjects under consideration. Further, if a Minister desires the presence of his State Minister while discussing a particular agenda, the Minister of State concerned with the permission of the Prime Minister may attend the Cabinet meetings during such discussions.

(5) (i) Secretary of the Ministry/Division concerned may, if required by the Minister-in-charge, attend the Cabinet meeting during discussions of the subject;

(ii) Other officers may attend the meeting only in special cases, if so allowed by the Prime Minister.

(6) The Cabinet Secretary/Joint Secretary shall attend all meetings and prepare—

(a) a brief record of the discussions, which in the absence of special direction by the Cabinet to the contrary, shall be of an impersonal nature; and

(b) a record of the decisions and shall submit a copy of these records, as early as possible, to the Prime Minister for his approval.

(7) The Cabinet Secretary shall circulate to the Ministers a copy of these records, as approved by the Prime Minister and shall send to the Minister and the Secretary of the Ministry/Division concerned relevant extracts of the decisions for necessary action.

(8) If a Minister considers that there has been a mistake or omission in recording the minutes, he may point it out to the Cabinet Secretary within three days of the issue of the minutes. The Cabinet Secretary shall obtain the orders of the Prime Minister and if necessary, issue a corrigendum, and correct the official records in Cabinet Division and advise the Secretary of the Ministry/Division concerned.

22. **Procedure regarding meetings of the Committees of the Cabinet.**—(1) Meetings of the Committees of the Cabinet shall be convened by the Cabinet Division or the Ministry/Division providing secretarial services under the direction of the Minister designated as convener of the Committee, who shall preside over the meetings. In the absence of a designated convener, the senior-most Minister shall convene and preside over the meeting.

(2) The first meeting of an *ad-hoc* committee shall normally be held within 10 days of the appointment of the Committee, and the Committee shall normally complete its deliberations within a total period of one month unless the Cabinet/Prime Minister has specified otherwise.

(3) Officials of the Ministries/Divisions concerned may be associated with the deliberations of the Committees as and when considered necessary.

(4) The provisions of the Rules 19 and 21 shall apply, *mutatis mutandis*, to the manner of submission of cases to, and the procedure for the meetings of the Committees of the Cabinet.

(5) Copies of all records regarding the constitution, meetings, decisions of the Committees of the Cabinet shall be sent to the Cabinet Division for safe custody.

23. **Action on Cabinet decisions.**—(1) When a case has been decided by the Cabinet whether after circulation or discussions in a meeting of the Cabinet or Committee of the Cabinet, the Ministry/Division concerned shall take prompt action to give effect to the decision.

\* (2) The Secretary of the Ministry/Division concerned shall, on receipt of the Cabinet decision communicate it to the officials concerned, but shall not forward the original document. The decision shall be formally conveyed as decision of the Government and details as to the Ministers present at the meeting of the Cabinet/Committee of the Cabinet, shall not be disclosed.

(3) To ensure implementation of Cabinet decisions, the Secretary of each Ministry/Division shall keep a record of all the decisions conveyed to him and shall watch progress of action. It shall be his responsibility, as Secretary of the Ministry/Division sponsoring the Summary, to consult or inform any other Ministry/Division concerned.

(4) The Cabinet Secretary shall watch implementation of Cabinet decisions, and the Secretary of the Ministry/Division concerned shall supply to the Cabinet Secretary such documents as the latter may, by general or special request require to enable him to complete his record of the case.

(5) The Cabinet Secretary shall maintain the record of each case which shall consist of—

(a) a copy of all papers issued under rule 19;

(b) a copy of the records prepared under rule 21(2), (6), (7) and (8); and

(c) all documents received under rule 22(4).

**24. Custody of Cabinet Papers.**—(1) All proceedings of the Cabinet meetings and records directly relating thereto shall be treated as secret documents. The documents/papers, noted below in possession of Ministers shall be returned to the Cabinet Secretary :

- (a) the paper issued to them for decision by circulation under rule 20(1) immediately after recording their opinion;
- (b) the papers circulated to them for decision in a meeting of the Cabinet or Committee of the Cabinet under rule 21(2) or 22(4) immediately after the discussions have taken place;
- (c) copies of the records except the extract of decisions circulated by the Cabinet Secretary under rules 21(7) and 22(4) immediately after they have perused them; and
- (d) reports of action taken on Cabinet decisions or other papers circulated for information immediately after perusal.

(2) The Cabinet Secretary shall maintain a list of papers retained by the Ministers under rule 21(8) and a Minister shall, on relinquishing office, return such papers to the Cabinet Secretary.

(3) The Secretaries shall retain the Cabinet decision conveyed to them under Rule 21(7) in their custody, and shall make them over to their successors at the time of handing charge.

**25. Periodical reports of activities of Ministries/Divisions.**—(1) There shall be prepared for information of the Cabinet monthly report of activities of each Ministry/Division. Such reports shall be circulated to the Ministers for their information.

(2) There shall be prepared for information of the Cabinet quarterly report of implementation of Cabinet decision of each Ministry/Division. Such reports may be placed on the agenda of the weekly meetings of the Cabinet or circulated to the Ministers for their information.

(3) There shall be prepared for information of the Cabinet a yearly report covering the financial year from July 1 to June 30, containing comprehensive review of the activities of each Ministry/Division. Such reports shall be discussed at special meetings of the Cabinet to be convened by the Cabinet Secretary under the direction of the Prime Minister.

**26. Reports of delegations sent abroad.**—(1) All draft agreements and protocols will be submitted to the Cabinet for approval. Briefs of important delegations will be submitted to the Prime Minister for his approval by the sponsoring Ministry/Division.

(2) All national level delegations sent abroad, shall, on their return submit a detailed report with an appropriate Summary for the Cabinet to the Cabinet Division. Such reports shall be submitted as early as possible but not later than a fortnight after the return of the delegation.

(3) Responsibility for obtaining the report from the returning delegation shall rest with the Ministry/Division sponsoring the delegation.

(4) Such report may be placed on the agenda of the Cabinet Meeting immediately following receipt of the report unless otherwise directed by the Prime Minister.

**27. Reports on negotiation with foreign economic, political and special missions.**—(1) Whenever a special mission from a foreign country or agency is hosted, a report on negotiations or discussions with them shall be submitted to the Cabinet.

(2) Provisions of Rule 26(2), (3), (4) shall apply, mutatis mutandis, in such cases.

## CHAPTER V

## MISCELLANEOUS PROVISIONS

28. **Protection and communication of official information.**—(1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by a Government servant to the press, to non-officials or even officials belonging to other Government offices, unless he has been generally or specially empowered to do so.

(2) Detailed instructions shall be issued by Cabinet Division for treatment and custody of state documents.

(3) Ordinarily all official news and information shall be conveyed to the press and the public through Information Ministry or any office subordinate to it. The manner in which this may be done shall be prescribed by general or special orders to be issued by the Information Ministry.

(4) Ministers shall act as official spokesmen of the Government in respect of their Ministries. Secretaries and such other officers, as may be authorized by the Government, may act as official spokesmen. No statement involving foreign policy shall normally be made by a person, other than the Prime Minister and the Foreign Minister, without prior consultation with the Ministry of Foreign Affairs.

29. **Channels of communication with foreign government/agencies.**—(1) Except as provided in sub-rule (3) below all correspondence made by a Ministry/Division/Attached Department with the Government of a foreign country or a foreign mission in Bangladesh or an international organization shall normally be conducted through the Ministry of Foreign Affairs except in matters relating to the utilization of agreed foreign assistance concerning the Ministry/Division:

Provided that by means of general or special orders to be issued by the Ministry of Foreign Affairs direct correspondence may be allowed under such conditions and circumstances as may be specified from time to time.

(2) For direct contact by Ministries with foreign missions located in Bangladesh, the following points are to be carefully observed:

- (i) Representatives of foreign missions are required to call on officials of the host Government and never vice versa;
- (ii) Ministers, Ministers of State and Deputy Ministers should normally receive only Heads of Missions, i.e., Ambassadors/High Commissioners or Charge d' Affairs;
- (iii) Secretaries/Heads of Attached Department/Heads of Autonomous Bodies should receive Heads of Missions, i.e., Ambassadors, High Commissioners or Charge d' Affairs. When the Head of a Mission is not in Dhaka the second official of the Mission in order of hierarchy may be received provided such officials are not below the rank of Counselor or First Secretary, and the business at hand is of urgent nature.
- (iv) Normally contacts with foreign missions should be limited to the level of Joint Secretaries who should receive the second official of the mission in order of hierarchy. They may receive the next official in rare cases provided such officials carry the rank of First Secretary.

(3) All requests to a foreign government or an international organization for economic or technical assistance shall be made through the Economic Relation Division or Finance Division, as the case may be, which shall correspond with the foreign government and other international agencies, except in matters relating to the utilization of the agreed foreign assistance concerning the Ministry/Division.

30. **Correspondence with Defence Headquarters.**—All correspondence with the Headquarters of Defence, Forces or their subordinate formations shall normally be conducted through the Ministry of Defence/Armed Forces Division as the case may be:

Provided that by means of general or special orders to be issued by the Ministry of Defence/Armed Forces Division concerning them, direct correspondence may be allowed under such conditions and circumstances as may be specified:

Provided further that the provisions of this rule shall not affect normal communications between a Service Commander and Civil authorities or inter departmental discussions in which service representatives are required to take part.

31. **Correspondence by Defence Headquarters with Ministry/Division.**—Correspondence from the Defence Headquarters with other Ministry/Division shall be made through the Ministry of Defence/Armed Forces Division.

32. **General.**—(1) The Secretary of the Ministry/Division concerned shall be responsible for careful observance of these Rules in his jurisdiction and where he considers that there has been any material departure from them, he shall bring the matter to the notice of the Minister-in charge and, if necessary, to Cabinet Division.

(2) If any doubt arises as to the interpretation of these Rules it shall be referred to Cabinet Division. Cabinet Division shall obtain orders of the Prime Minister where necessary, and its decision shall be final.

(3) Instruction ancillary to these Rules shall, whenever considered necessary, be issued by the Cabinet Division.

(4) No officer below the rank of a Joint Secretary shall take initiative in approaching a Minister in connection with official business. A Minister may, if he so desires, call any officer of his Ministry for oral discussion.

(5) Whenever the Head of an Attached Department, Autonomous Body or Corporation or any officer holds oral discussion with his Minister, shall communicate the points made during discussion to his Secretary at the first possible opportunity.

33. **Departure from Rules.**—The Prime Minister may, in any case or classes of cases, permit or condone a departure from these Rules to the extent he deems necessary.

34. **Non-Party Care-Taker Government.**—During the period in which the Non-Party Care-Taker Government is in office, all references to the 'Prime Minister' and 'Minister' shall be construed as reference to 'Chief Adviser' and 'Adviser' respectively and these rules shall, mutatis mutandis, apply.

By order of the President.  
**SYED AHMED**  
 Cabinet Secretary

10 October, 1996.

## SCHEDULE-I

(Printed separately in the form of a booklet)

## SCHEDULE-II

[Rule 5 (ii)]

List of officers authorized to make and execute orders and other instruments in the name of the President.

- (1) Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Senior Assistant Secretary, Assistant Secretary to the Government of the People's Republic of Bangladesh or an officer who is granted one of these ranks ex-officio, Director-General, Director, Prime Minister's Office/Ministry of Foreign Affairs, Director-General/Director/Deputy Director/Assistant Director/Research Officer, IMED, Chief, Joint Chief, Deputy Chief, Assistant Chief, Research Officer of the Planning Commission or Ministry/Division.
- (2) In respect of the matters within their jurisdiction :
  - (a) Director-General or Additional Director-General, Bangladesh Post Office Department and Chairman or Member or Chief Engineer, Bangladesh Telegraph and Telephone Board.
  - (b) Other Officers of Agencies/Departments of the Government as may be notified by the Government from time to time.
- (3) Military Secretary to the President or Deputy Secretary or Senior Assistant Secretary or Assistant Secretary in the President's Office.
- (4) Any other officer authorized as such by the respective Ministry after due consultation with the Cabinet Division.

## SCHEDULE-III

[Rule 6(1)]

List of cases to be submitted to the President directly.

| Serial No. | Nature of cases | Article of the Constitution |
|------------|-----------------|-----------------------------|
|------------|-----------------|-----------------------------|

## CABINET DIVISION

- |                                                      |               |
|------------------------------------------------------|---------------|
| 1. Appointment and resignation of the Prime Minister | 56(3)/5748(3) |
|------------------------------------------------------|---------------|

## MINISTRY OF LAW, JUSTICE AND PARLIAMENTARY AFFAIRS

- |                                                                    |              |
|--------------------------------------------------------------------|--------------|
| 2. Appointment and resignation of the Chief Justice of Bangladesh. | 95(1), 48(3) |
|--------------------------------------------------------------------|--------------|

## SCHEDULE-IV

[ Rule 7 ]

List of cases to be submitted to the Prime Minister and the President.

| Serial No.                       | Nature of cases                                                                                                                                                                                          | Article of the Constitution |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>PRESIDENT'S OFFICE</b>        |                                                                                                                                                                                                          |                             |
| 1                                | Appointment of secretariat staff of the President (officers only) and appointment of Military Secretary and ADC and other officers in the Office of the Military Secretary to the President.             |                             |
| <b>CABINET DIVISION</b>          |                                                                                                                                                                                                          |                             |
| 2                                | President's emoluments, allowances, privileges and official residences.                                                                                                                                  | 147                         |
| 3                                | Appointment and resignation of Ministers, Ministers of State and Deputy Ministers.                                                                                                                       | 56(1), 56(2)                |
| 4                                | The President's addresses and messages to the Parliament.                                                                                                                                                | 73                          |
| 5                                | Framing of the Rules for Allocation and Transaction of Business of the Government.                                                                                                                       | 55(6)                       |
| 6                                | Alteration and amendment of the Rules for Allocation and Transaction of Business.                                                                                                                        | 55(6)                       |
| 7                                | Determination, alteration and amendment in the Warrant of Precedence.                                                                                                                                    |                             |
| 8                                | Declaration of War                                                                                                                                                                                       | 63(1)                       |
| <b>MINISTRY OF ESTABLISHMENT</b> |                                                                                                                                                                                                          |                             |
| 9                                | Appointment and resignation of Chairman and Members of the Bangladesh Public Service Commission.                                                                                                         | 138(1)<br>139(3)            |
| 10                               | Conditions of services of Chairman and Members of Bangladesh Public Service Commission until Parliament by law makes provision for the same.                                                             | 138(2)                      |
| 11                               | Removal of Chairman and Members of the Bangladesh Public Service Commission.                                                                                                                             | 139(2) &<br>96(2)           |
| 12                               | Proposals not to accept any recommendation of the Bangladesh Public Service Commission on matters in respect of which the Commission was consulted as required under Article 140(2) of the Constitution. | 140(2)                      |
| 13                               | Subject to provisions of any law/regulation reference to the Bangladesh Public Service Commission for advice on any matter on which the commission is required to be consulted under Article 140(2).     | 140(2)                      |

| Serial No.                      | Nature of cases                                                                                                                                                                                               | Article of the Constitution |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 14                              | Annual report and memorandum on the performance and functions of the Bangladesh Public Service Commission.                                                                                                    | 141                         |
| 15                              | First appointment to any post belonging to any regularly constituted cadre service.                                                                                                                           |                             |
| 16                              | First appointment to any service or post which under the recruitment rules are required to be submitted for approval of the President.                                                                        |                             |
| 17                              | Cases of dismissal, removal, compulsory retirement, reduction in rank of officers of whom the President is the appointing authority.                                                                          |                             |
| 18                              | Making of rules regulating appointments and conditions of service of persons in the service of the Republic until such appointments are regulated by law of the Parliament.                                   | 133                         |
| 19                              | To dispense with opportunity of showing cause to persons holding civil posts in the service of the Republic against dismissal, removal or reduction of the rank in the interest of the security of the State. | 135(2)(iii)                 |
| <b>MINISTRY OF DEFENCE</b>      |                                                                                                                                                                                                               |                             |
| 20                              | Appointment of chiefs of staff of the Defence Services (Army, Navy and Airforce) and their salaries and allowances.                                                                                           | 62(1)(c)                    |
| 21                              | Grant of Commissions in the Armed Forces and in the Reserves of the Armed Forces, to direct recruits or persons already enlisted.                                                                             | 62(1)(a)(b)                 |
| 22                              | Making of orders in regard to raising and maintaining of the Defence Services of Bangladesh and of their Reserves.                                                                                            | 62(1)(a)                    |
| 23                              | Dismissal, otherwise than by sentences of Courts Martial, of Commissioned Officers of the Armed Forces of Bangladesh (other than Junior Commissioned Officers).                                               |                             |
| 24                              | Petitions against sentences of dismissal, cashiering imprisonment or death awarded by Courts Martial to Commissioned Officers of the Armed Forces of Bangladesh (other than Junior Commissioned Officers).    |                             |
| <b>MINISTRY OF HOME AFFAIRS</b> |                                                                                                                                                                                                               |                             |
| 25                              | Grant of pardons, reprieves, respites, suspensions, remission or commutation of any sentence passed by any court, tribunal or other authority.                                                                | 49                          |
| 26                              | Proclamation of Emergency and revocation of Emergency.                                                                                                                                                        | 141A                        |
| 27                              | Suspension of enforcement of Fundamental Rights during Emergency.                                                                                                                                             | 141C(1)                     |

| Serial No.                         | Nature of cases                                                                                                                                                                                                                | Article of the Constitution. |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>MINISTRY OF FOREIGN AFFAIRS</b> |                                                                                                                                                                                                                                |                              |
| 28.                                | Appointment and removal of Ambassadors/High Commissioners, Ministers and Charge d' Affairs of Bangladesh to foreign countries.                                                                                                 |                              |
| 29.                                | Accreditation of Ambassadors/High Commissioners/Charge d' Affairs of foreign country in Bangladesh.                                                                                                                            |                              |
| 30.                                | Messages to Heads of Foreign Countries.                                                                                                                                                                                        |                              |
| 31.                                | Title, honour, award or decoration of Bangladesh nationals by any foreign countries.                                                                                                                                           | 30                           |
| 32.                                | Accreditation of Ambassadors, High Commissioners and Charge d' Affairs of Bangladesh.                                                                                                                                          |                              |
| 33.                                | Grant or refusal of agreement for persons proposed to be accredited as head of foreign Diplomatic Mission/High Commissions and declaring them <i>Persona non-grata</i> .                                                       |                              |
| <b>FINANCE DIVISION</b>            |                                                                                                                                                                                                                                |                              |
| 34.                                | [Recommendation of the President for introduction of Money Bill or any Bill which involves expenditure from public moneys, excluding the Money Bill relating to the subjects administered by the Internal Resources Division.] | 82                           |
| 35.                                | Making of rules for custody of public money their payments in to the consolidated fund, etc. until regulated by an Act of Parliament.                                                                                          | 85                           |
| 36.                                | Recommendation of the President to demand for grant.                                                                                                                                                                           | 89(3)                        |
| 37.                                | Authorization of expenditure from the consolidated fund and proposal for causing to be laid before the Parliament a supplementary and/or excess financial statement.                                                           | 91                           |
| 38.                                | Appointment and resignation of the Comptroller and Auditor-General of Bangladesh.                                                                                                                                              | 127(1)                       |
| 39.                                | Determining conditions of service of the Auditor-General, until Parliament by law makes provision for the same.                                                                                                                | 127(2)                       |
| 40.                                | Making provisions by order for prescribing functions of the Auditor-General, in addition to those specified in Article 128(1), until Parliament by law makes provision for the same.                                           | 128(3)                       |
| 41.                                | Removal of the Comptroller and Auditor-General of Bangladesh.                                                                                                                                                                  | 96(2)&129(2)                 |
| 42.                                | Appointment of acting Comptroller and Auditor-General of Bangladesh.                                                                                                                                                           | 130                          |
| 43.                                | Form and manner of keeping Public Accounts proposed to be prescribed by the Auditor-General.                                                                                                                                   | 131                          |

Note:— Amended vide Cabinet Division Notification CD-4/198-Rules/132, Dated 17th November, 1999.

| Serial No.                                                | Nature of cases                                                                                                                                                     | Article of the Constitution. |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 44.                                                       | The report of the Comptroller and Auditor-General relating to Public Accounts of the Republic before its submission to the Parliament.                              | 132                          |
| 45.                                                       | Appointment of Governor, Bangladesh Bank.<br>[INTERNAL RESOURCES DIVISION]                                                                                          |                              |
| 45.A                                                      | Recommendation of the President for introduction of Money Bill relating to the subjects administered by the Internal Resources Division.]                           | 82                           |
| <b>MINISTRY OF LAW, JUSTICE AND PARLIAMENTARY AFFAIRS</b> |                                                                                                                                                                     |                              |
| 46.                                                       | Appointment of the Attorney-General of Bangladesh.                                                                                                                  | 64                           |
| 47.                                                       | Assignment of duties to the Attorney-General, determination of his remuneration and termination of his office.                                                      | 64(2)&(4)                    |
| 48.                                                       | Making of rules specifying the manner in which orders and other instruments made in the name of the President should be attested or authenticated.                  | 55(5)                        |
| 49.                                                       | Promulgation of ordinances.                                                                                                                                         | 93(1)&(3)                    |
| 50.                                                       | Appointment and resignation of the Judges of the Supreme Court of Bangladesh.                                                                                       | 95(1)                        |
| 51.                                                       | Removal of the Judges of Supreme Court of Bangladesh.                                                                                                               | 96(2)                        |
| 52.                                                       | Framing of rules on pay, allowances and privileges of Judges of the Supreme Court until determined by or made under an Act of Parliament.                           | 147                          |
| 53.                                                       | Performance of the duties of the Chief Justice by the next senior Judge of the Appellate Division of the Supreme Court.                                             | 97                           |
| 54.                                                       | Appointment and resignation of Additional Judges of the Supreme Court.                                                                                              | 98                           |
| 55.                                                       | Holding of Sessions of High Court Division at places other than the Capital.                                                                                        | 100                          |
| 56.                                                       | Obtaining opinion of the Supreme Court on a question of law.                                                                                                        | 106                          |
| 57.                                                       | Rules made for regulating practices and procedures of each division of the Supreme Court and of any court subordinate to it, subject to any law made by Parliament. | 107(1)                       |
| <b>ELECTION COMMISSION SECRETARIAT</b>                    |                                                                                                                                                                     |                              |
| 58.                                                       | Appointment, resignation and determination of conditions of service, of the Chief Election Commissioner and other Election Commissioners.                           | 118(1)&(5)                   |
| 59.                                                       | Removal of the Chief Election Commissioner and Election Commissioners.                                                                                              | 118(5)&96(2)                 |

Note:— Banking Division omitted Vide Cabinet Division Notification CD-4/198-Rules/132, Dated 17th November, 1999.

Amended Vide Cabinet Division Notification CD-4/198-Rules/132, Dated 17th November, 1999.

| Serial No. | Nature of cases                                                                                | Article of the Constitution. |
|------------|------------------------------------------------------------------------------------------------|------------------------------|
| 60.        | Making available to the Election Commission, on their request, such staff as may be necessary. | 120                          |

#### PARLIAMENT SECRETARIAT

|     |                                                              |               |
|-----|--------------------------------------------------------------|---------------|
| 61. | Summoning, prorogation and dissolution of Parliament.        | 72(1), 57 (2) |
| 62. | Recalling and summoning of Parliament that stands dissolved. | 72(4)         |
| 63. | Bills passed by Parliament for the President's assent.       | 80(2)         |

#### SCHEDULE-V

(Rule 8)

#### List of cases to be submitted to the Prime Minister

| Serial No. | Nature of cases | Article of the Constitution. |
|------------|-----------------|------------------------------|
|------------|-----------------|------------------------------|

#### MINISTRY OF ESTABLISHMENT

1. Appointment, resignation and removal of Chairmen and Members of any Non-statutory Commissions.
2. Framing of rules on pay, allowances, privileges of members of non-statutory Commissions.
3. Nomination of Bangladesh citizens to important posts on executive and other organs of international bodies such as the International monetary Fund, the World Bank, etc.
4. Secretariat appointments of the ranks of Deputy Secretary to Secretary.
5. Transfer and posting of and above the rank of Joint-Secretary in the Secretariat.
6. Appointments of Chairman and Members of the Land Appeal Board and Land Reforms Board.
7. Appointment to the post of Chairman/Managing Director of Statutory Bodies, other than the Chairman/Managing Director of Financial Institution and Chairmen of Education Boards.
8. Appointment, transfer and posting of Divisional Commissioners, Addl. Commissioners and Deputy Commissioner.

#### MINISTRY OF DEFENCE

9. All promotions to the ranks of Colonel and above in Army and equivalent ranks in Navy and Airforce.

#### MINISTRY OF HOME AFFAIRS

10. Appointment to posts of equivalent rank of Lt. Colonel and above in Ansars and VDP.
11. Appointment, transfer and posting of officers of the rank of Superintendent of Police and above in the Police Department.

#### MINISTRY OF FOREIGN AFFAIRS

12. Messages to Heads of Foreign Government.

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| Serial No. | Nature of cases | Article of the Constitution |
|------------|-----------------|-----------------------------|
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**[FINANCE DIVISION]**

13. Appointment to the post of Chairman/Managing Director of nationalized banks & development financial institutions.

**EDUCATION DIVISION**

14. Appointment to the post of Chairman of Education Boards.

**All MINISTRIES/DIVISION**

15. Appointment to the posts of Executive Director/Member/Director of statutory bodies by whatever name called. Provided that appointment of Director (Administration), Director (Finance), Secretary of the statutory bodies shall be consulted with Ministry of Establishment.
16. Appointment of Head of Attached Department.
17. All appointments in attached departments and subordinate offices in the NPS-3 and above.
18. Cases of suspension of officer holding posts to the scales of NPS-3 and above.
19. Delegation to International Assemblies and Conferences.
20. Grant of permission on special consideration for treatment abroad, to the members of staff/officers of the Autonomous, Semi-Autonomous and Nationalized organizations, if expenditure to be incurred for such treatment is borne either fully or partly by the Government or Autonomous Bodies/Organizations concerned.
21. Any other matter which the Prime Minister may from time to time by general or special order, specify.

Note :— <sup>1</sup>Amended Vide Cabinet Division Notification CD-4/1/98-Rules/132, Dated 17th November, 1999.

**SCHEDULE-VI**

*[Rule 6 (ii)]*

*[Article-48(5) of the Constitution]*

**Periodical Reports and other papers which shall be laid before the President for information.**

| Serial No. | Nature of cases                                                                                        |
|------------|--------------------------------------------------------------------------------------------------------|
| 1.         | Periodical reports of activities of Ministries/Divisions.                                              |
| 2.         | Decisions of the Cabinet meetings.                                                                     |
| 3.         | Agreements and treaties concluded with foreign countries and international organizations.              |
| 4.         | Report of the Statutory Commissions and other Committees/Commissions.                                  |
| 5.         | Periodical intelligence reports.                                                                       |
| 6.         | Copies of important communications between Ministry of Foreign Affairs and Bangladesh missions abroad. |

## SCHEDULE-VII

[Rule-8 (ii)]

Periodical Reports and other papers which shall be laid before the Prime Minister

| Serial No. | Nature of cases                                                                                                                       |
|------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1.         | Periodical report of activities of Ministries/Divisions.                                                                              |
| 2.         | Decisions of the Cabinet meetings.                                                                                                    |
| 3.         | Decisions of the Cabinet Committees along with Summaries and other connected papers.                                                  |
| 4.         | Monthly/quarterly summaries and such other periodical reports as are required to be submitted by Ministries/Divisions to the Cabinet. |
| 5.         | Agreements and treaties concluded with foreign countries and international organizations.                                             |
| 6.         | Reports of the Statutory Commissions and other Committees/ Commissions.                                                               |
| 7.         | Daily/weekly and other intelligence summaries from all intelligence agencies.                                                         |
| 8.         | Any other report as considered necessary by the Prime Minister.                                                                       |

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ৩রা অগ্রহায়ণ ১৪০৬/১৭ই নভেম্বর ১৯৯৯

নং মপবি-৪/১/৯৮-বিধি/১৩২—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের অনুচ্ছেদ ৫৫(৬) এ প্রদত্ত ক্ষমতাবলে রাষ্ট্রপতি Rules of Business, 1996 এর নিম্নরূপ অধিকতর সংশোধন করিলেন, যথাঃ—

উপরিউক্ত Rules-এর

(১) Schedule-IV-এ FINANCE DIVISION শিরোনামাধীন প্রথম কলামে—

(ক) Serial No. 34 এর বিপরীতে দ্বিতীয় কলামের এন্ট্রির পরিবর্তে নিম্নরূপ এন্ট্রি প্রতিস্থাপিত হইবে, যথাঃ—

"Recommendation of the President for introduction of Money Bill or any Bill which involves expenditure from public moneys, excluding the Money Bill relating to the subjects administered by the Internal Resources Division.";

(খ) Serial No. 44 এবং উহার বিপরীতে দ্বিতীয় ও তৃতীয় কলামের এন্ট্রিসমূহের পর "BANKING DIVISION" শিরোনাম বিলুপ্ত হইবে,

(গ) Serial No. 45 এবং উহার বিপরীতে দ্বিতীয় কলামের এন্ট্রির পর নিম্নরূপ নতুন শিরোনাম ও এন্ট্রিসমূহ সংযোজিত হইবে, যথাঃ—

"INTERNAL RESOURCES DIVISION

45.A Recommendation of the President for introduction of Money Bill relating to the subjects administered by the Internal Resources Division. 82"

(২) Schedule-V এর প্রথম কলামের Serial No. 12 এবং উহার বিপরীতে দ্বিতীয় কলামের এন্ট্রির পর "BANKING DIVISION" শিরোনামের পরিবর্তে "FINANCE DIVISION" শিরোনাম প্রতিস্থাপিত হইবে।

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে

কাজী সামসুল আলম  
মন্ত্রিপরিষদ সচিব।

**✓ ALLOCATION OF BUSINESS  
AMONG  
THE DIFFERENT MINISTRIES DIVISIONS**  
(Revised up to August, 2000)

## LIST OF MINISTRIES AND DIVISIONS

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Note: <sup>1</sup> Amended Vide Cabinet Division Notification CD-4/2/97-Rules/69, Dated 29<sup>th</sup> June, 2000.

<sup>2</sup> Amended Vide Cabinet Division Notification CD-4/1/94-Rules/23(100), Dated 25<sup>th</sup> March, 1998.

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Note : <sup>1</sup> Omitted Vide Cabinet Division Notification No. CD-4/1/94-Rules/22(100), Dated, 25<sup>th</sup> March, 1998.

<sup>2</sup> Amended Vide Cabinet Division Notification No. CD-4/2/96-Rules/102, Dated 11<sup>th</sup> October, 1998.

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## 1. PRESIDENT'S OFFICE

### A. Public Division :

1. Provide secretarial service to the President in discharge of his constitutional, legal and executive functions as the Head of the Republic.
2. Administer and disburse President's discretionary funds.
3. Secretarial assistance in the preparation of President's speeches and messages.
4. Administration including financial matters of the Division.
5. Public relation and press.
6. Welfare of staff of this Division.
7. Inquiries and statistics on any of the subject allotted to this Division.
8. Perform such other function as may be assigned by the President.
9. Fees in respect of any of the subject allotted to this Division except fees taken in courts.
10. All laws on subjects allotted to this Division.

### B. Personal Division :

1. Household affairs of the President.
2. Arrangements for all ceremonial functions i.e. presentation of credentials by foreign diplomats, State Banquets receptions, Oath taking, presentation of gallantry and national awards.
3. Reception and entertainment of Foreign Heads of States and Foreign Dignitaries and other VIP's.
4. Maintenance and furnishing of the office and official residence of the President.
5. Security and protection of the person of the President as per Rules.
6. Operation, Direction and Supervision of President's Guard Regiments (PGR).

7. Tours of President home and abroad.
8. State conveyance of the President.
9. Procurement and maintenance of transports of the President and his household.
10. Engagement schedules of the President.
11. Welfare of staff of this Division.
12. Administration including financial matters of this Division.
13. Pension and other facilities of ex-Presidents.
14. Fees in respect of any of the subject allotted to this Division except fees taken in courts.
15. Perform such other functions as may be assigned by the President.
16. All laws on subjects allotted to this Division.

## 2. PRIME MINISTER'S OFFICE

1. Secretarial assistance to the Prime Minister.
2. Assistance to the Prime Minister in the discharge of his responsibilities as and when necessary.
3. Assistance to the Prime Minister in the discharge of his Parliamentary responsibilities.
4. Matters relating to Political Affairs.
5. Administration including financial matters of this office.
6. National Security Intelligence (NSI).
7. Coordination of all Intelligence Agencies.
8. Bureau of Anti-Corruption and sanction for prosecution under Criminal Law Amendment Act, 1958 (XL of 1958).
9. NGO Affairs.
- 9A. Matters Relating to Board of Investment (BOI).
10. Bangladesh Export Processing Zones Authority.
11. Administration and supervision of subordinate offices and organisations under this office.
12. Press and public relations.
13. Prime Minister's Security including Special Security Force.
14. Administration of Prime Minister's Discretionary Fund.
15. Messages and speeches of the Prime Minister.
16. Reception of Foreign Heads of Government and dignitaries.
17. Arrangement of Protocol and Ceremonials.
18. Tours of the Prime Minister inside country (Foreign tours to be organised by the Ministry of Foreign Affairs).
19. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this office.
- 19A. Development and welfare of the tribal people, other than those of the Chittagong Hill Tracts.<sup>1</sup>
20. All laws on subjects allotted to this office.
21. Inquiries and statistics on any of the subjects allotted to this office.
22. Fees in respect of any of the subjects allotted to this office except fees taken in courts.
23. Such other functions as may be assigned to this office from time to time.

<sup>1</sup> Amend Vide Cabinet Division Notification No.—CD-4/2/97-Rules/69. Dated 29<sup>th</sup> June, 2000

## 3. ARMED FORCES DIVISION

1. To prepare Defence Policy, Plan and Monitor Treaty Commitments.
2. To plan, coordinate and arrange mobilization of the Defence Services, Para-Military and Auxiliary Forces on declaration of National Emergency/War.
3. To co-ordinate and control the activities of Defence Services when deployed in Aid of Civil Power.
4. To prepare procurement policy for the Defence Services.
5. To plan and coordinate all joint services training, operation, administration and logistics.
6. To co-ordinate and control the activities, except budget legal and statutory matters, of Inter Services Organisations.
7. To coordinate all Inter Services sports/games, protocol and ceremonial functions.
8. All types of official visits and courses abroad by the Defence Services persons.
9. Foreign Military Delegation.
10. Industries concerned with war-like stores, Ordnance Factories, manufacture of arms, fire-arms, ammunitions and explosives.
11. Welfare of ex-service men.
12. Defence Academies, Staff Colleges and higher military training within and outside Bangladesh.
13. To maintain close liaison between the Civil Administration and the Defence Services in performing the above mentioned responsibilities.
14. All appointments to the posts of Colonel or equivalent and above in the Army, Navy and Air Force.

#### 4. CABINET DIVISION

1. Secretarial work for the Cabinet and its Committees.
2. Custody of papers and documents of the Cabinet and Committees and their decisions.
3. Review of progress and implementation of Cabinet and Committee decisions.
4. Remuneration and privileges of the President, Prime Minister and other Ministers.
5. Immunity of the President.
6. Administration of Oath of the President and Resignation of the President.
7. Rules of Business and Allocation of Business among the Ministries and Divisions.
8. Toshakhana.
9. Flag Rules, National Anthem Rules and National Emblem Rules.
10. Observance of National Mourning Day on the 15<sup>th</sup> August;<sup>1</sup>
10. Appointment and resignation of the Prime Minister, Ministers, Ministers of State and Deputy Ministers and administration of their Oath.
11. Common services relating to the Prime Minister, Ministers, Ministers of State and Deputy Ministers excluding T. A. and D. A.
12. Declaration of War.
13. Secretaries Committee and Sub-Committees.
14. General administration in Upazilas, Districts and Divisions.
15. Warrant of Precedence.
16. Monitoring of Criminal Justice.
17. Nomination for International Awards.

<sup>1</sup> Amended Vide Cabinet Division Notification No. CD-4/1/94-Rules (Part-2)81; Dated 31<sup>st</sup> July, 2000.

18. National Implementation Committee for Administrative Reforms/ Reorganisation (NICAR).
19. Administration including financial matters of this Division.
20. Administration and supervision of subordinate offices and organisations under this Division.
21. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
22. All laws on subjects allotted to this Division.
23. Inquiries and statistics on any of the subjects allotted to this Division.
24. Fees in respect of any of the subjects allotted to this Division except Fees taken in courts.
25. National Awards and Award giving ceremonies.
26. Inter-Ministerial Coordination.

## 5. ELECTION COMMISSION SECRETARIAT

1. Assistance to the Election Commission on the following matters—  
Preparation of electoral rolls for use in all national and local bodies elections.
2. Delimitation of territorial constituencies for the purposes of election to Parliament.
3. Conduct of referendum and elections (including bye-election) to the Office of President, Parliament, Zila Parishads, Paurashavas, Municipal Corporations, Union Parishads etc.
4. Formulation and publication of polling stations of the entire country in the *official gazette* for the purpose of taking poll in all elections.
5. Reservation and allocation of symbols to political parties/candidates.
6. Supervision of polling arrangements throughout the country on the eve of each election and appointment of polling personnel, namely: Returning Officers, Assistant Returning Officers, Presiding Officers, Assistant Presiding Officers and Polling Officers.
7. Printing and supply of ballot papers to all polling stations.
8. Procurement of election materials including ingredients for the manufacture of indelible ink and their distribution amongst the polling stations.
9. Procurement, supply, storage and maintenance of ballot boxes throughout the country.
10. Setting up of elaborate machinery throughout the country for collection and dissemination of result in relations to elections to the office of President, Parliament, Referendum and local bodies.
11. Consolidation of all election results and their formal publications in the *official gazette*.
12. Constitution of Tribunal for the disposal of election petitions and performance of such other functions in this regard as may be prescribed by any other law.
13. Framing of publicity policy pertaining to the elections and their implementation.
14. Collection and compilation of election data for research, reference and records.
15. Preparation and publication of comprehensive reports of all types of elections.

16. Regulation and control of officers and staff of the Election Commission Secretariat and its field establishment.
17. Maintenance of records relating to petitions filed before the Commission under various election laws, realise prescribed fees thereon, and implement the decision of the Commission on the said petition, issue attested copy of the Commission's decision.
18. Implementing the directions of the courts and the Election Tribunal in matters involving the Election Commission and its officers and staff.
19. Any other matter that the Election Commission may need in discharging its constitutional obligation.
20. Secretariat administration including financial matters.
21. Administration and control of subordinate offices and organisation (if any) under this Secretariat.
22. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Secretariat.
23. All laws on subjects allotted to this Secretariat.
24. Inquiries and statistics on any of the subjects allotted to this Secretariat.
25. Fees in respect of any of the subjects allotted to this Secretariat except Fees taken in courts.

# 1] "6. MINISTRY OF CHITTAGONG HILL TRACTS AFFAIRS

1. Matters relating to the administration of the Ministry of Chittagong Hill Tracts Affairs.
2. Advise local authorities in Chittagong Hill Tracts areas on regulatory matters.
3. Co-ordination of all related matters with concerned Ministries/ Divisions.
4. Provisions of secretarial services to the Council Committee, Special Committee and Working Committee on Chittagong Hill Tracts areas.
5. Counselling, monitoring and where required, implementing all relevant decisions of the Government and the Committees.
6. Formulating plans and programmes, including development action plan in respect of Chittagong Hill Tracts areas.
7. Dealing with matters relating to Chittagong Hill Tracts Regional Council (পার্বত্য চট্টগ্রাম আঞ্চলিক পরিষদ) and Hill District Councils of Chittagong Hill Tracts areas.
8. Matters relating to Upazila Parishad, Pourashava, Union Parishad, Gram Parishad and all other local authorities of Chittagong Hill Tracts areas as per existing laws pertaining thereto.
9. Co-ordination with all concerned Government agencies to protect unique characteristics of environment and topography of Chittagong Hill Tracts areas.
10. Undertake programmes for socio-economic development, education, culture, social custom, manner, language, religion, rites, practices and maintain originality of tribal and non tribal people of Chittagong Hill Tracts areas.
11. Matters relating to conduct and co-ordination of relief and rehabilitation and disaster management activities in Chittagong Hill Tracts areas.
12. Observation and monitoring of NGO activities in Chittagong Hill Tracts areas.
13. Supervision and co-ordination of all development activities of Chittagong Hill Tracts Regional Council (পার্বত্য চট্টগ্রাম আঞ্চলিক পরিষদ) and all other local authorities of Chittagong Hill Tracts areas and co-ordination of Inter-Ministerial/Divisional development activities.

<sup>1</sup> Amended Vide Cabinet Division Notification No-CD-4/2/97-Rules/69, Dated 29<sup>th</sup> June, 2000

14. Administration of Chittagong Hill Tracts Development Board.
15. Matters Relating to International Centre for Integrated Mountain Development (ICIMOD) relating to Chittagong Hill Tracts.
16. Matters relating to Civil Affairs Office, Chittagong.
17. Liaison with all international Organisations relating to subjects allotted to this Ministry and all foreign dealings.
18. Matters relating to enactment of all laws on subjects allotted to this Ministry.
19. Inquiries and statistics on subjects allotted to this Ministry." ]

### ১৬। পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়

- (১) পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়ের প্রশাসন সংক্রান্ত বিষয়াদি।
- (২) নিয়ন্ত্রিত বিষয়াদিতে চট্টগ্রাম পার্বত্য এলাকার স্থানীয় সরকারসমূহকে পরামর্শ দান।
- (৩) সকল প্রাসঙ্গিক বিষয়ে সংশ্লিষ্ট মন্ত্রণালয়/বিভাগসমূহের মধ্যে সমন্বয় সাধন।
- (৪) পার্বত্য চট্টগ্রাম এলাকার জন্য গঠিত কাউন্সিল কমিটি, বিশেষ কমিটি এবং ওয়ার্কিং কমিটিকে সাচিবিক সহায়তা প্রদান।
- (৫) সরকার এবং কমিটিসমূহকে পরামর্শ দান, মনিটরিং এবং প্রয়োজনীয় ক্ষেত্রে প্রাসঙ্গিক সিদ্ধান্তসমূহ বাস্তবায়ন।
- (৬) পরিকল্পনা ও উন্নয়ন কর্মসূচি প্রস্তুত করা, পার্বত্য চট্টগ্রাম এলাকার জন্যে উন্নয়ন কর্মপরিকল্পনা প্রস্তুতকরণ।
- (৭) পার্বত্য চট্টগ্রাম এলাকার আঞ্চলিক পরিষদ ও পার্বত্য জেলা পরিষদসমূহের সমুদয় কার্যাবলী সম্পাদন।
- (৮) পার্বত্য চট্টগ্রাম এলাকায় প্রচলিত আইন অনুসারে উপজেলা পরিষদ, পৌরসভা, ইউনিয়ন পরিষদ, গ্রাম পরিষদসহ সকল স্থানীয় সরকারসমূহের সমুদয় কার্যাবলী সম্পাদন।
- (৯) পার্বত্য চট্টগ্রাম এলাকার পরিবেশ ও ভূপ্রকৃতির বৈশিষ্ট্য অক্ষুণ্ণ রাখার জন্য সংশ্লিষ্ট সকল সরকারী কর্ম বিভাগের সঙ্গে সমন্বয় রক্ষা করা।
- (১০) পার্বত্য চট্টগ্রাম এলাকার উপজাতীয়/অ-উপজাতীয় জনগোষ্ঠীর আর্থ-সামাজিক উন্নয়ন, শিক্ষা, সংস্কৃতি, সামাজিক প্রথা, রীতিনীতি, ভাষা, ধর্ম, আচার-আচরণ ও স্বকীয়তা বজায় রাখার উদ্দেশ্যে কার্যক্রম গ্রহণ।
- (১১) পার্বত্য চট্টগ্রাম এলাকার ত্রাণ ও পুনর্বাসন এবং আপৎকালীন পরিস্থিতি মোকাবেলা সংক্রান্ত কার্যক্রম পরিচালনা ও সমন্বয় সাধন।
- (১২) পার্বত্য চট্টগ্রাম এলাকার এন, জি, ও, কার্যক্রম পর্যবেক্ষণ ও মনিটরিং করা।
- (১৩) পার্বত্য এলাকার আঞ্চলিক পরিষদসহ সকল পর্যায়ের স্থানীয় সরকার পরিষদসমূহের দ্বাৰা উন্নয়নমূলক কর্মকাণ্ডের তদারকী ও সমন্বয়সহ আন্তঃমন্ত্রণালয়/বিভাগের উন্নয়ন কর্মকাণ্ডের সমন্বয় সাধন।

- (১৪) পার্বত্য চট্টগ্রাম উন্নয়ন বোর্ডের প্রশাসন।
- (১৫) পার্বত্য চট্টগ্রাম সংক্রান্ত ইন্টারন্যাশনাল সেন্টার ফর ইনটিগ্রেটেড মাউন্টেন ডেভেলপমেন্ট (আইসিআইএমওডি) সংক্রান্ত বিষয়াদি।
- (১৬) সিভিল এ্যাফেয়ার্স অফিস, চট্টগ্রাম সংক্রান্ত বিষয়াদি।
- (১৭) এ মন্ত্রণালয়ের কার্যাবলীর সঙ্গে সংশ্লিষ্ট সকল আন্তর্জাতিক সংগঠনের সঙ্গে সংশ্লিষ্টতা বজায় রাখা (লিয়াজেঁ) এবং সকল বৈদেশিক বিষয়াদি।
- (১৮) মন্ত্রণালয়ের অধীনে ন্যস্ত বিষয়াবলীর সঙ্গে সংশ্লিষ্ট সকল আইন প্রণয়ন সংক্রান্ত কাজ।
- (১৯) এ মন্ত্রণালয়ে বরাদ্দকৃত কোন বিষয়ের তদন্ত এবং পরিসংখ্যান।

<sup>১</sup> মন্ত্রিপরিষদ বিভাগের প্রজ্ঞাপন নং মপবি-৪-২-৯৭-বিধি/৬৮, তারিখ ২৯ জুন, ২০০০ দ্বারা সংশোধিত।

## 7. PRIMARY AND MASS EDUCATION DIVISION

1. Formulation of sectoral plan in primary and mass education sector.
2. Preparation, monitoring and evaluation of development projects (Primary and mass education).
3. Primary education.
4. Mass Literacy Programme including informal and non-formal education.
5. Educational research and training (Primary and mass education).
6. Implementation and monitoring of compulsory primary education programmes.
7. Motivation and publicity at national and local level about primary education for all and mass education programmes.
8. Educational policy and reforms (Primary and mass education).
9. Curriculum development (Primary and mass education).
10. Preparation, printing and distribution of text books (Primary education). Taking all other cases in the field of pre-primary and primary education.
11. Processing of educational projects/schemes of primary and mass education sector with PEC/NEC/ECNEC and implementation of the decisions of the Cabinet.
12. Coordination of activities of other Ministries, Government and non-Government agencies in the field of mass education and adult education.
13. Learned Bodies in the field of primary and mass education research, etc. and financial aid to these organisations.
14. (a) Aid from foreign and international bodies in the field of primary and mass education.  
(b) International Organisations and other international programmes in the field of primary and mass education.
15. Determination of policies and guidelines about primary Scholarship examination.
16. Career development, training and research in related field.
17. Education and welfare of Bangladeshi students overseas education development in Bangladesh Missions abroad ; financial assistance to educational institutions and Bangladeshi Students Associations abroad.

18. Charities and charitable institutions pertaining to subjects belonging to this Division.
19. Matters relating to the recommendations of Education Reforms Commission.
20. National Research Fellows.
21. Secretariat administration including financial matters.
22. Administration and control of subordinate offices and organisations under this Division.
23. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
24. All laws on subjects allotted to this Division.
25. Inquiries and statistics on any of the subjects allotted to this Division.
26. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

## 8. MINISTRY OF AGRICULTURE

1. Agricultural research and education.
2. Agricultural extension and training.
3. Soil survey.
4. Specifications of agricultural implements and machineries.
5. Communication with International Organisations.
6. Development of crops, viz., cotton, tobacco, vegetables and fruits, wheat etc.
7. Marketing of agricultural products.
8. Agricultural credit and taccavi loan.
9. Agricultural assistance and rehabilitation.
10. Agriculturist associations and agricultural co-operatives.
11. Planning Cell—preparation, evaluation, preservation and supply of seeds, fertilizers and insecticides.
12. Agricultural inputs, viz. procurement, installation, management and maintenance of tube-wells and power-pumps.
13. Production and preservation of seeds.
14. Survey for irrigational purpose.
15. Import, management and maintenance of agricultural implements and machineries.
16. Preservation of corps.
17. Secretariat administration including financial matters.
18. Administration and control of subordinate offices and organisations under this Ministry.
19. Administration of B.C.S (Agriculture).
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
21. All laws on subjects allotted to this Ministry.
22. Inquiries and statistics on any of the subjects allotted to this Ministry.
23. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 9. MINISTRY OF CIVIL AVAITION AND TOURISM

1. Civil Aviation—all matters relating to air space control, flight safety, aeronautical inspection, licencing of aircraft and air crew, administration of airports and aerodromes, etc.
2. Airways and air services.
3. Coordination and research relating to this Ministry.
4. Legislation relating to civil aviation and tourism.
5. Air priority.
6. Registration of travel agencies.
7. Classification of hotels.
8. Secretariat administration including financial matters.
9. Administration and control of subordinate offices and organisations under this Ministry.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subject allotted to this Ministry.
11. All laws on subjects allotted to this Ministry.
12. Inquiries and statistics on any of the subjects allotted to this Ministry.
13. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 10. MINISTRY OF COMMERCE

1. Promotion and regulation of internal commerce.
2. Commercial intelligence and statistics and publications thereof.
3. Companies Act, Partnership Act, 1932, Societies Registration Act, 1860 and the Trade Organisations Ordinance, 1961.
4. Control and Organisation of Chamber of Commerce.
5. Price Advising Boards.
6. Insurance and Law of Insurance.
7. Accountancy including Chartered Accountancy.
8. Cost and Management Accountancy.
9. Matter relating to vested and abandoned commercial properties.
10. Commercial Monopolies.
11. Price Control.
12. Export policies including protocols, treaties, agreements and conventions bearing on trade with foreign countries.
13. Review export policies and programmes.
14. Regulation and control of import trade and policies thereof.
15. Trade delegation to and from abroad, overseas trade, exhibitions and trade representation in consultation with the Ministry of Foreign Affairs.
16. Purchase and supply of internal and external stores.
17. Transit trade through Bangladesh.
18. State Trading.
19. International Commodity Agreements.
20. Export promotion including administration of export credit guarantee scheme.
21. Tariff Commission, tariff policy, tariff valuation, Commonwealth tariff preferences, general and international agreements on tariff.

22. International trade organisation including UNCTAD and GATT.
23. European Economic Community.
24. Quality control, standardization and marking of the agricultural products/ animals products for the purpose of export.
25. Administration of Commercial Wings in Bangladesh Missions abroad and appointment of officers and staff thereof.
26. Administration of B. C. S. (Trade).
27. Secretariat administration including financial matters.
28. Administration and control of subordinate offices and organisations under this Ministry.
29. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
30. All laws on subjects allotted to this Ministry.
31. Inquiries and statistics on any of the subjects allotted to this Ministry.
32. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 11. MINISTRY OF COMMUNICATION

### A. Roads and Railways Division :

1. Formulation of policies regarding roads, road transport and Bangladesh Railway.
2. Development, improvement and maintenance of national highways, regional highways, district roads and other important roads including bridges and culverts thereof.
3. Matters relating to (a) Roads and Highway Department, (b) BRTC, (c) BRTA, (d) Bangladesh Railway Authority, (e) Office of the Government Inspector of Bangladesh Railway and (f) Bangladesh Railway.
4. Transport co-ordination.
5. Monitor Survey in the field of road transport, compulsory insurance of motor vehicles and mechanically propelled vehicles.
6. Promotion of transport cooperation and institutions for development and management of road transport.
7. Secretariat administration including financial matters.
8. Administration of B.C.S. (Roads and Highways), B.C.S. (Railway Engineering) and B.C.S. (Railway Transportation and Commercial) cadres.
9. Constitution and reconstitution of BRA.
10. Matters relating to development and investment programmes and revenue budget of Bangladesh Railway.
11. Determination and enforcement of safety standards.
12. All laws and rules thereunder on subjects allotted to this Division.
13. Statistics on subjects allotted to this Division.
14. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.
15. Liaison with International Organisations and matters relating to treaties and agreement with other countries and world bodies relating to subjects allotted to this Division.

### B. Jamuna Bridge Division :

1. All matters relating to planning (including feasibility study) implementation, monitoring and evaluation of Jamuna Multipurpose Bridge (JMB) project.
2. Undertake steps to secure required funds both from external and internal sources for the implementation of such plan.
3. Take all necessary steps to enter into agreements with various agencies for securing funds for the implementation of the JMB project subject to the approval of the Government.
4. Enter into contracts/agreements with contractors and consultants as approved by the Government for the execution of different components of the project.
5. Operation and maintenance of the Multipurpose Bridge and allow other agencies like Bangladesh Railway, Petrobangla, PDB and T & T Board etc. to operate and maintain their facilities located within the designated area and enter into contracts with concerned agencies including private concerns for these purposes.
6. Determine and collect tolls for various classes of traffic using the Multipurpose Bridge.
7. Take steps to secure and control development within the designated areas and controlled zones at the east and west terminal ends of the Multipurpose Bridge.
8. Employ and use traffic officers and other officials to enforce the byelaws, collect tolls and carry out such duties as the authority may consider necessary to discharge its functions.
9. Appointment, promotion and administration of all officers and staffs in NNS grades 10—20.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
11. All laws on subjects allotted to this Division.
12. Statistics on any of the subjects allotted to this Division.

## 12. MINISTRY OF CULTURAL AFFAIRS

1. Preservation, research and development of national culture heritage and fine arts of Bangladesh.
2. Archaeology, architecture and sculpture.
3. Promotion and development of Public Libraries/National Library.
4. To facilitate introduction of Bengali language in all fields of life.
5. Maintenance and repairs of ancient and historical monuments including those declared to be of national importance.
6. Observance of Shaheed Day on the 21<sup>st</sup> February;
- 6A. 21st February Award (Ekushe Padak).]
7. Grants-in-aid to cultural organisation.
8. International Organisations and other international programmes in the fields of culture and heritage.
9. Encouragement in the growth and development of fine arts and national culture and heritage.
10. Pride of performance: merit awards in fine arts, culture, heritage, etc.
11. Organisation and participation in national and international cultural meets.
12. Development of publications in the fields of literature, culture and heritage.
13. National bodies relating to culture and heritage and grants-in-aid to them.
14. Cultural agreements with foreign countries.
15. Exchange of cultural teams with foreign countries.
16. Folk literature, folk culture, folk museum.
17. Pension to literatures, artists, etc.

18. Secretariat administration including financial matters.
19. Administration and control of subordinate offices and organisations under this Ministry.
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
21. All laws and subjects allotted to this Ministry.
22. Statistics on any of the subjects allotted to this Ministry.
23. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

### 13. MINISTRY OF DEFENCE

1. Defence of Bangladesh.
2. Defence Services of Bangladesh and Armed Forces attached to or operating with any of the Armed Forces of Bangladesh excluding planning, coordination and arrangement of mobilization of the defence services on declaration of national emergency/war and coordination and control of the activities of the defence services when deployed in aid of civil administration.
3. Army, Naval and Air Force Works.
4. Production of cypher documents.
5. International Red Cross and Geneva Conventions in so far as these affect belligerents.
6. Gallantry awards and decorations in respect of forces under its control.
7. Military Lands and Cantonments.
8. Meteorological observations.
9. Pardons, reprieves and respites, etc., of all personnel belonging to armed forces.
10. National Services and Bangladesh National Cadet Corps (BNCC).
11. Matters relating to Cadet Colleges.
12. Matters relating to Space Research and Remote Sensing Organisation (SPARSO).
13. Civil Services paid from Defence Estimates.
14. Hydrographic surveys and preparation of navigational charts (excluding Hydrographic surveys in the inland water of Bangladesh and preparation of charts for inland navigation).
15. Survey of Bangladesh.
16. Matters relating to Muktiyoddah Cell:
  - (a) Rehabilitation of freedom fighters through implementation of scheme at Upazila level on co-operative basis;
  - (b) Training of freedom fighters in different trade and at appropriate levels commensurate with the national requirements;

- (c) Providing freedom fighters with jobs in various Government, autonomous and semi-autonomous bodies and abroad;
  - (d) Development and establishment, through planning and research of various trades and rural based industries for integration within the national requirement with a view to rehabilitating the freedom fighters;
  - (e) Preparation of gazetted list of genuine freedom fighters in consultation with the Bangladesh Muktiyoddha Sangshad;
  - (f) To enquire into and resolve other miscellaneous problems of freedom fighters.
17. Deal with matters related to Muktiyoddha Kalyan Trust in co-operation with various Ministries.
  18. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
  19. All laws on subjects allotted to this Ministry.
  20. Inquiries and statistics on any of the subjects allotted to this Ministry.
  21. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.
  22. Budget legal and statutory matters of the Armed Forces.

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মন্ত্রণালয় সেক-প্রশাসন প্রতিপত্তি  
বাংলা, ঢাকা

#### 14. MINISTRY OF DISASTER MANAGEMENT AND RELIEF

1. Formulation and implementation of policies relating to planning, co-ordination, monitoring and evaluation of all relief programme.
2. Formulation of policies and preparation of national disaster, preparedness plan and co-ordination of all aspects of disaster management.
3. Formulation of disaster management guidelines.
4. Co-ordination of all disaster related activities by different agencies of Government at pre-disaster, disaster and post disaster period.
5. Helping line Ministries and agencies to develop their own action plan on disaster management.
6. Emergency rehabilitation of temporary nature through distribution of relief materials.
7. Administration of relief work and sanction of funds for—
  - (a) Distribution of gratuitous relief.
  - (b) Distribution of grants and loans for house building and other relief purpose.
  - (c) Execution of test relief work.
8. Formulation and implementation of policies relating to planning, co-ordination, monitoring and evaluation of Food Assisted Programme like Food for Work and its project components.
9. Planning, co-ordination and evaluation of food related poverty alleviation measures with emphasis on Vulnerable Group Development, Institutional Feeding Programme and Road Maintenance Programme, etc.
10. (a) Matters connected with distribution of relief supplies coming under relief agreements with foreign countries.  
(b) Administration of aids, loans, grants and technical assistance from abroad in connection with relief measures.
11. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
12. All other matters relating to relief measures.
13. All laws on subjects allotted to this Ministry.
14. Inquiries and statistics on any of the subjects allotted to this Ministry.
15. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

#### 15. MINISTRY OF EDUCATION

1. Formulation of sectoral plan on Secondary, Higher Secondary and University education sector.
2. Preparation, monitoring and evaluation of educational projects of Secondary, Higher Secondary and University education sector.
3. University education including University Grants Commission.
4. Technical education.
5. Secondary and Higher Secondary (College) education.
6. Madrasah education.
7. Distance education including educational media and technology.
8. Educational research and training.
9. Bangladesh National Commission for UNESCO.
10. National students council.
11. Educational Policy and reforms (Secondary, Higher Secondary and University Education).
12. Curriculum development (Secondary, Higher Secondary and University Education).
13. Preparation, printing and distribution of text books (above primary education level).
14. Introduction of population education in schools.
15. Processing of educational projects/schemes in Secondary, Higher Secondary and University sector with PEC/NEC/ECNEC and implementation of the decisions of the Cabinet.
16. Policy directives of holding the public examination above primary education level conducted by the Boards under Ministry of Education.
17. Learned bodies in the field of education, research, etc. above primary education level and financial aid to these organisation.
18. (a) Aid from foreign and international bodies in the field of education above primary education level.  
(b) International Organisation and other international programmes in the field of education and science above primary education level.
19. Prize of performance, merit awards in the field of arts, science and education.

20. Education and welfare of Bangladesh students overseas, education development in Bangladesh Missions abroad, financial assistance to educational institutions and Bangladeshi Students Associations abroad.
21. External examination, equivalence of degrees, diplomas, certificates and exchanges of degrees, diplomas and certificates with foreign countries.
22. Recognition of professional and technical qualification for the purpose of recruitment to posts under the Government of Bangladesh.
23. Educational exchange programmes, exchange of teachers, professors, educationists, scientists, technologists, etc.
24. Overseas studies and scholarships, foreign teachers and students in Bangladesh.
25. Rehabilitation and other problems relating to displaced teachers and students.
26. Recruitment of teachers for appointment in foreign countries.
27. Admission of foreign students in National Institutions.
28. Publication of scientific and professional books.
29. Charities and charitable institution pertaining to subjects belonging to this Division.
30. Matters relating to the recommendations of Education Reforms Commission above primary education level.
31. National Research Fellows.
32. Bangladesh Scouts and Girl Guides.
33. First appointment and administration of the officers of B. C. S. (General Education).
34. First appointment and administration of the officers of B. C. S. (Technical Education).
35. Secretarial administration including financial matters.
36. Administration and control of subordinate offices and organisations under this Division.
37. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
38. All laws on subjects allotted to this Division.
39. Inquiries and statistics on any of the subjects allotted to this Division.
40. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

## 16. MINISTRY OF ENERGY AND MINERAL RESOURCES

### A. Energy Division :

1. All policies and matters relating to Energy.
2. General policies relating to generation transmission and distribution of electricity including Thermal power, Hydel and Mini Hydro-Electricity etc.
3. Formulation and Administration of National Power Policy.
- [4. Regulation and development for electrical energy.]
- [4a. Regulation of electrical energy as fed into the electricity grid from any Nuclear Power Plant.]
5. Acquisition and revocation of licenses for electrical undertaking.
6. Administration of Electricity act, rules made thereunder and allied matters.
7. Administration and control of Bangladesh Power Development Board, Rural Electrification Board, Office of the Chief Electrical Inspector & Adviser.
8. Any other matter relating to:—
  - (a) Bangladesh Power Development Board.
  - (b) Rural Electrification Board.
  - (c) Energy Monitoring Unit.
  - (d) Office of the Chief Electrical Inspector & Adviser.
9. All laws on subject allotted to this Division.
10. Preparation of Budget, all administrative matters & control of financial matters of the Ministry and subordinate Deptts./Corporations/Offices etc.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Fees in respect of the subjects allotted to this Division except fees taken in courts.
13. Liaison with international organisations and matters relating to treaties and agreements etc.

### B. PETROLEUM AND MINERAL RESOURCES DIVISION

1. All policies and matters relating to Petroleum, Natural Gas, and Mineral Resources.
2. Policy relating to mineral resources other than Petroleum and Petroleum products.

- Fixation of terms and conditions of all deputationists.
- Deputation of all officers under administrative control of this Ministry.
- Appointment of all Officers in the Secretariat at MNS 1 to 9 and their interministerial transfer.
- Appointment and Transfer of Private Secretary and Assistant Private Secretary to Members of the Cabinet, other Ministers and Advisors.
- All matters relating to Attached & Subordinate Offices and Advisory Bodies of this Ministry, viz : (1) PATC. (2) BCS (Admn.) Academy, (3) Deptt. of Printing & Stationery. (4) Government Employees Welfare Directorate, (5) Directorate of Government Transport, (6) Office of the General Editor, District Gazetteer, (7) Divisional Commissioner's Office and (8) Deputy Commissioner's Office.
- Policy regarding Discipline, Procedure & Enquiry, Appeal & Review and all references thereto.
- Policy regarding ACR, its countersignature, preservation, representation on adverse comments, its use and all reference threto.
- Policy regarding conduct of the public servants and all references thereto.
- Policy regarding use & sale of stationery items and supply to Ministries, Divisions and Attached & Subordinate Offices.
- Policy on determination of office-hours and declaration of public holidays.
- All matters relating to the Welfare of Government Employees; Administration & Mahagement of Welfare services such as Community Centres, Staff-bus facility.
- All matters relating to Administration and Mannagement of Government and. Autonomous Bodies, Benevolent & Group Insurance Funds and Welfare Grant.
- Policy regarding the official and residential telephones entitlement and matters related thereto regarding Government, Autonomous and Semi-Autonomous Bodies & Corporations .

- 37. Policy regarding liveries and matters related thereto.
- 38. Policy regarding use, repair and disposal of Government Transport.
- 39. Sanction of pension and other retirement benefits to the officers and staff under the administrative control of this Ministry.
- 40. Formulation of Departmental Examination Rules.
- 41. Preparation and maintenance of History of Services, Civil List and List of up-to-date posting of Officers (AD List).
- 42. Policy on composition and functions of Departmental Promotion Committees and Selection Boards.
- 43. Career development of Government servants and matters related thereto.
- 44. All matters relating to representation of the Government servants.
- 45. All matters relating to Service Associations.
- 46. Reimbursement of legal expenses incurred by Government servants.
- 47. Compilation of data/statistics relating to Civil employees for use by the Government for manpower planning.
- 48. Maintenance of Secretariat Record Room and Library.
- 49. Use of Bengali language in official work.
- 50. Budget of Ministry of Finance and its control.
- 51. Policy on Training of Government servants in Bangladesh and abroad.
- 52. Liaison with International Organisations and matters relating to Treaties and Agreements with other countries and World Bodies relating to subjects allotted to this Ministry.

53. Collection of all information and data regarding subjects allocated to this Ministry.
54. All laws on subjects allotted to this Ministry.
55. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

**(a) Bangladesh Public Service Commission Secretariat :**

1. To assist the Bangladesh Public Service Commission in discharging its functions under the Constitution and other laws.
2. Regulation and control of officers and staff of the Bangladesh Public Service Commission Secretariat and its Zonal establishments.
3. All laws on subjects allotted to this Secretariat.
4. Inquiries and statistics on any of the subjects allotted to this Secretariat.
5. Fees in respect of any of the subjects allotted to this Secretariat except fees taken in Courts.

**19. MINISTRY OF FISHERIES AND LIVESTOCK**

1. Preparation of schemes and coordination of national policy in respect of fisheries.
2. Prevention and control of fish diseases.
3. Utilisation of fish and fish wastes and development of fisheries resources and fishing.
4. Control, management and development of Government Fisheries which are under the development scheme of this Ministry and such other fisheries which will be included in future in the development scheme of the Ministry.
5. Fish farms—Management and conservation of fish and other population of aquatic organisms of economic importance.
6. Refrigeration and cold storage facilities for fish.
7. Improvement and augmentation of aquaculture and cultivation of pink pearls.
8. All matters relating to Marine Fisheries including permission for acquisition, licensing and monitoring of operation of fishing vessels including Factory Ship.
9. Fishing and fisheries beyond territorial waters (including deep-sea fishing), fish harbour, fish quality-testing, laboratories and other ancillary organisations.
10. Zoological research, zoological gardens and zoological surveys.
11. Veterinary education (other than Agricultural University) and development of Animal Resources.
12. Improvement of cattle wealth.
13. Coordination and determination of standards in institutions of higher veterinary education (other than Agricultural University).
14. Prevention and control of animal and poultry diseases.
15. Poultry—Management of poultry farm, grading and quality control.
16. Dairies—Management of cattle farm.

17. Animal nutrition.
18. Duckery—Management of Duckery Farm, grading and quality control.
19. Artificial insemination.
20. Professions : veterinary practice.
21. Prevention of cruelty to animals.
22. Livestock census and cattle insurance.
23. Planning Cell—preparation of schemes and coordination in respect of fisheries and livestock.
24. Research and training in fishery and livestock.
25. Mechanised fishery and livestock operations.
26. Participation in relevant internal conference, associations, other bodies and implementation of decisions made thereof.
27. Administration of B.C.S. (Fisheries).
28. Administration of B.C.S. (Live-stock).
29. Feasibility study on establishment of Fisheries and livestock Farms before allocation of khas lands by Ministry of Land.
30. Utilisation of coastal land for Brakish water shrimp culture.
31. Secretariat administration including financial matters.
32. Administration and control of subordinate offices and organisation under this Ministry.
33. Liaison with International Organisations and matters relating world bodies relating to subjects allotted to this Ministry.
34. All laws on subject allotted to this Ministry.
35. Inquiries and statistics on any of the subjects allotted to this Ministry.
36. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 20. MINISTRY OF FINANCE

### [A. Finance Division :

1. Formulation of fiscal and monetary policies in consultation with other Divisions, if necessary.
2. Review of fiscal and monetary policies.
3. Analysis of and research on financial policies, collection of data relating thereto and publication of documents like the Economic Survey, Economic Analysis of the Budget and Resume of Activities of Financial Institutions and autonomous bodies under the Ministry of Finance.
4. Finance of the Bangladesh Government and matters relating to audit and accounts.
5. Budget and ways and means; appropriations and reappropriations.
6. Scrutiny and approval of the budget of autonomous bodies/corporations in the following manner, namely :
  - (i) the budget of autonomous bodies/corporations which show no loss on invested capital shall be approved by the Administrative Ministry and sent to the Finance Division for the purpose of compilation only ;
  - (ii) the budget of autonomous bodies/corporations which show a deficit shall be scrutinised and approved by Finance Division in consultation with the Administrative Ministry.
  - (iii) the budget of autonomous bodies/corporations in which loans/grants are included shall be sent to the Finance Division for its concurrence.
7. (a) Scales of pay/fixation of pay/special pay/technical pay/additional pay, etc. and framing rules regarding the same.
- (b) Leave Rules and orders thereunder.
- (c) Rules regarding pension/gratuity and retirement benefit and orders thereunder.
- (d) T. A. rules and sanction of all allowances and fringe benefits.
- (e) GP Fund Rules.
8. Expenditure control.

9. Inter-country/Inter Government financial settlement.
10. Money supply, currency, coinage and legal tender.
11. Import and export of gold and silver.
12. Negotiable instruments of all kinds, mint and security printing press.
13. Foreign exchange budgeting for cash resources.
14. Foreign exchange regulation.
15. Exchange rate policy.
16. Matter related to IMF.
17. Borrowing and floatation of market loans.
18. Examination of financial aspect of all development schemes.
19. Accounts procedures and rules, treasuries, sub-treasuries.
20. Public Accounts Committee.
21. Scrutiny of creation of new posts and examination of schemes of new expenditure.
22. Remuneration of Comptroller and Auditor-General.
23. Administration of public debt including loans and aids.
24. Provident Fund.
25. Matters relating to borrowing by public bodies such as Corporations, Municipalities, etc.
26. Institutional finance for development of industry, trade, agriculture and housing.
27. Administration and interpretation of the Bangladesh Banks (Nationalisation) Order, 1972 Act (P. O. No. 26 of 1972), the Bangladesh Bank Order, 1972 Act (P.O. No. 127 of 1972) and orders relating to specialised banks and other matters relating to banks and financial institutions.
28. Banking including Cooperative Banking.
29. Regulation of share market and future markets.
30. Capital issue.
31. Credit rate policy.
32. Interest rate policy.
33. Review of investment policies and programmes.

34. Implementation of national unified grades and scales of pay and dealing with matters connected therewith.
35. Provision of secretariat service to the Cabinet Committee on implementation of Pay and Services reports and dealing with any other matters connected therewith.
36. Provision of secretarial assistance to the working group on Pay and Services.
37. Inspection of Government offices and autonomous bodies/corporations :
  - (i) to examine if financial discipline and propriety, etc. are observed by them.
  - (ii) to examine whether Government funds are properly utilized and appropriate measures taken to avoid wastage of Government properties/resources; and
  - (iii) to fix responsibility for irregularities, carelessness, etc. resulting in the loss of Government properties/resources.
38. Suggestion of measures for improvement in the organisational set-up and financial procedures for better enforcement of financial discipline and accountability and for attaining better economy.
39. Examination of reasons for loss or low profit in the nationalized sectors and suggestions for remedies thereof.
40. Administration of B.C.S. (Audit and Accounts).
41. Secretariat administration including financial matters.
42. Administration and control of subordinate offices and organisations under this Division.
43. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
44. All laws on subjects allotted to this Division.
45. Inquiries and statistics on any of the subjects allotted to this Division.
46. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.]

Note :— 1. Amended vide Cabinet Division Notification No. CD-4/1/94 Rules/22(100), Dated, 25<sup>th</sup> March, 1998.

## B. Economic Relation Division :

1. Assessment, mobilisation, negotiation and allocation of all multilateral and bilateral economic aid for implementation of development projects under Annual Development Plan and Five Year Plan.
2. Examination and scrutiny of proposals for foreign aid (Loans, grants, etc.) received from Ministries/Divisions for allocation and identification of sources thereof.
3. Mobilisation, negotiation and allocation of external assistance relating to food and commodity assistance from bilateral and multilateral sources.
4. Coordination and processing for approval of all technical assistance programmes including assessment of requirement of negotiation with bilateral donors and multilateral agencies.
5. Policies and coordination of matters relating to employment of Bangladeshi nationals as experts and consultants in aided projects.
6. Policies and procedures for appointment of expatriate consultants and technical assistance experts.
7. Guidelines and procedures for tendering involving funds provided under external aid.
8. Coordination, review and monitoring of the utilization of foreign aid.
9. Foreign debt management including debt profiling and budgeting, debt servicing and maintenance of accounts thereof.
10. Matters relating to Annual meeting of Bangladesh Aid Group including preparations therefor and follow up action.
11. Foreign exchange budgeting (other than cash foreign exchange budgeting) in respect of development imports including bridge financing for project/ commodity aid.
12. External economic relations with international development agencies like—
  - (a) World Bank/IDA and IFC.
  - (b) Asian Development Bank (ADB).
  - (c) United Nations Development Programme (UNDP).

- (d) Other United Nations Agencies like UNICEF, UNCDF, ESCAP, ECOSOC, WHO, FAO, IFAD, ILO, UNEPA, UNIDO, UNV.
- (e) Islamic Development Bank (IDB).
- (f) Commonwealth matters in respect of—
  - (i) Finance Ministers' Conference.
  - (ii) Commonwealth Fund for Technical Cooperation (CFTC).
- (g) OPEC fund for International Development.
- (h) Colombo Plan.
13. External aid policy matters relating to Non-Government Organisations (NGOs) including foreign voluntary agencies.
14. All international agreements involving financial economic and technical co-operation: Joint Commission/Joint Economic Commission, Joint Economic Committee, Economic and Technical Co-operation Agreements, etc., dealing predominantly with economic and financial issues.
15. Liaison with Resident Missions of Multilateral Agencies and bilateral donor countries.
16. Administration of Economic Wing of Bangladesh. Missions abroad and appointment of officers and staff thereof.
17. External Economic Policy : Matters relating to economic and technical cooperation between developing countries and between developed and developing countries, specially issues of development finance, transfer of resources, external debt technology transfer.
18. Preparation of briefs and materials on financial and economic questions relating to Bangladesh's participation in the UN and allied organisations, Commonwealth Conference, Nonallied Conference, Organisation of Islamic Conference, South Asian Association for Regional Cooperation (SAARC), etc.
19. Fellowship and Foundations:
  - (a) Programming and Management of fellowships, scholarship and foreign training offers from bilateral and multilateral sources including liaison with Asia Foundation, Ford Foundation, British Council, IRDC and ADC.

- (b) Liaison with Allocation Committee, Selection Committee I/II particularly Ministry of Establishment and other Ministry/Division concerned.
- (c) Offer of technical assistance by Bangladesh.
- 20. Secretariat administration including financial matters.
- 21. Administration and control of subordinate offices and organisation (if any) under this Division.
- 22. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allocated to this Division.
- 23. All laws on subjects allotted to this Division.
- 24. Inquiries and statistics on any of the subjects allotted to this Division.
- 25. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

#### C. Internal Resources Division :

- 1. Raising of necessary domestic revenue for the Government.
- 2. Matters relating to all taxes, customs duties, fees, etc. including Income Tax, Sales Tax, Excise duties, Customs duties, Fees etc. other than land revenue.
- 3. Lotteries.
- 4. All Committees and Commissions on taxation and internal resources mobilisation.
- 5. National Savings.
- 6. Stamps duties.
- 7. Supply and distribution of all kinds of stamps and administration of the Stamps Act, 1899 (II of 1899), and the rules made thereunder.
- 8. Any other matters relating to internal resources mobilisation.

- 9. Administration of B.C.S. (Customs and Excise).
- 10. Administration of B.C.S. (Taxation).
- 11. Secretariat administration including financial matters.
- 12. Administration and control of subordinate offices and organisations (if any) under this Division.
- 13. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
- 14. All laws on subjects allotted to this Division.
- 15. Inquiries and statistics on any of the subjects allotted to this Division.
- 16. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

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Note : — 1. "D. Banking Division" Omitted vide Cabinet Division Notification No. CD-4/1/94 Rules 22(100), Dated, 25<sup>th</sup> March, 1998.

## 21. MINISTRY OF FOREIGN AFFAIRS

1. Relations and dealings with other countries.
2. Matters relating to international organisations, world bodies and their decisions.
3. Agreements and treaties including boundary and territorial treaties with other countries and international organisations and treatment, custody and preservation of State document connected therewith.
4. Diplomatic and consular representations.
5. Making peace with other countries.
6. Offences against laws of nations.
7. Foreign and extra-territorial jurisdictions.
8. Bangladesh Missions abroad and personnel serving in those Missions including the granting of their rank and status.
9. Visits of and protocol connected with foreign representatives and other protocol matters.
10. Protocol and ceremonial matters relating to foreign and Commonwealth visitors and diplomatic and consular representatives.
11. Tours of the President in foreign countries.
12. Policy regarding extradition to and from other countries and repatriation of Bangladesh nationals from abroad.
13. Security and operation of cypher traffic.
14. Foreign Title, honour, award or decoration of Bangladesh nationals.
15. Relations with Commonwealth countries.
16. Council for cultural relations.
17. Political pensions paid to foreign refugees and descendants of those who rendered services abroad.
18. External publicity in collaboration with the Ministry of Information.

19. Press release on news/comments published in the foreign press about the President and on matters having a direct bearing on President in consultation with the Ministry of Information.
20. Matters relating to the establishment of diplomatic consular and Trade Missions in Bangladesh and their immunities.
21. Piracies and crimes committed on the high seas or in the air.
22. Hospitality grant of the Government of Bangladesh.
23. Diplomatic flight clearances for non-scheduled chartered flights of foreign civil and military aircrafts transiting Bangladesh.
24. Matters relating to continental shelf, territorial waters, contiguous zones and questions of fishery rights in the high seas and other questions of international law.
25. Training of diplomatic personnel.
26. Matters pertaining to Bangladesh Institute for International and Strategic Studies (BISS).
27. Administration of B. C. S. (Foreign Affairs).
28. Secretariat administration including financial matters.
29. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
30. All laws on subjects allotted to this Ministry.
31. Inquiries and statistics on any of the subjects allotted to this Ministry.
32. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.]

Note :— Amended vide Cabinet Division Notification No. CD-4/1/94 Rules/32(100), Dated, 3<sup>rd</sup> May, 1998.

## 22. MINISTRY OF FOOD

1. Management and operation of country's overall food system.
2. Implementation of national food policy strategies.
3. Establishment of a dependable national food security system.
4. Import and export of foodstuff and civil supplies
5. Preparation and execution of various development schemes in the food sector.
6. Watch over food supply position in the country.
7. Procurement and distribution of foodgrains and other food items including sugar, edible oil, salt, etc.
8. Rationing.
9. Inspection and analysis of foodgrains and foodstuff and maintenance of standards of quality of imports, exports and local commodities.
10. Price stabilization and fixation of prices of foodgrains and foodstuff.
11. Collection of statistics regarding production, consumption, price, imports and exports of foodgrains and other civil supplies.
12. Purchase of foodstuff for civil and military requirements and their disposal.
13. Movement and storage.
14. Maintenance of stock and preservation of adequate food reserve.
15. Matters relating to food budget, accounts and finance.
16. Hiring and acquisition of godowns for storage of foodgrains including sugar; taking on lease or acquiring land for construction of foodgrains godowns.
17. Matters relating to loss of human life due to drought, scarcity and famine.
18. Food planning, research and monitoring.

19. Inventory control and food management information systems.
20. Administration of Technical Engineering Services under Food Ministry.
21. Administration of B.C.S. (Food).
22. Secretariat administration including financial matters.
23. Administration and control of subordinate offices and organisations under this Ministry.
24. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
25. All laws on subjects allotted to this Ministry.
26. Inquiries and statistics on any of the subjects allotted to this Ministry.
27. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

### 23. MINISTRY OF HEALTH AND FAMILY WELFARE

1. Policy regarding Health and Family Planning.
2. International aspects of medical facilities and public health, international sanitary regulations, port health, health and medical facilities abroad.
3. Education, Training and Research on Medical nursing, dental, phar-maceutical, para-medical and allied subjects.
4. Standardisation and manufacture of biological and pharmaceutical products.
5. Standards for production, import and export of drugs.
6. Control and management of abandoned pharmaceutical concern.
7. Medical and health services including promotive, preventive, curative and rehabilitative aspects.
8. National/International Associations/bodies in medical and allied fields such as Red Crecent, TB. Association, Diabetic Association, BMRC, SMF, BNC, BCPS, BMDC, Pharmacy Council, Nutrition Council, Dhaka Shishu Hospital, National Medical Institute Hospital, BNSB and such other bodies receiving Government grants in aids.
9. Matters relating to :
  - (a) Public Health.
  - (b) Registration of births and deaths.
  - (c) Adulteration of foodstuffs and other goods relating to health.
  - (d) Control of epidemics and prevention of infectious and contagious diseases and quarantine isolation.
  - (e) Health insurance.
  - (f) Standardisation and quality control of food, water and other health related commodities.
  - (g) Prevention of smoke nuisances.
  - (h) Nutrition research, educational and nutritional deficiency diseases.

### 10. Matters relating to:

- (a) Hospitals and dispensaries.
- (b) Lunacy and mental deficiency including places for reception or treatment of lunacies and mental deficient.
- (c) Regulations for medical professions and standard.
- (d) Administration of medical institutions and coordination and determination of standards in institutions for higher medical education or research.
11. Control of drugs.
12. Control of milk food.
13. Port quarantine (sea and air), seamen and marine hospitals and hospital with post-quarantine facilities.
14. Port and airport health organisations.
15. Medical examination of seamen.
16. National Malaria Eradication Programme.
17. Malaria Control.
18. Sanitation of hospitals and dispensaries.
19. Scientific societies and associations pertaining to subjects dealt with in this Ministry.
20. Homocopathy and indigenous systems of medicine.
21. Objectionable advertisements relating to drugs, medicines, milk food and tobacco.
22. Resettlement of demobilised medical and auxiliary medical personnel.
23. Expanded programme on Immunization.
24. Concession of medical attendance and treatment for Government servants other than (a) those in railway service, (b) those paid from defence services estimates and (c) officers governed by Medical Attendance Rules.

25. Medical examination and medical boards for civil services and those paid from Defence estimates excepting civilian services.
26. Sports and health resorts.
27. Countersigning of medical bills of the persons holding non-profitable offices.
28. Reimbursement of customs duty on gifts of non-consumable medical stores received from abroad.
29. Preparation of schemes relating to family planning and their submission to the prime Minister or the Cabinet through Planning Commission.
30. Co-ordination and evaluation of all executive functions relating to projects and programmes.
31. Motivation :
  - (a) Preparation and development of publicity media to motivate people in family planning;
  - (b) Organisation of publicity work at national and social levels;
  - (c) Educational campaign in those matters.
32. Supply of aids :
  - (a) Procurement, preservation and distribution of birth control materials;
  - (b) Enlightening the people on the use of birth control materials;
  - (c) Organisations for providing assistance in the matters of family planning through hospitals, health centres, maternity and child welfare centres.
33. Preparation and co-ordinations of activities relating to family planning through other Ministries/Divisions and offices.
34. Training in clinical and non-clinical matters on family planning.
35. Arrangement for research in family planning and utilisation of its results.
36. Survey, monitoring evaluation and compilation statistics of field activities in matters relating to family planning.

37. Activities relating to maternity and child health centres.
38. Administration of B.C.S. (Health).
39. Administration of B.C.S. (Family Planning).
40. Post mortem examination of dead bodies.
41. All matters relating to administration of morgues.
42. Secretariat administration including financial matters.
43. Administration and control of subordinate offices and organisations under this Ministry.
44. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
45. All laws on subjects allotted to this Ministry.
46. Inquiries and statistics on any of the subjects allotted to this Ministry.
47. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 24. MINISTRY OF HOME AFFAIRS

1. Security and Intelligence, Police, Armed Police, Railway Police, Port Police, Border Security Force, National Militia and Para Military Forces.
2. Law and order.
3. Administration of B.C.S. (Police).
4. Administration of B.C.S. (Ansar).
5. Administration of Bangladesh Rifles.
6. Internal security matters relating to public security arising out of dealings and agreements with other countries, INTERPOL.
7. Preventive detention.
8. Domicile, citizenship and naturalisation of foreigners and aliens.
9. Admission of persons to and departure of persons from Bangladesh including policy regarding (a) Immigration, (b) Passports, visa, permits, etc.
10. Proscription of books and publications.
11. Security measures of the Secretariat.
12. Arms Act.
13. Pardons and reprieves excluding personnel belonging to Armed Forces.
14. Police Commission.
15. Police awards.
16. Fire service and Civil defence.
17. Extermment, extradition and repatriation.
18. Border security.
19. Anti-smuggling and related matters.

Note:—1. "1. A Repairs and maintenance of boundary marks" limited by Cabinet Division Notification No. CD-4/16/89 Rules (Part-2)/106, Dated, 23<sup>rd</sup> September, 1989.

20. Administration of funds raised by public subscription or donations lying dormant.
21. Control of carnivals, fairs, melas, gambling, betting, etc.
22. Goonda Act.
23. Prisons and reformatories.
24. Forensic laboratory.
25. Civil Uniform Rules.
26. War Injuries Scheme and War Injuries Compensation Insurance.
27. Gallantry awards and decorations in respect of forces under its control.
28. Matters relating to the emergency provisions of the Constitution (other than those related to financial emergency).
29. National festivals,.
30. Political pensions.
31. Prevention of the bringing into Bangladesh of undesirable literature under Customs Act.
32. Poisons.
33. Offences against laws with respect to any of the matters dealt with in this Ministry.
34. Administration of Explosive Substance Act and Explosive Act.
35. The Foreigners Act.
36. Security and Protection of VVIPs/VIPs.
37. Bangladesh (Control of Entry) Act.
38. The Official Secret Act.
39. Secretariat administration including financial matters.

40. Administration and control of subordinate offices and organisation under this Ministry.
41. Field Firing and Artillery Practices Act.
42. Prevention of entry and transit of Narcotics and Drugs.
- 42A. Coast Guard.
43. Department of Narcotics control.
44. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
45. All laws on subjects allotted to this Ministry.
46. Inquiries and statistics on any of the subjects allotted to this Ministry.
47. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 25. MINISTRY OF HOUSING AND PUBLIC WORKS

1. Construction and maintenance of public works and buildings (except the works and buildings of the Telegraph and Telephone Board, Post Office Department, R. and H. and Railway).
2. Disposal, acquisition, relinquishing, leasing and licensing of all Government lands and buildings under its control.
3. Development and maintenance of public works and arboriculture in areas under its control.
4. Procurement of materials and implements required for construction work by this Ministry.
5. Research on housing, buildings, construction materials and techniques.
6. Fixation and recovery of rent of Government owned and hired buildings under its control.
7. Erection of monuments of national importance and their maintenance.
8. Formulation of housing policy and programmes.
9. Construction of public housing.
10. Settlement and management of housing estate.
11. Providing Architectural services to Housing and Building projects of Government, Public Sector Agencies and assisting different Agencies of Government on architectural and planning issues.
12. Town Development in specific cities.
13. Administration of the Building Construction Act for the control of the various Urban Development Authorities under this Ministry.
14. Slum clearance of areas under this Ministry.

15. Providing office accommodation of Ministries/Divisions/Departments subject to availability.
16. Providing residential accommodation of government officials subject to availability.
17. Dealing with the matters relating to the NCHS (Habitat).
18. Administration of B.C.S. (Public Works).
19. All matters relating to construction, repair and maintenance of morgues.
20. Control, management and disposal of abandoned property buildings.
21. Secretariat administration including financial matters.
22. Administration and control of subordinate offices and organisations under this Ministry.
23. Maintenance and control of Uttara Ghanabhaban at Natore.
24. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
25. All laws on subjects allotted to this Ministry.
26. Inquiries and statistics on any of the subjects allotted to this Ministry.
27. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 26. MINISTRY OF INDUSTRIES

1. Preparation of schemes relating to the public sector industries.
2. Administration of industrial policy.
3. Promotion of foreign investment in industrial enterprises, international investment problems and employment of foreign nationals in commercial and industrial fields.
4. Dealings and agreements with other countries and international organisations for technical assistance, aid etc., in the field of industry.
5. National agencies and institutions for—
  - (a) promoting industrial productivity, and
  - (b) testing industrial products.
6. Standards and quality control.
7. Explosive (excluding the Administration of Explosive Substance Act and Rules).
8. Prescription and review of criteria for assessment of spare parts and raw materials for industries.
9. Production, supply and distribution of processed foodstuff.
10. Industrial monopolies, combines and trusts.
11. Factories and Boilers and Administration of Boilers Act.
12. Industrial research.
13. Standardization of weights and measures.
14. Matters relating to patent, Design and Trade Marks Department.
15. Testing and quality control of industrial and commercial products.
16. Industrial exhibitions and demonstrations.
17. Sericulture.
18. Matters relating to National Productivity Organisation.
19. Industrial credit, State aid to industries.

20. Development of salt industry including manufacture and trade in salt, control of price and development of salt cottage industry.
21. Cottage and small industries.
22. Industrial management.
23. Cooperation in the industrial sector.
24. Assistance to all industries other than those dealt with by any other Ministry/Division.
25. Coordination of the development work of small scale industries.
26. Coordination of matters relating to rural industrialisation.
27. Coordination of matters of general policy of non-financial undertakings.
28. Formulation of policies and examination of problems common to nationalised industrial corporations.
29. Calling for and submission to the Minister, appropriate papers and documents containing information about performance of the industries under this Ministry.
30. Communicating to the Corporations Government's social, economic and development policies and obtaining for the Minister any general information that may be required to prepare industrial policy.
31. Pricing policy of the products of nationalised industries.
32. Analysing the half-yearly financial reports of the corporations and advising the Minister of any deviation in performance from budget and suggesting to the Minister of corrective actions.
33. Ensuring adherence to the financial rules and practices.
34. Submission of annual performance reports including balancesheets of sector corporations to the Cabinet.
35. Secretariat administration including financial matters.
36. Administration and control of subordinate offices and organisations under this Ministry.

37. Liaison with International Organisations and matters relating to protocols and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
38. All laws on subjects allotted to this Ministry.
39. Inquiries and statistics on any of the subjects allotted to this Ministry.
40. Fees in respect of any of this subjects allotted to this Ministry except fees taken in courts.

সংসদে দোক-প্রদর্শন প্রদিকল মন্ত্র  
জাভার, ঢাকা

## 27. MINISTRY OF INFORMATION

1. Publicity policy—internal and external.
2. Audio-visual, pictorial and press coverage of all activities of the President, Prime Minister and Ministers both at home and abroad.
3. Coordination of publicity activities of the different Ministries/Divisions and Bangladesh Missions abroad.
4. Films including production of news reels and documentaries.
5. Press relations including journalists delegation and other media delegation.
6. Policy regarding Government advertisement.
7. Maintenance of rural publicity organisations.
8. Preparation and release of communiques, press notes, handouts, etc.
9. Press arrangement in connection with tours of the President, Prime Minister and Ministers.
10. Community listening schemes.
11. Bengali translation of Acts, Rules, etc.
12. Preparation media lists.
13. Preservation and interpretation of the policies and activities of the Government of Bangladesh through the medium of the press.
14. Advising Government of information problems relating to the press keeping Government informed of the main trends of public opinion as reflected in the press and liaison between Government and the press.
15. Administration of Press and Publication Law.
16. Publicity for the Armed Forces.
17. Administration of the press and regulation of Books Act and the Newspaper Act.
18. Publicity for the Five-year Plans.
19. Financial assistance to distinguished musicians, both vocal and instrumental, dancers and dramatists who have contributed substantially to the success of Radio and other units of this Ministry or their survivors in indigent circumstances.

20. Administration of Radio and Television and all other matters relating to broadcasting and Television : Bangladesh Betar and Bangladesh Television.
21. Analysis and interpretation of public opinion as reflected in the national press.
22. Arrangement for the President's press briefings/conferences/moots.
23. Monitoring the performance of national press and broadcasting media and submission of regular reports to the President.
24. Preservation as "National Records" of all speeches of the President.
25. Administration of B.C.S. (Information).
26. Matters relating to trust ss. Daink Bangla and Daink Barta Ltd.
27. Compulsory screening of films.
28. Sactioning of Cinematograph films for exhibition.
29. Administration of Cinematograph Act : Cinematograph and Censorship.
30. Grant of State awards for films produced in Bangladesh.
31. Matters relating to Bangladesh Film Development Corporation.
32. Bangladesh Film Archives.
33. Secretariat administration including financial matters.
34. Administration and control of subordinate offices and organisations under this Ministry.
35. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
36. All laws on subjects allotted to this Ministry.
37. Inquiries and statistics on any of the subjects allotted to this Ministry.
38. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.]

Note :— 1. "Amended rule Cabinet Division Notification No. CD-4/94 Rules/32(100), Dated, 3<sup>rd</sup> May, 1998.

## 28. MINISTRY OF JUTE

1. Jute Policy.
2. Administration of Jute Ordinance.
3. Internal and External marketing of Jute.
4. Determination and control of prices of raw jute and jute goods and export price checks.
5. Collection and publication of statistics in respect of jute production, jute marketing and export thereof.
6. Coordination and monitoring export of jute and related matters.
7. Formulation and administration of jute industries policy.
8. Collection and publication of statistics in respect of the jute industry, production and exports, etc.
9. Promotion and development of foreign investment in jute industries and employment of foreigners in jute industry and trade.
10. Correspondence, contracts and agreements with International Organisation and other countries for technical cooperation and assistance and promotion of jute industry.
11. Regulation and control of the standard and quality of jute products in the jute industry.
12. Determination of the requirements of spare-parts and raw materials for jute industries and reviewing the guiding policies thereof.
13. Research on and development of jute industry.
14. Administration of loan and Government subsidy to jute industry.
15. Fixation and control of price of jute goods.
16. Protection of Bangladesh shareholding interests in jute mills abroad.
17. Collaboration in establishment of jute industry with foreign countries.
18. Supervision and regulation of dealing in jute and jute manufactures.
19. Agreement for transports and shipments of jute and jute manufactured within the country and to foreign countries.

20. Regulation and issue of licences to dealers in or exporters of jute and jute manufacturers and occupiers of jute mills and if necessary suspension and cancellation of such licence.
21. Matters relating to jute and jute products.
22. Secretariat administration including financial matters.
23. Administration and control of subordinate offices and organisations under this Ministry.
24. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
25. All laws on subjects allotted to this Ministry.
26. Inquiries and statistics on any of the subjects allotted to this Ministry.
27. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## [29. MINISTRY OF LABOUR AND EMPLOYMENT]

1. Welfare of labour including labour and non-agricultural employment.
2. Industrial employment and social security.
3. Trade Unions, Industrial and Labour disputes, Labour Courts, Wages Boards and Industrial Workers Wages Commission.
4. Labour statistics.
5. Administration of Labour Laws, and Rules made thereunder.
6. Labour research including compilation of labour statistics.
7. Dealings and agreements with international organisations in the field of labour and manpower.
8. International Labour Organisations (I.L.O)
9. Labour Conferences.
10. National policy regarding labour and industrial welfare.
11. Employees Social Security and Social Insurance Laws.
12. Labour Administration and Training.
13. Administration of Essential Services (Maintenance) Ordinance.
14. Administration of laws connected with safety and welfare in mines and quarries.
15. Administration of Minimum Wages legislation.
16. Worker's education.
17. Discipline in industry.
18. Constitution of Wage Boards for individual industries.
19. Regulation of working conditions of industrial workers.

Note — 1. Amended vide Cabinet Division Notification No. CD-4 2.96 Rules 102, Dated, 11<sup>th</sup> October, 1998.

20. Evaluation of the implementation of labour and industrial welfare laws and policies.
21. Social Security measures.
22. Coordination of activities of other Ministries and organisations in connection with labour and industrial welfare.
23. Administration of Labour Wings in Bangladesh Missions abroad and appointment of officers and staff thereof.
24. Manpower research including compilation of manpower statistics.
25. National policy regarding manpower employment :
  - (a) Resettlement and employment of demobilised personnel.
  - (b) Administration of Essential Personnel (Registration) Ordinance, 1948.
26. Employment (Record of Service) Act, 1952.
27. National manpower problems including monitoring of overseas employment of all levels.
28. National Council for Skill Development and Training.
29. (a) Apprenticeship in plan training.
- (b) Skill training policy including standardisation, testing and certification.
- (c) National Committee for Skill Development and Training.
30. Secretariat administration including financial matters.
31. Administration and control of subordinate offices and organisations under this Ministry.

32. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
33. All laws on subjects allotted to this Ministry.
34. Inquiries and statistics on any of the subjects allotted to this Ministry.
35. Fees in respect of the subjects allotted to this Ministry except fees taken in courts.

### 30. MINISTRY OF LAW, JUSTICE AND PARLIAMENTARY AFFAIRS

1. Advice to all Ministries, Divisions and offices of all legal and constitutional questions arising out of any case and on the interpretation of the Constitution and any law including international law.
2. Drafting, scrutiny and examination of Bills, Ordinances and Constitutional Orders and other statutory order rules, regulations, by-laws, resolutions and notifications.
3. Drafting, scrutiny and examination of all contracts and agreements including international contracts and agreements and all other legal and other instruments.
4. International conventions and international legal affairs.
5. Conventions with other countries in judicial matters including questions relating to the International Court of Justice and references from United Nations Organisation relating to traffics in women and children and obscene publications and prevention of crime and treatment of offenders.
6. Dealings and agreements with other countries and International Organisations in judicial and legal matters.
7. Translation of laws and other statutory rules and orders.
8. Copyrights in Government law publication.
9. Publication of Acts, Ordinances and Constitutional Orders and other Statutory Orders, rules and regulations.
10. Publication of authorised translation in Bengali of Acts, Ordinances and Constitutional Orders and Statutory Orders, rules and regulations.
11. Compilation and publication of unrepealed Acts and Ordinances and Constitutional and President's Orders and other Statutory Orders, rules and regulations.
12. Codification, consolidation, adaptation and technical amendment of laws.
13. Law Commission and commissions on legal matters.
14. Administration of justice.

15. Organisation of all courts (except revenue courts) and tribunals under any law; prize courts.
16. Jurisdiction and powers of all courts (except revenue courts) and tribunals; contempt of courts.
17. Appointments and terms and conditions of service of chairman and members of courts and judicial tribunals.
18. Matters relating to the Supreme Court, appointments and terms and conditions of service of Chief Justice and other Judges.
19. Fees taken in courts and tribunals; Judicial stamps; court-fees and stamp duties.
20. Legal proceedings and advice thereon.
21. Matters relating to Government law officers; appointment and terms and conditions of service of attorney-general, additional attorney-general, deputy attorney-general, assistant attorney-general, Government pleaders, public prosecutors, special prosecutors and legal advisers to all statutory corporations and bodies.
22. Conduct of cases on behalf of the Government in all courts and tribunals.
23. Civil procedure.
24. Criminal law and criminal procedure.
25. Evidence and oath.
26. Will, intestacy and succession.
27. Trusts and trustees.
28. Arbitration and limitation.
29. Bankruptcy and insolvency.
30. Money-lending and money-lenders.

31. Legal profession and notaries.
32. Legal aid to the poor, defence of paupers and undefended accused.
33. Marriage and divorce, infants and minors, adoption, joint family and partition.
34. Transfer of property.
35. Registration.
36. Appointment and terms and conditions of service of Administrator-General and Official Trustee; Official Receiver.
37. Reciprocal agreements with foreign countries for the services of summons in civil suits and for the execution of decrees of civil courts, for the enforcement of maintenance orders and for the administration of the estates of foreigners dying in Bangladesh.
38. Authorisation of officers to sign and verify claims or written statements in suits by or against the Governments.
39. Posting, transfer, etc. of Senior Judicial Officers.
40. Administration of B.C.S. (Judicial).
41. Administration and control of subordinate offices and organisations under this Ministry.
42. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
43. All laws on subjects allotted to this Ministry.
44. Inquiries and statistics on any of the subjects allotted to this Ministry.
45. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

### A. Parliament Secretariat:

1. Advice to Ministries and Divisions on Parliamentary procedure and other Parliamentary matters.
2. Extracting from proceedings of Parliament statements involving any assurance, promise or undertaking given by the Government on the floor of the House and ensuring their implementation by the Ministries or Divisions concerned.
3. Obtaining decision of the President regarding assent to a Bill Passed by Parliament conveying it to the Speaker.
4. Matters connected with powers, privileges and immunities of Members of Parliament and conveying it to the Speaker.
5. Remuneration, privileges and terms and conditions of services of the Speaker, Deputy Speaker and Whips.
6. Matters relating to Parliament.
7. International parliamentary conventions.
8. Secretariat administration including financial matters.
9. Administration and control of subordinate offices and organisations (if any) under this Secretariat.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Secretariat.
11. All laws on subjects allotted to this Secretariat.
12. Inquiries and statistics on any of the subjects allotted to this Secretariat.
13. Fees in respect of any of the subjects allotted to this Secretariat except fees taken in courts.

### 31 MINISTRY OF LAND

1. Rights in and over land and water and laws regarding land tenure excluding management of tank and other closed fisheries upto the area of 20 acres and fisheries which are under development scheme and such other fisheries which will be included in future in the development scheme of the Ministry of Fisheries and Livestock.
2. State acquisition and management.
3. Transfer, alienation of Government land, devolution of land by escheat and otherwise.
4. Constitution, organisation, jurisdiction and power of land procedure in rent and revenue courts and fees taken therein.
5. Disposal of Government land and alienation of land revenue.
6. Residences of officers employed in settlement and khasmahal work.
7. Demarcation of boundaries.
- 1 [7A. Repairs and maintenance of boundary marks.]
8. Assessment and collection of land revenue and rents.
9. Maintenance of land records, survey for revenue purpose and record-of-rights and survey and settlement operations.
10. Management of government land.
11. Waste land.
12. Court of Wards and encumbered and attached estates.
13. Revenue sales.
14. Certificate procedure under Public Demands Recovery Act.
15. Land revenue, tauji and accounts.
16. Road and public works cess, education cess and local rates.
17. Alluvial lands.

Note.— Amended Vide Cabinet Division Notification No. CD-4 16/89 (Ld/Pan-23/106, Dated, 23<sup>rd</sup> September, 1999).

18. Establishments relating to settlement, khashmahal, partition and road cess, and local rates, valuation and revaluation offices.
19. Loans to land holders and other notables.
20. Treasury troves, escheats and revenue agents.
21. Recovery of loans.
22. State purchase operation.
23. Requisition and compulsory acquisition of land.
24. Reclamation and colonisation of waste land in general.
25. Pre-1947 compensation claims.
26. Vested and non-resident property.
27. Unclassed state forest.
28. Miscellaneous revenue matters not administered by any other Ministry/Division.
29. Secretariat administration including financial matters.
30. Administration and control of subordinate offices and organisations under this Ministry.
31. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
32. All laws on subjects allotted to this Ministry.
33. Inquiries and statistics on any of the subjects allotted to this Ministry.
34. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 32. MINISTRY OF LOCAL GOVERNMENT, RURAL DEVELOPMENT AND COOPERATIVES.

### A. Local Government Division:

1. Local Government.
2. Financing, regulation and inspection of authorities established for Local Government and Village Administration.
3. Rural police.
4. Burial and burial grounds; cremation and cremation grounds.
5. Pond and the prevention of cattle trespass.
6. Public Health Engineering.
7. Rural water supply, water and sewerage development.
8. All matters in respect of management of tank fisheries and other closed fisheries up to the area of 20 acres by the Upazila Parishads and other Local Bodies.
9. Inns and inn-keepers.
10. Public parks and arboriculture except in the areas which are under development authorities.
11. Works Programme.
12. Administration of B.C.S. (public Health Engineering).
13. Secretariat administration including financial matters.
14. Administration and control of subordinate offices and organisations under this Division.
15. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
16. All laws on subjects allotted to this Division.
17. Inquiries and statistics on any of the subjects allotted to this Division.
18. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

## B. Rural Development and Cooperatives Division :

1. Preparation of schemes and implementation of policies in the following sectors:
  - (a) Rural Development.
  - (b) Cooperative societies.
  - (c) Agricultural credit and cooperative banking.
  - (d) Cooperative marketing.
  - (e) Cooperative farming.
  - (f) Small-scale industries including cottage industries on cooperative basis.
  - (g) Debt settlement.
  - (h) Relief of indebtedness.
  - (i) Integrated Rural Development Programme.
  - (j) Production and employment Programme to the rural poor and laundar on Cooperatives and Rural Development.
2. Training and education.
3. International Cooperative Union and alliances.
4. Administration of B.C.S. (Cooperative).
5. Secretariat administration including financial matters.
6. Administration and control of subordinate offices and organisations under this Division.
7. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
8. All laws on subjects allotted to this Division.
9. Inquiries and statistics on any of the subjects allotted to this Division.
10. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

## 33. MINISTRY OF PLANNING

### A. Planning Division

1. Preparation of national plans—annual, five-year and perspective for the economic and social development of the country in accordance with the socio-economic objectives of the Government of Bangladesh.
2. Preparation of annual development programmes within the framework of national plan and formulation of policies for the implementation and impact on the economy.
3. Periodic review of national development plan, study of its implications and impact on the economy.
4. Review on selective basis the operational performance of various sectors of the economy.
5. Evaluating plan, performance and watching the progress of plan implementation on a continuous basis in order to prepare evaluation on national plans.
6. Study of important economic issues and formulation of economic policies and measures.
7. Evaluation of external debts and submission of reports thereon along with evaluation of national plans.
8. Undertaking and promoting economic research and initiating surveys and investigations needed to support effective planning and development.
9. Advice on the nature of the machinery for securing efficient execution of national plans, annual programmes and economic policies.
10. Stimulating and where necessary initiating project formulation examining and tendering advice on programmes and projects with a view to determining their consistency with the national objectives.
11. Reviewing the progress of implementation of approved projects, particularly aided projects: identifying the causes of delays and difficulties in the implementation of projects and proposing solutions thereof.

12. Coordination of development activities of various Ministries Divisions and their agencies where such activities are interrelated or inter-dependent.
13. Coordination of economic policies which have across the economy impact or involve more than one Ministry/Division.
14. To act as the National Focal Point on New and Renewable Sources of Energy as well as perform the coordinating role on all energy related inter-Ministerial matters.
15. Administration of B.C. S. (Economic)
16. Secretariat administration including financial matters.
17. Administration and control of subordinate offices and organisations under this Division.
18. Issuance of rules and guide-lines for preparation and processing of development projects at national and Upazila levels.
19. To act as the National Focal Point on private investment in all Sectors as well as playing the Coordinating role on all matter relating to private Sectors.
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
21. All laws on subjects allotted to this Division.
22. Inquiries and statistics on any of the subjects allotted to this Division.
23. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

#### B. Statistics Division :

1. All matters relating to statistics.
2. Promotion, improvement, development and coordination of statistics and elimination of duplication of efforts in statistical field.
3. Assessment of statistical requirement for the country in line with international standards, provide general direction to statistical activities, designating statistics collecting agency and authorising products.

4. Conduct periodic censuses on population, agriculture, live-stock establishment and industries; conduct socio-economic and demographic surveys and collect, compile and publish current official statistics on all economic activities, namely agriculture, manufacture foreign trade, Government statistics, and others; estimate national and social accounts, compile and analyse those statistics and publish reports thereof.
5. Coordinate assistance and advice on methods used by various Ministries/Division in data collection establish standardisation and impartial objectivity in official statistics. Accord clearance to statistics generated/collected by any Government agency for national and international use.
6. Organise and establish data bank and electronic data processing system.
7. Administer the Statistics Act and Rules framed thereunder.
8. Provide <sup>a</sup>secretarial services for the National Statistical Council and Standing Committees on National Income Commission.
9. Promote research and training in statistics, organise and administer unified statistical services.
10. Administration of B.C.S. (Statistics).
11. Secretariat administration including financial matters.
12. Administration and control of subordinate offices and organisations under this Division.
13. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
14. All laws on subjects allotted to this Division.
15. Inquiries and statistics on any of the subjects allotted to this Division.
16. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

### C. Implementation, Monitoring and Evaluation Division.

1. Monitoring and Evaluation of the implementation of development projects included in the Annual Development Programme.
2. Collection and compilation of project-wise data for preparing quarterly, annual and periodical progress reports for information of the President, NEC, ECNEC, Ministries and other concerned.
3. Rendering such advisory or consultancy services to Ministries/Agencies concerned on implementation of projects as and when necessary.
4. Field inspection of projects for on-the-spot verification of implementation status and such other coordination works as may be necessary for the removal of implementation problems, if any, with the assistance of related Ministries/Agencies.
5. Submission of project inspection reports to the President and Ministers concerned when attention at such levels are considered necessary.
6. Such other functions as may be assigned to the Division by the President from time to time.

### 34. MINISTRY OF POSTS AND TELECOMMUNICATIONS

1. Postal Services.
2. Post Office Savings Banks.
3. Postal Life Insurance.
4. Telecommunication services : telegraphs and telephones.
5. Telephone industries.
6. Administration of B.C.S. (Postal).
7. Administration of B.S.C (Telecommunication)
8. Secretariat administration including financial matters.
9. Administration and control of subordinate offices and organisations under this Ministry.
10. Liaison with International Organizations, protocols and agreements with other countries and international bodies, relating to Postal and Telecommunications services.
11. All laws on subjects allotted to this Ministry.
12. Inquiries and statistics on any of the subjects allotted to this Ministry.
13. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

### 35. MINISTRY OF RELIGIOUS AFFAIRS

1. International Organisations and other international programmes in the field of religion.
2. Organisations and participation in national and international meets on religious matters.
3. Development of publications in the field of religion.
4. Charities and charitable institutions pertaining to religion.
5. National bodies relating to religion and grants-in-aid to them.
6. All matters relating to religious organisations/institutions and religious activities.
7. Hajj policy, hajj administration and matters relating to pilgrimages.
8. Waqf.
9. Matters relating to moon-sighting.
10. Matters relating to important religious occasions and celebrations.
11. Matters relating to national and international conferences, consultations, seminars, etc., on religion and religious affairs.
12. Religious delegations from and to foreign countries.
13. Matters relating to Islamic Solidarity Fund.
14. Agreements, understandings, conventions with other countries on religious matters.
15. Matters relating to the establishment of the permanent Camp of the World Assembly Muslim Youth (WAMY).
16. Matter connected with Endowments.
17. Secretariat administration including financial matters.

18. Administration and control of subordinate offices and organisations under this Ministry.
19. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
20. All laws on subjects allotted to this Ministry.
21. Inquiries and statistics on any of the subjects allotted to this Ministry.
22. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

### 36. MINISTRY OF SCIENCE AND TECHNOLOGY

1. Formulation and review of national policies on Science and Technology in pursuance of National objectives and plans.
2. Implementation of recommendations of the National Committee on Science and Technology (NCST).
3. National bodies on science and technology.
4. Development of oceanographic science.
5. Peaceful uses of outer space and atmospheric research.
6. Development of electronics and its co-ordination amongst various users.
7. Co-ordination of areas of science and technology in which other Ministries have interests and capabilities.
8. Undertaking and financially sponsoring of scientific and technological surveys, research, design and development where necessary.
9. Grants to national research institutions, scientific associations and scientific bodies.
10. Matters concerning domestic/appropriate technology particularly the ventures including the commercialisation of technology.
11. All other measures needed for the promotion of science and technology and their application to the development and security of the nation.
12. Matters relating to:
  - (a) Bangladesh Council of Scientific and Industrial Research (BCSIR).
  - (b) Atomic Energy Commission.
13. Matters relating to scientific and technological documentation including National Science Library (BANSDOC).
14. Promotion of new areas of science and technology.

15. Observation of National Science week in collaboration with the research bodies/educational institutions.
16. Matters concerning the National Science and Technology Museum.
17. Secretariat administration including financial matters.
18. Administration and control of subordinate offices and organisations (if any) under this Division.
19. Computer Council.
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
21. All laws on subjects allotted to this Division.
22. Inquiries and statistics on any of the subjects allotted to this Division.
23. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.
- [24. Regulation and development of Nuclear Power including generation of electrical energy from any Nuclear Power Plant (upto the point of integration into the national grid).
25. General policy (Regulation and Development) of radioactive materials and nuclear fuels.]

Note :— Amended Vide Cabinet Division Notification No. CD-4/1/94 Rules/37(100), Dated. 19<sup>th</sup> May, 1999.

## 37. MINISTRY OF SHIPPING

1. Ports.
2. Light-house and light-ships.
3. Navigation, Shipping, Maritime Administration of Safety.
4. Mercantile marine.
5. Admiralty jurisdiction, offences committed on high seas.
6. Inland water transport and shipping, marine service and elimination of danger to shipping.
7. Inland waterways.
8. Administration of all inland ships.
9. Engineer and ship surveyors and registrar of inland shipping.
10. Welfare of merchant navy seafarers, employment of seamen.
11. Education, training, standards and certification for Mercantile Marine and Inland Water Transport.
12. Organisation and maintenance of mainland, islands and inter-island shipping services.
13. Matters relating to marine pollution from ships and crafts.
14. Registration and safety administration of fishing vessels.
15. Hydrographic surveys in the inland waters of Bangladesh and preparation of charts for inland navigation.
16. Marine search and rescue.
17. Coordination and research relating to this Ministry.
18. Legislation relating to shipping and navigation.

19. Recruitment of seaman.
20. Licensing of Agents for the recruitment of seaman.
21. Secretariat administration including financial matters.
22. Administration and control of subordinate offices and organisations under this Ministry.
23. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
24. All laws on subjects allotted to this Ministry.
25. Inquiries and statistics on any of the subjects allotted to this Ministry.
26. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

### 38. MINISTRY OF SOCIAL WELFARE.

1. National policy regarding social welfare.
2. Community development with particular emphasis on disadvantage segment of the society.
3. National Council of Social Welfare.
4. Child welfare and coordination of activities of other Ministries, Division and organisations in connection with social welfare.
5. Administration of Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961 (Ordinance No. XL VI of 1961) and the Children Act, 1974 (Act No. XXXIX of 1974).
6. Matters relating to the Directorate of Social Services.
7. Grants-in-aid to voluntary social welfare agencies.
8. Administration of Vagrancy Act and the vagrant and destitute houses, poor houses and orphanages.
9. Education, Training and Rehabilitation of the handicapped.
10. Beggary, vagrancy, juvenile delinquency and other after-care programmes.
11. Probation parole and after-care of released prisoners.
12. Dealing and agreements with international organisations in the field of social welfares.
13. United Nations International Children's Emergency Fund (UNICEF) and other concerned International bodies/foreign agencies dealing with welfares of the handicapped and under privileged.
14. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
15. Inquiries and statistics on any of the subjects allotted to this Ministry.
16. All laws on subjects allotted to this Ministry.
17. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

### 39. MINISTRY OF TEXTILES

1. Textile policy, planning, implementation and evaluation.
2. Coordination of internal and external marketing of yarn and textiles including synthetic, specialised, powerloom products and transportation and shipment thereof.
3. Determination and control of price of yarn and textile fabrics.
4. Collection, processing and publication of all textile statistics.
5. Promotion and development of foreign investment in textile industries and employment of foreigners in textile industries.
6. Correspondence, contracts and agreements with international agencies and other countries for technical cooperation and assistance and promotion of textile industries.
7. Regulation and control of the standard and quality of textile products.
8. Determination of the overall requirements of raw materials for textile industries and formulation of policy guide-lines in this respect.
9. Promotion of research and development of textile raw materials and natural fibre.
10. Promotion, establishment balancing and modernisation and replacement to textile mills/factories in public sector and handlooms.
11. All matters relating to regulation and issue of licences for establishing textile industries importing raw materials and for dealing with either yarn or cloth.
12. Setting up of Commissions as and when required on any subject for study/investigation on textile industries.

13. Matters relating to textile industries.
14. Secretariat administration including financial matters.
15. Administration and control of subordinate offices and organisations under this Ministry.
16. Matters relating to Sericulture Industries.
17. Registration and monitoring of Garment Industries.
18. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
19. All laws on subjects allotted to this Ministry.
20. Inquiries and statistics on any of the subjects allotted to this Ministry.
21. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

#### 40. MINISTRY OF WOMEN AND CHILDREN AFFAIRS

1. National policy regarding women's welfare.
2. Programme for the welfare and development of women.
3. Matters relating to women's legal and social rights.
4. Attending to the problems and affairs relating to women.
5. Programmes for uplift of women including their employment opportunities.
6. Matters relating to Supreme Council for mother and children.
7. Matters relating to the Directorate of Women's Affairs.
8. Matters relating to the Bangladesh Jatiyo Mohila Sangstha and all other voluntary organisations exclusively devoted to women's welfare.
9. Control and registration of all women's voluntary welfare organisations.
10. National Council for Children's Affairs.
11. National Children's Day on the 17<sup>th</sup> March and National Awards for Children.
- 11A. Begum Rokeya Dibash on the 9<sup>th</sup> December and Begum Rokeya Padak.]
12. Matters relating to Bangladesh Shishu Academy.
13. Children's affairs and coordination of such activities with other Ministries and organisations.
14. Liaison with United Nations Children's Emergency Fund (UNICEF) and other concerned international bodies/foreign agencies dealing with child development.
15. Dealings and agreements with International Organisations in the field of women's welfares.
16. Liaison with International Organisation and enter into treaties and agreements with other countries and world bodies relating to subjects allotted.
17. Inquiries and statistics on any of the subjects allotted to this Ministry.
18. All laws on subjects allotted to this Ministry.
19. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

Amended vide Cabinet Division Notification No. CD-4/194-Rules (Part-I) 31.  
 Dated, 31st July, 2000

#### 41. MINISTRY OF WATER RESOURCES

1. Regulation and development of rivers and river valleys.
2. General policy and technical assistance in the field of irrigation, flood control, anti-water-logging, drainage and anti-erosions.
3. All matters relating to irrigation, flood control, flood control works, causes of floods and damage caused by floods to irrigation projects, embankments, etc.
4. Basic, fundamental and applied research on river valley projects and flood control works.
5. International cooperation in the field of flood control and development of water resources.
6. International commissions and conferences relating to irrigation and flood control.
7. Construction and maintenance of canals under W. D. B. project; construction and maintenance of water control structures for the canals executed under the Canal Digging programme.
8. Soil conservation drainage and water-logging.
9. Storage of water and construction of reservoirs, embankment and barrages.
10. Land reclamation, estuary control.
11. Anti-salinity measures and anti-desertification.
12. Hydrological survey and data collection.
13. Matters relating to Joint Rivers Commission, Joint Committee, Standing Committee, etc and Common Border Rivers.
14. Secretariat administration including financial matters.

15. Administration and control of subordinate offices and organisations under this Ministry.
16. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
17. All laws on subjects to this Ministry.
18. Inquiries and statistics on any of the subjects allotted to this Ministry.
19. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

## 42. MINISTRY OF YOUTH AND SPORTS

1. All matters relating to youths—their welfare, training and prospects.
2. Organisation and mobilisation of the youths for voluntary participation in the development activities of the country.
3. Co-ordination of youth services, liaison with concerned Ministries/Divisions.
4. Administration of grants-in-aid under specific projects.
5. Youth Awards.
6. Programmes to encourage a sense of adventure, responsibility, confidence and achievement in youths.
7. Research and study on youths and youth development activities.
8. Promoting activities for creating employment opportunities for the unemployed and underemployed youths.
9. Promotion and development of games and sports.
10. National sports awards.
11. Aid from foreign and international bodies in the field of sports.
12. Grants-in-aid to sports organisations.
13. International Organisations and other international programmes in the field of sports.
14. Pride of performance : merit awards in sports.
15. Organisation and participation in national and international games and athletics.
16. Development publication in the field of sports.
17. National bodies relating to sports.
18. Exchange of sports team with foreign countries.

19. Pension to sportsmen.
20. Secretariat administration including financial matters.
21. Administration and control of subordinate offices and organisations under this Ministry.
22. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
23. All laws on subjects allotted to this Ministry.
24. Inquiries and statistics on any of the subjects allotted to this Ministry.
25. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ১১ই জৈষ্ঠ ১৪০৪ বাং/২৫শে মার্চ ১৯৯৮ ইং

নং মপবি-৪/১/৯৪ বিধি/২৩(১০০)—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের ৫৫(৬) অনুচ্ছেদে প্রদত্ত ক্ষমতাবলে মহামান্য রাষ্ট্রপতি Rules of Business, 1996 এর Schedule-I (Allocation of Business among the different Ministries and Division) নিম্নরূপ অধিকতর সংশোধন করিলেন, যথা :—

(১) উপরোক্ত প্রথম তফসিলে 16, Ministry of Energy and Mineral Resources শিরোনামের অধীন নবগঠিত “বিদ্যুৎ বিভাগ” এবং “জ্বালানী ও খনিজ সম্পদ বিভাগ” এর কার্যবর্তন তালিকা নিম্নরূপ নির্ধারণ করা হইল :

A. Energy Division :

1. All policies and matters relating to Energy.
2. General policies relating to generation transmission and distribution of electricity including Thermal power, Hydel and Mini Hydro-Electricity etc.
3. Formulation and Administration of National Power Policy.
4. Regulation and development for electrical energy/nuclear energy.
5. Acquisition and revocation of licenses for electrical undertaking.
6. Administration of Electricity act, rules made there under and allied matters.
7. Administration and Control of Bangladesh Power Development Board, Rural Electrification Board, Office of the Chief Electrical Inspector & Adviser.
8. Any other matter relating to :—  
(a) Bangladesh Power Development Board.  
(b) Rural Electrification Board.  
(c) Energy Monitoring Unit.  
(d) Office of the Chief Electrical Inspector & Adviser.
9. All laws on subject allotted to this Division.
10. Preparation of Budget, all administrative matters & control of financial matters of the Ministry and Subordinate Deptts./Corporations/Offices etc.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Fees in respect of the subjects allotted to this Division except fees taken in courts.
13. Liaison with international organisations and matters relating to treaties and agreements etc.

B. Petroleum and Mineral Resources Division :

1. All policies and matters relating to Petroleum, Natural Gas, and Mineral Resources.
2. Policy relating to mineral resources other than Petroleum and Petroleum products.
3. General policy (Regulatory & Development) relating to Petroleum, Gas & Mineral Resources.
4. Subjects mentioned in the Petroleum Ordinance, 1974 (XVI of 1974) and Bangladesh Oil, Gas & Mineral Ordinance (Ordinance No. XI of 1986) where Government is concerned.
5. Subjects mentioned in the Bangladesh Mineral Exploration & Development Corporation Order, 1972. (President's Order No. 120 of 1972) now merged with Bangladesh Oil, Gas & Mineral Corporation, where Government is concerned.
6. Administration, Planning, Programming and Policy relating to Geological Survey.
7. Administration & Control of Geological Survey of Bangladesh, Bureau of Mineral Development, Department of Explosives, Bangladesh Petroleum Institute, Energy Monitoring Unit, Bangladesh Oil, Gas and Mineral Corporation and Bangladesh Petroleum Corporation.
8. Any other matter relating to :—  
(a) Bangladesh Petroleum Corporation.  
(b) Bangladesh Oil, Gas and Mineral Corporation.  
(c) Department of Geological Survey of Bangladesh.  
(d) Department of Explosives.  
(e) Bangladesh Petroleum Institute.  
(f) Bureau of Mineral Development.
9. All laws on subjects allotted to this Division.
10. Preparation of Budget, all administrative matters & control of financial matters of the Division and Subordinate Deptts./Corporations/Offices etc.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Fees in respect of the subjects allotted to this Division except fees taken in courts.
13. Liaison with international organisations and matters relating to treaties and agreements etc.

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে,

আতাউল হক  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ১১ই চৈত্র ১৪০৪ বাং/২৫শে মার্চ ১৯৯৮ইং

নং মপবি-৪/১/৯৪ বিধি/২২(১০০)—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের ৫৫(৬) অনুচ্ছেদে প্রদত্ত ক্ষমতাবলে মহামান্য রাষ্ট্রপতি Rules of Business, ১৯৭৬ এর Schedule-1 (Allocation of Business among the different Ministries and Division) নিম্নরূপ অধিকতর সংশোধন করিলেন, যথাঃ—

(১) উপরোক্ত প্রথম তফসিলে ২০. Ministry of Finance শিরোনামার অধীন গঠিত Banking division অবলুপ্ত করিয়া এর কার্য তালিকা নিম্নরূপ নির্ধারণ করা হইল :

A. Finance Division :

1. Formulation of fiscal and monetary policies in consultation with other Divisions, if necessary.
2. Review of fiscal and monetary policies.
3. Analysis of and research on financial policies, collection of data relating thereto and publication of documents like the Economic Survey, Economic Analysis of the Budget and resume of activities of Financial Institutions and autonomous bodies under the Ministry of Finance.
4. Finance of the Bangladesh Government and matters relating to audit and accounts.
5. Budget and ways and means; appropriations and reappropriations.
6. Scrutiny and approval of the budget of autonomous bodies/corporations in the following manner, namely,
  - (i) the budget of autonomous bodies/corporation which show no loss on invested capital shall be approved by the Administrative Ministry and sent to the Finance Division for the purpose of compilation only;
  - (ii) the budget of autonomous bodies/corporations which show a deficit shall be scrutinised and approved by Finance Division in consultation with the Administrative Ministry,
  - (iii) the budget of autonomous bodies/corporations in which loans/grants are included shall be sent to the Finance Division for its concurrence.
7. (a) Scales of pay/fixation of pay/special pay/technical pay/additional pay, etc. and framing rules regarding the same.
- (b) Leave Rules and orders thereunder.
- (c) Rules regarding pension/gratuity and retirement benefit and orders thereunder.
- (d) T.A. Rules and sanction of all allowances and fringe benefits.
- (e) G.P. Fund Rules.

8. Expenditure control.
9. Inter-country/Inter-government financial settlement.
10. Money supply, currency, coinage and legal tender.
11. Import and export of gold and silver.
12. Negotiable instruments of all kinds, mint and security printing press.
13. Foreign exchange budgeting for cash resources.
14. Foreign exchange regulation.
15. Exchange rate policy.
16. Matter related to IMF.
17. Borrowing and flotation of market loans.
18. Examination of financial aspect of all development schemes.
19. Accounts, procedures and rules, treasuries, sub-treasuries.
20. Public Accounts Committee.
21. Scrutiny of creation of new posts and examination of schemes of new expenditure.
22. Remuneration of Comptroller and Auditor-General.
23. Administration of public debt including loans and aids.
24. Provident Fund.
25. Matters relating to borrowing by public bodies such as corporations, Municipalities, etc.
26. Institutional finance for development of industry, trade, agriculture and housing.
27. Administration and interpretation of the Bangladesh Banks (Nationalisation) Order, 1972 Act (P.O.No. 26 of 1972), the Bangladesh Bank Order, 1972 Act (P.O. No. 127 of 1972) and orders relating to specialised banks and other matters relating to banks and financial institutions.
28. Banking including Cooperative Banking.
29. Regulation of share market and future markets.
30. Capital issue.
31. Credit rate policy.
32. Interest rate policy.
33. Review of investment policies and programmes.
34. Implementation of national unified grades and scales of pay and dealing with matters connected therewith.

35. Provision of secretariat service to the Cabinet Committee on implementation of Pay and Services reports and dealing with any other matters connected therewith.
36. Provision of secretariat assistance to the working group on Pay and Services.
37. Inspection of Government offices and autonomous bodies/corporations:
  - (i) to examine if financial discipline and propriety, etc., are observed by them;
  - (ii) to examine whether Government funds are properly utilized and appropriate measures taken to avoid wastage of Government properties/resources; and
  - (iii) to fix responsibility/irregularities, carelessness etc. resulting in the loss of Government properties/resources.
38. Suggestion of measures for improvement in the organisational set-up and financial procedures for better enforcement of financial discipline and accountability and for attaining better economy.
39. Examination of reasons for loss or low profit in the nationalized sectors and suggestions for remedies thereof.
40. Administration of B.C.S. (Audit and Accounts).
41. Secretariat administration including financial matters.
42. Administration and control of subordinate offices and organisations under this Division.
43. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
44. All laws on subject allotted to this Division.
45. Inquiries and statistics on any of the subjects allotted to this Division.
46. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে,  
আতাউল হক,  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

তারিখ, ২০শে বৈশাখ ১৪০৫ বাং/৩রা মে ১৯৯৮ ইং

নং মপবি-৪/১/৯৪-বিধি/৩২(১০০) — গণপ্রজাতন্ত্রী বাংলাদেশ সংবিধানের ৭৫(৬) অনুচ্ছেদে প্রদত্ত ক্ষমতাবলে মহামান্য রাষ্ট্রপতি Rules of Business, 1996-এর Schedule, I (Allocation of Business among the different Ministries and Division) নিম্নরূপ অধিকতর সংশোধন করিলেন, যথা :—

(ক) উপরোক্ত প্রথম তফসিলে 21. Ministry of Foreign Affairs শিরোনামার অধীন ক্রমিক 17-এর পর নিম্নেলিখিত এন্ট্রি সন্নিবেশিত হইবে :

18. External publicity in collaboration with the Ministry of Information. এবং বর্তমানে 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 ও 31 ক্রমিকসমূহ যথাক্রমে 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 ও 32 নং ক্রমিকে প্রতিস্থাপিত হইবে।

(খ) উপরোক্ত প্রথম তফসিলে 27. Ministry of Information শিরোনামার অধীন ক্রমিক 17 বিলুপ্ত হইবে এবং বর্তমান 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38 ও 39 ক্রমিকসমূহ যথাক্রমে 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37 ও 38 ক্রমিকে প্রতিস্থাপিত হইবে।

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে,  
আতাউল হক,  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ  
বিধি শাখা

প্রজ্ঞাপন

ঢাকা, ২৬শে আশ্বিন ১৪০৫/১১ই অক্টোবর ১৯৯৮

নং মপবি-৪/২/৯৬-বিধি/১০২—সরকার শ্রম ও জনশক্তি মন্ত্রণালয়-এর নাম পরিবর্তন করিয়া  
“শ্রম ও কর্মসংস্থান মন্ত্রণালয়” (Ministry of Labour & Employment) নামকরণ করিলেন।

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে,  
আতাউল হক  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ৫ই জ্যৈষ্ঠ ১৪০৬/১৯শে মে ১৯৯৯

নং মপবি-৪/১/৯৪-বিধি/৩৭(১০০)—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের ৫৫(৬)  
অনুচ্ছেদের ক্ষমতাবলে রাষ্ট্রপতি Rules of Business, 1996 এর Schedule-1 (Allocation of  
business among the different Ministries and Divisions) নিম্নরূপ অধিকতর সংশোধন করিলেন,  
যথা :-

16. Ministry of Energy and Mineral Resources :

A. Energy Division :

4. Regulation and development of electrical energy/nuclear energy-এর  
স্থলে Regulation and development of electrical energy প্রতিস্থাপিত হইবে।  
এক্টি ৪-এর পরে নিম্নরূপ একটি নতুন এক্টি 4a. সংযোজিত হইবে।

- 4a. Regulation of electrical energy as fed into electricity grid from any  
Nuclear Power Plant.

B. Petroleum and Mineral Resources Division :

3. General policy (Regulation & Development) relating to Petroleum, Gas  
and Mineral Resources-এর স্থলে General policy (Regulation and  
Development) relating to Petroleum, Gas and Mineral Resources other  
than radioactive materials and nuclear fuels. প্রতিস্থাপিত হইবে।

36. Ministry of Science and Technology :

এক্টি ২৩-এর পরে নিম্নরূপ দুইটি নতুন এক্টি সংযোজিত হইবে :

24. Regulation and development of Nuclear Power including generation of  
electrical energy from any Nuclear Power Plant (upto the point of  
intergration into the national grid).
25. General policy (Regulation and Development) of radioactive materials  
and nuclear fuels.

২। ইহা অবিলম্বে কার্যকর করা হইবে।

রাষ্ট্রপতির আদেশক্রমে,  
আজী সামসুল আলম  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

তারিখ, চই আশ্বিন ১৪০৬/২৩শে সেপ্টেম্বর ১৯৯৯

নং মপবি-৪/১৬/৮৯-বিধি(অংশ-২)/১০৬—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের অনুচ্ছেদ ১৫(৬) এ প্রদত্ত ক্ষমতাবলে রাষ্ট্রপতি Rules of Business, 1996 এর নিম্নরূপ অধিকতর সংশোধন করিলেন, যথাঃ—

(১) উপরিউক্ত Rules এর Schedule-I এর—

- (ক) 24. Ministry of Home Affairs এর কার্যতালিকার (Allocation of Business) Serial 18A এবং তৎসংক্রান্ত এন্ট্রিসমূহ বিলুপ্ত হইবে; এবং
- (খ) 31. Ministry of Land এর কার্যতালিকার Serial 7 এর পর নিম্নরূপ নূতন Serial 7A সন্নিবেশিত হইবে, যথাঃ—

"7A. Repairs and maintenance of boundary marks."

রাষ্ট্রপতির আদেশক্রমে,  
কাজী সামসুল আলম  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ১৫ আষাঢ়, ১৪০৭/২৯ জুন, ২০০০

নং মপবি-৪/২/৯৭-বিধি/৬৯—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের ৫৫(৬) অনুচ্ছেদে প্রদত্ত ক্ষমতাবলে রাষ্ট্রপতি অত্র বিভাগের ৩১শে আষাঢ়, ১৪০৫ মোতাবেক ১৫ই জুলাই, ১৯৯৮ তারিখের প্রজ্ঞাপন নং মপবি-৪/২/৯৭-বিধি/৭৭ (১০০) বাতিলক্রমে Rules of Business, 1996 এর নিম্নরূপ অধিকতর সংশোধন করিলেন, যথাঃ—

উপরিউক্ত Rules এর Schedule-I এর

- ১। "2. Prime Minister's Office" শিরোনামাধীন Serial No. 19 ও উহার বিপরীতে উল্লিখিত এন্ট্রিসমূহের পর নিম্নরূপ নূতন Serial No. 19A ও তৎসংক্রান্ত এন্ট্রিসমূহ সন্নিবেশিত হইবে, যথাঃ—

"19A. Development and welfare of the tribal people, other than those of the Chittagong Hill Tracts.";

- ২। "6. Special Affairs Division" শিরোনাম এবং তৎসংক্রান্ত এন্ট্রিসমূহের পরিবর্তে নিম্নরূপ শিরোনাম এবং এন্ট্রিসমূহ প্রতিস্থাপিত হইবে, যথাঃ—

"6. MINISTRY OF CHITTAGONG HILL TRACTS AFFAIRS

1. Matters relating to the administration of the Ministry of Chittagong Hill Tracts Affairs.
2. Advise local authorities in Chittagong Hill Tracts areas on regulatory matters.
3. Co-ordination of all related matters with concerned Ministries/Divisions.
4. Provisions of secretarial services to the Council Committee, Special Committee and Working Committee on Chittagong Hill Tracts areas.
5. Counselling, monitoring and where required, implementing all relevant decisions of the Government and the Committees.
6. Formulating plans and programmes, including development action plan in respect of Chittagong Hill Tracts areas.
7. Dealing with matters relating to Chittagong Hill Tracts Regional Council (পার্বত্য চট্টগ্রাম অঞ্চলিক পরিষদ) and Hill District Councils of Chittagong Hill Tracts areas.
8. Matters relating to Upazila Parishad, Pourashva, Union Parishad, Gram Parishad and all other local authorities of Chittagong Hill Tracts areas as per existing laws pertaining thereto.

9. Co-ordination with all concerned Government agencies to protect unique characteristics of environment and topography of Chittagong Hill Tracts areas.
10. Undertake programmes for socio-economic development, education, culture, social custom, manner, language, religion, rites, practices and maintain originality of tribal and non-tribal people of Chittagong Hill Tracts areas.
11. Matters relating to conduct and co-ordination of relief and rehabilitation and disaster management activities in Chittagong Hill Tracts areas.
12. Observation and monitoring of NGO activities in Chittagong Hill Tracts areas.
13. Supervision and co-ordination of all development activities of Chittagong Hill Tracts Regional Council (পার্বত্য চট্টগ্রাম আঞ্চলিক পরিষদ) and all other local authorities of Chittagong Hill Tracts areas and co-ordination of Inter-Ministerial/Divisional development activities.
14. Administration of Chittagong Hill Tracts Development Board.
15. Matters relating to International Centre for Integrated Mountain Development (ICIMOD) relating to Chittagong Hill Tracts.
16. Matters relating to Civil Affairs Office, Chittagong.
17. Liaison with all International Organisations relating to subjects allotted to this Ministry and/ all foreign dealings.
18. Matters relating to enactment of all laws on subjects allotted to this Ministry.
19. Inquiries and statistics on subjects allotted to this Ministry."

রাষ্ট্রপতির আদেশক্রমে,

কাজী সামসুল আলম  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ১৫ আশাঢ়, ১৪০৭/২৯ জুন, ২০০০

নং মপবি-৪/২/৯৭-বিধি/৬৮—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের ৫৫(৬) অনুচ্ছেদে প্রদত্ত ক্ষমতাবলে রাষ্ট্রপতি অত্র বিভাগের ৩১শে আশাঢ়, ১৪০৫ মোতাবেক ১৫ই জুলাই, ১৯৯৮ তারিখের প্রজ্ঞাপন নং মপবি-৪/২/৯৭-বিধি/৭৭ (১০০) বাতিলক্রমে Rules of Business, 1996 এর নিম্নরূপ অধিকৃত সংশোধন করিলেন, যথাঃ—

উপরিউক্ত Rules এর Schedule-I এর

- ১। "2. Prime Minister's Office" শিরোনামাধীন Serial No. 19 ও উহার বিপরীতে উল্লেখিত এন্ট্রিসমূহের পর নিম্নরূপ নূতন Serial No. 19A ও তৎসংক্রান্ত এন্ট্রিসমূহ সন্নিবেশিত হইবে, যথাঃ—

"19A. Development and welfare of the tribal people, other than those of the Chittagong Hill Tracts.";

- ২। "6. Special Affairs Division" শিরোনাম এবং তৎসংক্রান্ত এন্ট্রিসমূহের পরিবর্তে নিম্নরূপ শিরোনাম এবং এন্ট্রিসমূহ প্রতিস্থাপিত হইবে, যথাঃ—

"৬। পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়

- (১) পার্বত্য চট্টগ্রাম বিষয়ক মন্ত্রণালয়ের প্রশাসন সংক্রান্ত বিষয়াদি।

- (২) নিয়ন্ত্রিত বিষয়াদিতে চট্টগ্রাম পার্বত্য এলাকার স্থানীয় সরকারসমূহকে পরামর্শ দান।

- (৩) সকল প্রাসঙ্গিক বিষয়ে সংশ্লিষ্ট মন্ত্রণালয়/বিভাগসমূহের মধ্যে সমন্বয় সাধন।

- (৪) পার্বত্য চট্টগ্রাম এলাকার জন্য গঠিত কাউন্সিল কমিটি, বিশেষ কমিটি এবং ওয়ার্কিং কমিটিকে সাচিবিক সহায়তা প্রদান।

- (৫) সরকার এবং কমিটিসমূহকে পরামর্শ দান, মনিটরিং এবং প্রয়োজনীয় ক্ষেত্রে প্রাসঙ্গিক সিদ্ধান্তসমূহ বাস্তবায়ন।

- (৬) পরিকল্পনা ও উন্নয়ন কর্মসূচী প্রস্তুত করা, পার্বত্য চট্টগ্রাম এলাকার জনো উন্নয়ন কর্মপরিকল্পনা প্রস্তুতকরণ।

- (৭) পার্বত্য চট্টগ্রাম এলাকার আঞ্চলিক পরিষদ ও পার্বত্য জেলা পরিষদসমূহের সমুদয় কার্যাবলী সম্পাদন।

- (৮) পার্বত্য চট্টগ্রাম এলাকায় প্রচলিত আইন অনুসারে উপজেলা পরিষদ, পৌরসভা, ইউনিয়ন পরিষদ, গ্রাম পরিষদসহ সকল স্থানীয় সরকারসমূহের সমুদয় কার্যাবলী সম্পাদন।

- (৯) পার্বত্য চট্টগ্রাম এলাকায় পরিবেশ ও ভূ-প্রকৃতির বৈশিষ্ট্য অক্ষুণ্ণ রাখার জন্য সংশ্লিষ্ট সকল সরকারী কর্ম বিভাগের সঙ্গে সমন্বয় রক্ষা করা।
- (১০) পার্বত্য চট্টগ্রাম এলাকার উপজাতীয়/অ-উপজাতীয় জনগোষ্ঠীর আর্থ-সামাজিক উন্নয়ন, শিক্ষা, সংস্কৃতি, সামাজিক প্রথা, রীতিনীতি, ভাষা, ধর্ম, আচার-আচরণ ও স্বাধীনতা বজায় রাখার উদ্দেশ্যে কার্যক্রম গ্রহণ।
- (১১) পার্বত্য চট্টগ্রাম এলাকার জাগ ও পুনর্বাসন এবং আপৎকালীন পরিস্থিতি মোকাবেলা সংক্রান্ত কার্যক্রম পরিচালনা ও সমন্বয় সাধন।
- (১২) পার্বত্য চট্টগ্রাম এলাকার এন, জি, ও কার্যক্রম পর্যবেক্ষণ ও মনিটরিং করা।
- (১৩) পার্বত্য এলাকার আঞ্চলিক পরিষদসহ সকল পর্যায়ের স্থানীয় সরকার পরিষদসমূহের যাবতীয় উন্নয়নমূলক কর্মকাণ্ডের তদারকী ও সমন্বয়সহ আন্তঃমন্ত্রণালয়/বিভাগের উন্নয়ন কর্মকাণ্ডের সমন্বয় সাধন।
- (১৪) পার্বত্য চট্টগ্রাম উন্নয়ন বোর্ডের প্রশাসন।
- (১৫) পার্বত্য চট্টগ্রাম সংক্রান্ত ইন্টারন্যাশনাল সেন্টার ফর ইনটিগ্রেটেড মাউন্টেন ডেভেলপমেন্ট (আইসিআইএমওডি) সংক্রান্ত বিষয়াদি।
- (১৬) সিভিল এ্যাফেয়ার্স অফিস, চট্টগ্রাম সংক্রান্ত বিষয়াদি।
- (১৭) এ মন্ত্রণালয়ের কার্যাবলীর সঙ্গে সংশ্লিষ্ট সকল আন্তর্জাতিক সংগঠনের সঙ্গে সংশ্লিষ্টতা বজায় রাখা (লিয়াজে) এবং সকল বৈদেশিক বিষয়াদি।
- (১৮) মন্ত্রণালয়ের অধীনে ন্যস্ত বিষয়াবলীর সঙ্গে সংশ্লিষ্ট সকল আইন প্রণয়ন সংক্রান্ত কাজ।
- (১৯) এ মন্ত্রণালয়ে বরাদ্দকৃত কোন বিষয়ের তদন্ত এবং পরিসংখ্যান।

রাষ্ট্রপতির আদেশক্রমে,

কাজী সামসুল আলম  
মন্ত্রিপরিষদ সচিব।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রিপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ১৬ শ্রাবণ, ১৪০৭/৩১ জুলাই, ২০০০

নংমপবি-৪/১/৯৪-বিধি (২য় খণ্ড)/৮১—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের ৫৫(৬) অনুচ্ছেদে প্রদত্ত ক্ষমতাবলে মহামান্য রাষ্ট্রপতি Rules of Business, 1996 এর Schedule-I (Allocation of Business among the different Ministries and Divisions) এর নিম্নরূপ অধিকতর সংশোধন করিলেন, যথাঃ—

উপরিউক্ত Rules এর Schedule-I এর

- (১) 4. Cabinet Division শিরোনামাধীন ক্রমিক নং ৭ এবং তদসংশ্লিষ্ট এন্ট্রির পর নিম্নরূপ ক্রমিক ও এন্ট্রি সন্নিবেশিত হইবে ; যথাঃ—

"9A. Observance of National Mourning Day on the 15<sup>th</sup> August ;"

- (২) 12. Ministry of Cultural Affairs শিরোনামাধীন ক্রমিক নং ৬ এবং তদসংশ্লিষ্ট এন্ট্রির পরিবর্তে নিম্নরূপ ক্রমিক ও এন্ট্রিসমূহ প্রতিস্থাপিত হইবে ; যথাঃ—

"6. Observance of Shaheed Day on the 21st February ;

6A. 21st February Award (Ekushe Padak)."

- (৩) 40. Ministry of Women and Children Affairs শিরোনামাধীন ক্রমিক নং 11 এবং তদসংশ্লিষ্ট এন্ট্রির পরিবর্তে নিম্নরূপ ক্রমিক ও এন্ট্রিসমূহ প্রতিস্থাপিত হইবে ; যথাঃ—

"11. National Children's Day on the 17<sup>th</sup> March and National Awards for Children.

11A. Begum Rokeya Dibash on the 9<sup>th</sup> December and Begum Rokeya Padak."।

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে

কাজী সামসুল আলম

মন্ত্রিপরিষদ সচিব।

**GOVERNMENT OF THE PEOPLE'S  
REPUBLIC OF BANGLADESH**

**WARRANT  
OF  
PRECEDENCE, 1986**

**PRESIDENT'S SECRETARIAT**  
Cabinet Division  
September, 1986

[Published in Bangladesh Gazette, Extraordinary, dated the  
20th September, 1986]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF  
BANGLADESH  
PRESIDENT'S SECRETARIAT  
CABINET DIVISION

**NOTIFICATION**

Dhaka, September 11, 1986

**No. CD-10/1/85-Rules/361**-In supersession of all previous notifications on the Warrant of Precedence, the President is pleased to direct that the following table be henceforth observed with respect to the precedence of persons hereinafter named, namely :

1. President of the Republic.
2. Vice-President of the Republic. (পদটি বর্তমানে বিলুপ্ত)
3. Speaker of the Parliament
- \*4. Prime Minister of the Republic.
- \*\*\*5. Chief Justice of Bangladesh.  
Former Presidents of the Republic.
- \*\*\*\*6. Cabinet Ministers of the Republic.  
Chief Whip. Deputy Speaker of the Parliament. Leader of the Opposition  
in Parliament
7. Persons holding appointments accorded status of a Minister without  
being members of the Cabinet.
- \*8. Ambassadors Extraordinary and Plenipotentiary and High Commissioners  
of the Commonwealth countries accredited to Bangladesh.
- \*9. Chief Election Commissioner.  
Deputy Chairman of the Planning Commission.  
Deputy Leader of the Opposition in Parliament.  
Judges of the Supreme Court (Appellate Division).  
Ministers of State of the Republic.  
Whip.
10. Election commissioners.  
Judges of Supreme Court (High Court Division).
- \*11. Deputy Ministers of the Republic.
- \*12. Envoys Extraordinary and Ministers Plenipotentiary accredited to  
Bangladesh.

নোট : সার্বকাল চিহ্নিত ব্যক্তিদের মানসম্মত পরিবর্তিত হয়েছে।

21. Chairman, Bangladesh Council of Scientific and Industrial Research Council.

Chairman, Tea Board.  
Chairman, T & T Board.  
Chief Architect of the Government.  
Chief Conservator of Forests.  
Chief Engineer, Roads and Highways Department.  
Chief Engineer, Public Works Department.  
Director General, Department of Agriculture Extension.  
Director of Fisheries.  
Director General of Health Services.  
Director of Livestock Services.  
Director General, Primary Education.  
Director General, Secondary and Higher Secondary Education.  
Director General, Technical Education.  
Division Chief, Planning Commission.  
Managing Director, Bangladesh Biman.  
Managing Directors of Nationalised Commercial Banks.  
Members of the National Board of Revenue.  
Members, Public Service Commission.  
Officers of the status of Additional Secretary to the Government.  
Registrar of Supreme Court.  
Vice-Chairman, Export Promotion Bureau.

22. Additional Inspector-General of Police.

Chairman, Bangladesh Inland Water Transport Authority.  
Chairman, Bangladesh Inland Water Transport Corporation.  
Chairman, Bangladesh Small & Cottage Industries Corporation.  
Chairman, Civil Aviation Authority.  
Chairman, Dhaka Improvement Trust (RAJUK).  
Chairman, National Broadcasting Authority.  
Chairman, Bangladesh Petroleum Corporation.  
Chairman, Port Authority.  
Chairman, Rural Electrification Board.  
Chairman, Trading Corporation of Bangladesh.  
Chairman, Water and Sewerage Authority.  
Chief Controller of Imports and Exports.  
Chief Engineer, Housing and Settlement Department.  
Chief Engineer of Public Health Engineering Department.  
Commissioners of Division within their respective Charges.  
Director, Bangladesh Chemical Industries Corporation  
if full-time member of the Board of Directors.  
Director, Bangladesh Jute Mills Corporation if full-time member of the Board of Directors.  
Director, Bangladesh Steel & Engineering Corporation  
if full-time member of the Board of Directors.

- \*13. Cabinet Secretary.  
Chiefs of Staff of the Army, Navy and Air Force.  
Principal Secretary to the Government.
- \*15. Visiting Ambassadors and High Commissioners not accredited to Bangladesh.
- \*16. Attorney-General.  
Comptroller and Auditor-General.  
Ombudsman.
- \*17. Chairman, Public Service Commission.  
Chairman, University Grants Commission.  
Governor, Bangladesh Bank.  
Inspector General of Police.  
Members, Planning Commission.  
Officers of the rank of Major General in the Army and equivalent in the Navy and the Air Force.  
Secretaries to the Government including Secretary to the Parliament.
18. Charge-d' affaires of foreign countries.  
Director General of the National Security Intelligence.  
Full-time Members, University Grants Commission.  
National Professors.  
Officers holding the status of Secretaries to the Government.  
Vice-Chancellors of Universities.
19. Mayors of Civic Corporations within the jurisdiction of their respective Corporations.
20. Additional Attorney-General.  
Additional Secretaries to the Government.  
Chairman, Atomic Energy Commission.  
Chairman, Board of Land Administration.  
Chairman, Bangladesh Agricultural Development Corporation.  
Chairman, Bangladesh Chemical Industries Corporation.  
Chairman, Bangladesh Jute Mills Corporation.  
Chairman, Bangladesh Oil, Gas and Mineral Resources Corporation.  
Chairman, Bangladesh Power Development Board.  
Chairman, Bangladesh Steel and Engineering Corporation.  
Chairman, Bangladesh Sugar & Food Industries Corporation.  
Chairman, Bangladesh Textile Mills Corporation.  
Chairman, Bangladesh Water Development Board.  
Chairman, Tariff Commission.  
Charge-d' affaires ad-interim of foreign countries.  
Director General of Anti-Corruption.  
Executive Vice-Chairman, Bangladesh Agricultural Research Council.  
Managing Director, Bangladesh Krishi Bank.  
Managing Director, Sonali Bank.  
Professors of Universities in selection grade.  
Visiting Ambassadors and High Commissioners of Bangladesh.

Director, Bangladesh Sugar and Food Industries Corporation (if full time member of the Board of Directors).

Director, Bangladesh Steel & Engineering corporation (if full time member of the Board of Directors).

Director, Bangladesh Textile Mills Corporation (if full time member of the Board of Directors).

Director General, Ansars & VDP.

Director General, Bangladesh Rural Development Board.

Director General, Department of Immigration and Passport.

Director General, Export Promotion Bureau.

Director General, Fire Services and Civil Defence.

Director General, Food.

Director General, Geological Survey.

Director General, Industries.

Director General, Land Record and Surveys.

Director General, Post Offices.

Director General, Population Control.

Director General, Relief and Rehabilitation.

Director General, Shipping.

General Manager, Bangladesh Railway.

Joint Secretaries to the Government.

Managing Director, Bangladesh Shipping Corporation.

Managing Directors of the Financial Institutions.

Managing Director, Jiban Bima Corporation.

Managing Director, Sadharan Bima Corporation.

Member, Atomic Energy Commission (if full-time member of the Board of Directors).

Member, Bangladesh Agricultural Development Corporation (If full-time member of the Board of Directors).

Member, Bangladesh Oil, Gas and Mineral Resources Corporation (if full-time member of the Board of Directors).

Member, Bangladesh Power Development Board (if full time member of the Board of Directors).

Member, Bangladesh Water Development Board (if full time member of the Board of Directors).

Ministers and Deputy High Commissioners (of the the rank of Ministers in Embassies, High Commissions and Missions located in Bangladesh).

Officers of the rank of Brigadier in the Army and equivalent in the Navy and the Air Force.

Registrar Cooperative Societies.

Surveyor General of Bangladesh.

23. Additional Chief Architect.
- Additional Chief Engineers of Government Departments.
- Additional Director-General, Health Services.
- Collectors of Customs and Excise.
- Commissioners of Divisions outside their respective charges.
- Commissioners of Taxes.
- Consuls General.
- Controller General of Accounts.
- Controller General of Defence Finance.
- Counsellors of Embassies, High Commissions and Legations of Foreign and Commonwealth Government.
- Deputy Inspectors General of Police withing their respective charges.
- Director of Agricultural Extension.
- Director General, Bangladesh Agricultural Research Institute.
- Director General, Bangladesh Jute Research Institute.
- Director General, Bangladesh Rice Research Institute.
- Director General, Department of Social Services.
- Director General, National Institute of Mass Communication.
- Director General, Youth Development Department.
- Director, Military Lands and Cantonment.
- Inspector General of Prisons.
- Joint Chief, Planning Commission.
- Member, Bangladesh Council of Scientific and Industrial Research (if full-time member of the Board of Directors.)
- Member, Bangladesh Tea Board (if full-time member of the Board of Directors).
- Officers of the rank of Full Colonel in the Army and equivalent in the Navy and the Air Force.
- Officers of the status of Joint Secretary of the Government.
- Principals of the Medical and Engineering Colleges and Professors of Universities.
24. Additional Commissioner (with in their respective charges).
- Director of Education.
- Director, Petroleum Corporation (if full-time member of the Board of Directors).
- Director, Bangladesh Rural Development Board (if full time member of the Board of Directors).
- Director, Trading Corporation of Bangladesh (if full time member of the Board of Directors).
- Mayors of Civic Corporations outside their respective charges.
- Member, Bangladesh Inland Water Transport Authority (if full-time member of the Board of Directors).
- Member, Bangladesh Inland Water Transport Corporation (if full-time member of the Board of Directors).

- Member, Civil Aviation Authority (if full-time member of the Board of Directors).
- Member, Port Authority (if full-time member of the Board of Directors).
- Member, Rural Electrification Board (if full-time member of the Board of Directors).
- Member, Bangladesh Shipping Corporation (if full-time member of the Boards of Directors).
- Military, Naval and Air Attaches to Embassies and Legations and Military, Naval and Air Advisers to High Commissions.
- Professors of Medical and Engineering Colleges.
25. Chairmen of District Councils (if elected) within their respective charges.
- Commandant, Marine Academy.
- Deputy Commissioners within their respective charges.
- Deputy Inspectors General of Police outside their charges.
- District and Session Judges within their respective charges.
- Officers of the rank of Lieutenant Colonel in the Army and equivalent in the Navy and the Air Force.
26. Chairmen (if elected) of class I Municipalities within their respective charges.
- Chairmen of Upazila Parishads within their respective charges.
- Civil Surgeons within their respective charges.
- Deputy Secretaries to the Government.
- Officers of the rank of Major in the Army and equivalent in the Navy and the Air Force.
- Superintendents of Police within their respective charges.

#### NOTES :

1. The order in this Warrant of Precedence is meant for state and ceremonial occasions and has no application in the day-to-day business of Government.
2. The entries in the above table, which are in alphabetical order in each article, apply exclusively to the persons mentioned in the table of precedence and, while regulating their relative precedence with each other do not give them any precedence over members of the non-official community in Bangladesh, not mentioned in the table who shall take their place according to usage.
3. Persons in the above table will take precedence in order of the number of the entries. Those included in the same number will take precedence inter se according to the date of entry into that number. When two or more persons enter an article on the same date, their inter se seniority will be fixed on the basis of length of class I service, in case of officers, and in the case of an elected office-bearer given precedence over permanent Government servants entering the article on the same date. Amongst elected office-bearers entering article on the same date precedence will be accorded by alphabetical order of the surname. Officers of the Defence

Services, in the same article will rank inter se according to their relative service seniority.

4. When a person holds more than one position in the table, he will be entitled to the highest position accorded to him.
5. Officers who are temporarily officiating in any number of the table he will take precedence in that number below permanent incumbents.
6. All officers not mentioned in the above table, whose rank is regulated by comparison with rank in the Army will have the same precedence with reference to Civil servant as is enjoyed by military officers of equivalent grades (see table of equivalent ranks given under note 9 below).
7. Married ladies, unless by virtue of holding an appointment themselves they are entitled to a higher position in the table, shall take place according to the precedence herein assigned to their respective husbands.
8. All other persons not mentioned in the above table will take precedence according to general usage, which is to be explained and determined by the President in case any question shall arise.
9. Table of Equivalent Ranks :

| Army               | Navy                  | Air Force         | Remarks                                                                                                                                                                                                                                                                                                                         |
|--------------------|-----------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General            | Admiral               | Air Chief Marshal | Reserve and Non-Regular Officers take precedence in the same rank after regular Officers holding the same rank. When called up for Embodied (whole-time) service they take seniority in their substantive rank as on date of recall with but immediately after regular Officers holding the same substantive rank on that date. |
| Lieutenant General | Vice-Admiral          | Air Marshal       |                                                                                                                                                                                                                                                                                                                                 |
| Major General      | Rear Admiral          | Air Vice-Marshal  |                                                                                                                                                                                                                                                                                                                                 |
| Brigadier          | Commodor              | Air Commodor      |                                                                                                                                                                                                                                                                                                                                 |
| Colonel            | Captain               | Group Captain     |                                                                                                                                                                                                                                                                                                                                 |
| Lieutenant Colonel | Commander             | Wing Commander    |                                                                                                                                                                                                                                                                                                                                 |
| Major              | Lieutenant Commander  | Squadron Leader   |                                                                                                                                                                                                                                                                                                                                 |
| Captain            | Lieutenant            | Flight Lieutenant |                                                                                                                                                                                                                                                                                                                                 |
| Lieutenant         | Sub-Lieutenant        | Flying Officer    |                                                                                                                                                                                                                                                                                                                                 |
| Second Lieutenant  | Acting Sub-Lieutenant | Pilot Officer     |                                                                                                                                                                                                                                                                                                                                 |

By Order of the President  
**M.M. ZAMAN**  
 Cabinet Secretary

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
রাষ্ট্রপতির সচিবালয়  
মন্ত্রীপরিষদ বিভাগ

প্রজ্ঞাপন

ঢাকা, ১৭ই আশ্বিন, ১৩৯৫ বাহ/২রা অক্টোবর ১৯৮৮ইং।

নং-মপবি-১০/১/৮৮ বিধি/৩৮৪- মন্ত্রীপরিষদ বিভাগের ১১ই সেপ্টেম্বর, ১৯৮৬ তারিখের নং-সিডি-০/১/৮৫-বিধি/৩৬১ প্রজ্ঞাপনে জারীকৃত মানক্রম পত্রের ৮ পৃষ্ঠায় ১নং নোট নিম্নলিখিতরূপে প্রতিস্থাপন করা হইল :

1. "The order in the warrant of precedence is to be observed for state and ceremonial occasions as well as for all purposes of the Government".

২। এই আদেশ অনিলপথে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে,

স্বাঃ/

ব্রিগেডিয়ার মোসলেহ উদ্দীন আহমেদ (অবঃ)  
যুগ্ম-সচিব :

রেজিস্টার্ড না ডিএ ১  
বাংলাদেশ গেজেট  
অতিরিক্ত সংখ্যা  
কর্তৃপক্ষ কর্তৃক প্রকাশিত  
শনিবার, অক্টোবর ৩১, ১৯৮৭

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
রাষ্ট্রপতির সচিবালয়  
মন্ত্রীপরিষদ বিভাগ

বিজ্ঞপ্তি

ঢাকা, ১০ই কার্তিক, ১৩৯৪ / ২৮শে অক্টোবর, ১৯৮৭

নং মপবি-১০/২/৮৭-বিধি/৩০৩। মন্ত্রীপরিষদ বিভাগের ১১ই সেপ্টেম্বর ১৯৮৬ তারিখের নং সিডি-১০/১/৮৫-বিধি/৩৬১ বিজ্ঞপ্তিতে জারীকৃত মানক্রম পত্রে বিভিন্ন সংস্থার নিম্নলিখিত কর্মকর্তাদের মানক্রম নির্ধারণ করিয়া সন্নিবেশ করা হইল :

| ক্রমিক নং | পদবী ও সংস্থার নাম                                                       | নির্ধারিত মানক্রম |
|-----------|--------------------------------------------------------------------------|-------------------|
| ১         | ২                                                                        | ৩                 |
| ১         | নির্বাহী চেয়ারম্যান,<br>বাংলাদেশ রপ্তানী প্রক্রিয়াকরণ এলাকা কর্তৃপক্ষ। | ২১                |
| ২         | চেয়ারম্যান, বাংলাদেশ হ্যাণ্ডলুম বোর্ড                                   | ২২                |
| ৩         | চেয়ারম্যান, বাংলাদেশ জুট কর্পোরেশন।                                     | ২২                |
| ৪         | চেয়ারম্যান, বাংলাদেশ সেরিকালচার বোর্ড                                   | ২২                |
| ৫         | চেয়ারম্যান,<br>বাংলাদেশ বাংলাদেশ বন শিল্প উন্নয়ন কর্পোরেশন             | ২২                |
| ৬         | চেয়ারম্যান, বাংলাদেশ মৎস্য উন্নয়ন কর্পোরেশন।                           | ২২                |
| ৭         | চেয়ারম্যান, বাংলাদেশ পর্যটন কর্পোরেশন                                   | ২২                |
| ৮         | ব্যবস্থাপনা পরিচালক,<br>বাংলাদেশ চলচ্চিত্র উন্নয়ন কর্পোরেশন।            | ২২                |
| ৯         | চেয়ারম্যান,<br>বাংলাদেশ সড়ক পরিবহন কর্পোরেশন।                          | ২৩                |
| ১০        | মহা-পরিচালক,<br>বাংলাদেশ ইন্ডাস্ট্রিয়াল টেকনিক্যাল এসোসিয়েশনস সেন্টার  | ২২                |
| ১১        | মহা-পরিচালক,<br>বাংলাদেশ স্ট্যাণ্ডার্ড এণ্ড টেস্টিং ইনস্টিটিউট           | ২২                |
| ১২        | চেয়ারম্যান, রাজশাহী উন্নয়ন কর্তৃপক্ষ                                   | ২২                |
| ১৩        | চেয়ারম্যান, পুলনা উন্নয়ন কর্তৃপক্ষ                                     | ২২                |

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
মন্ত্রী পরিষদ বিভাগ

## বিজ্ঞপ্তি

ঢাকা, ২০শে অগ্রহায়ণ, ১৩৯৮/৫ই ডিসেম্বর ১৯৯১

নং মপবি-১০/৪/৯০-বিধি/১০৫ মন্ত্রী পরিষদ বিভাগের ১১ই সেপ্টেম্বর ১৯৮৩ইং তারিখের নং সিটি  
১০/১৮৫-বিধি/৩৬১ বিজ্ঞপ্তিতে জারীকৃত মানক্রম পত্র সরকার প্রধানমন্ত্রী ও বাংলাদেশ জাতীয় সংসদের  
স্পীকারের মানক্রম নিম্নোক্তভাবে পুনঃনির্ধারণ করিলেন, যথা :

| ক্রমিক নং | পদবী ও সংস্থার নাম | নির্ধারিত মানক্রম |
|-----------|--------------------|-------------------|
| ১         | ২                  | ৩                 |

|    |                                |   |
|----|--------------------------------|---|
| ১. | প্রধানমন্ত্রী                  | ২ |
| ২. | বাংলাদেশ জাতীয় সংসদের স্পীকার | ৩ |

এই আদেশ অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে  
মোঃ হুমায়ুন সিদ্দিকুর রহমান  
মন্ত্রী পরিষদ সচিব

এই আদেশ অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে  
মোঃ মজিবুল হক  
মন্ত্রী পরিষদ সচিব

বাংলাদেশ গেজেট  
অতিরিক্ত সংখ্যা

কর্তৃপক্ষ কর্তৃক প্রকাশিত  
বুধবার, মার্চ, ৯, ১৯৮৮

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
রাষ্ট্রপতির সচিবালয়  
মন্ত্রিপরিষদ বিভাগ  
বিজ্ঞপ্তি

ঢাকা, ২৩শে ফাল্গুন, ১৩৯৪/৭ই মার্চ, ১৯৮৮

নং মপবি-১০/২/৮৭ বিধি/৭৪ মন্ত্রিপরিষদ বিভাগের ১১ই সেপ্টেম্বর, ১৯৮৬ তারিখের নং সি/৮৫-বিধি/৩৬১  
বিজ্ঞপ্তিতে জারীকৃত মানক্রম পাত্রে প্রতিমন্ত্রী ও উপমন্ত্রীর পদমর্যাদাসম্পন্ন ব্যক্তিগণের মানক্রম নির্ধারণ  
পূর্বক নিম্নলিখিতরূপে সন্নিবেশিত করা হইল :

| ক্রমিক নং | পদবী ও সংস্থার নাম                     | নির্ধারিত মানক্রম |
|-----------|----------------------------------------|-------------------|
| ১         | ২                                      | ৩                 |
| ১         | প্রতিমন্ত্রীর পদমর্যাদাসম্পন্ন ব্যক্তি | ১০                |
| ২         | উপ-মন্ত্রীর পদমর্যাদাসম্পন্ন ব্যক্তি   | ১২                |

এই আদেশ অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে  
প্রণেয়তার মোসলেহ উদ্দীন (অবঃ)  
মুদ্রা সচিব

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
রাষ্ট্রপতির সচিবালয়  
মন্ত্রী পরিষদ বিভাগ

নং মপবি-৩/১/৯০-বিধি/২১০

তারিখ : ৭ই বৈশাখ ১৩৯৭, ২১শে এপ্রিল ১৯৯৩

রাষ্ট্রীয় সরকারী কাজে বিদেশে এবং দেশের অভ্যন্তরে ভ্রমণকালীন প্রতিমন্ত্রী/উপ-মন্ত্রীগণকে বিদায় সঞ্চরনা ও  
স্বাগত জানানোর জন্য নীতি নির্ধারণ করিয়া সরকার নিম্নলিখিত ভ্রমণকালীন প্রটোকল নির্দেশাবলী জারী করিলেন :

বিদেশ ভ্রমণ :

- ১। সরকারী কাজে বিদেশে ভ্রমণকালীন প্রতিমন্ত্রী/উপ-মন্ত্রীগণের বাংলাদেশ ত্যাগ ও দেশে ফিরিয়া আসার সময়  
সংশ্লিষ্ট মন্ত্রণালয়/বিভাগের সচিব অথবা একজন প্রতিনিধি বাংলাদেশ ত্যাগ ও ফিরিয়া আসার স্থানে উপস্থিত  
থাকিবেন।

দেশের অভ্যন্তরে ভ্রমণ :

- ২। দেশের অভ্যন্তরে ভ্রমণকালীন প্রতিমন্ত্রী/উপ-মন্ত্রীগণ বিশেষ কোন কারণে প্রয়োজন অনুভব করিলে তাহাদের  
ঢাকা ত্যাগ ও ফিরিয়া আসার সময় মন্ত্রণালয়/বিভাগের কোন কর্মকর্তাকে ঢাকা ত্যাগ ও ফিরিয়া আসার স্থানে  
উপস্থিত থাকার জন্য নির্দেশ দিতে পারেন।
- ৩। জেলা সদরে জেলা প্রশাসক/জেলা প্রশাসকের প্রতিনিধি (সহকারী কমিশনারের নীচে নহে) ও পুলিশ  
সুপার/পুলিশ সুপারের প্রতিনিধি (সহকারী পুলিশ সুপারের নীচে নহে) এবং সংশ্লিষ্ট মন্ত্রণালয়/বিভাগের স্থানীয়  
কর্মকর্তাবৃন্দ প্রতিমন্ত্রী/উপমন্ত্রীগণকে অভ্যর্থনা ও বিদায় সঞ্চরনা জানাইবেন।
- ৪। উপজেলা সদরে নির্বাহী অফিসার/উপজেলা নির্বাহী অফিসারের প্রতিনিধি (সহকারী কমিশনারের নীচে নহে) ও  
একজন সহকারী পুলিশ সুপার এবং সংশ্লিষ্ট মন্ত্রণালয়/বিভাগের স্থানীয় কর্মকর্তাবৃন্দ প্রতিমন্ত্রী/উপমন্ত্রীগণকে  
অভ্যর্থনা ও বিদায় সঞ্চরনা জানাইবেন।
- ৫। প্রতিমন্ত্রী/উপ-মন্ত্রীগণ তাহাদের ভ্রমণ সূচী সংশ্লিষ্ট সকল কর্মকর্তাকে যথাসময়ে অনুগ্রহপূর্বক পৌছানোর  
ব্যবস্থা করিবেন। ভ্রমণ সূচীর কোন পরিবর্তন হইলে উহাও যথাসময়ে সংশ্লিষ্ট সকলকে অবহিত করিবেন।
- ৬। ভ্রমণটি সরকারী কিংবা ব্যক্তিগত তাহা প্রতিমন্ত্রী/উপ-মন্ত্রীগণ যথাসময়ে অনুগ্রহপূর্বক সংশ্লিষ্ট কর্মকর্তাগণকে  
অবহিত করিবেন। সরকারী ভ্রমণের জন্য সংশ্লিষ্ট মন্ত্রণালয়/বিভাগের স্থানীয় কর্মকর্তাগণ তাহাদের যানবাহন  
ও বাসস্থানের ব্যবস্থা করিবেন। সংশ্লিষ্ট মন্ত্রণালয়/বিভাগের স্থানীয় কর্মকর্তাগণ ভ্রমণ সূচী অনুযায়ী ভ্রমণ  
সংক্রান্ত যাবতীয় ব্যবস্থাদি গ্রহণ করিবেন। ব্যক্তিগত ভ্রমণের জন্য যানবাহন ও বাসস্থানের ব্যবস্থা করা হইলে  
উহার জন্য প্রতিমন্ত্রী/উপমন্ত্রীকে সরকারী রেটে ভাড়া পরিশোধ করিতে হইবে।
- ৭। এতদ্ব্যতীত ভ্রমণটি ব্যক্তিগত অথবা রাজনৈতিক কি না তাহাও প্রতিমন্ত্রী/উপমন্ত্রীকে উল্লেখ করিতে হইবে।  
স্বাভাবিক সরকারী কাজ কর্মের অংশ হিসাবে তাহারা অংশ জনসভায় যোগদান করিতে পারেন। তবে  
প্রার্থী/প্রার্থিনী হিসেবে নির্বাচন অভিযানে জনসভা করা ও রাজনৈতিক ও রাজনৈতিক কর্মীদের সভায়  
যোগদানকে ব্যক্তিগত ভ্রমণ হিসাবে গণ্য করা হইবে।
- ৮। প্রতিমন্ত্রী/উপমন্ত্রীগণের ভ্রমণ সূচী পাওয়ার সঙ্গে সঙ্গে সংশ্লিষ্ট জেলার পুলিশ সুপার তাহাদের নিয়োগভার  
ব্যাপারে প্রয়োজনীয় ব্যবস্থা নিবেন।
- ৯। দেশের অভ্যন্তরে প্রতিমন্ত্রী/উপমন্ত্রীগণ ভ্রমণকালীন সময়ের রেল ওয়ে পুলিশ নিম্নলিখিত  
নির্দেশাবলী অনুসরণ করিবেন :

- (ক) যে টেক্সট প্রাইমারী উপ-মহাশ্রেণী ইহাতে অবতরণ করিলেন এবং পুনরায় আরোহণ করিলেন তখন কোন ভাষণে যেখানে ঐক বন্দনের প্রয়োজন ইহাও সেইসব স্থানে পুলিশের একজন উপ-পারদর্শক উপস্থিত থাকিবেন।
- (খ) চতুর্থতম বেল-ওয়ে পুলিশের সুপার/পুলিশ সুপারের প্রতিমূখি (সহকারী পুলিশ সুপারের ন্যায় নহে) প্রতিমূখী উপস্থিতির সহিত সাক্ষাৎ করিবেন।

রাষ্ট্রপতির আদেশক্রমে  
(এ.এম. আবদুল নাসির উদ্দিন)  
মুখ্য সচিব  
মন্ত্রী পরিষদ বিভাগ

৬-১১৬

অফিস

বাংলাদেশ লোক-প্রাণসন প্রশিক্ষণ কেন্দ্র

বাড়ার, ঢাকা

**SCHEDULE-II**  
**(Rule 5 (ii))**

**List of officers authorized to make and execute orders  
and other instruments in the name of the President**

Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Senior Assistant Secretary, Assistant Secretary to the Government of the People's Republic Bangladesh or and officer who is granted one of these ranks ex-officio, Director-General, Director, Prime Minister's Office/Ministry of Foreign Affairs, Director General/Director/Deputy Director/Assistant Director, Research Officer, IMED, Chief, Joint Chief, Deputy Chief, Assistant Chief, Research Officer of the Planning Commission or Ministry/Division.

In respect of the matters within their jurisdiction :

- a) Director-General or Additional Director-General "Bangladesh Postoffice Department and Chairman or Member or Chief Engineer, Bangladesh Telegraph and Telephone Board.
- b) Other Officers of Agencies/Departments of the Government as may be notified by the Government from time to time.
- c) Military Secretary to the President or Deputy Secretary or Senior Assistant Secretary or Assistant Secretary in the President's Office.
- d) Any other officer authorized as such by the respective Ministry after due consultation with the Cabinet Division.

**SCHEDULE-III**  
**[Rule 6 (1)]**

**List of cases to be submitted to the President directly**

| Sl. No.                                                   | Nature of Cases                                                 | Article of the Constitution |
|-----------------------------------------------------------|-----------------------------------------------------------------|-----------------------------|
| <b>Cabinet Division</b>                                   |                                                                 |                             |
| 1.                                                        | Appointment and resignation of the Prime Minister               | 56(3), 57, 48 (3)           |
| <b>Ministry of Law, Justice and Parliamentary Affairs</b> |                                                                 |                             |
| 2.                                                        | Appointment and resignation of the Chief Justice of Bangladesh. | 95(1), 48(3)                |

**SCHEDULE-IV**  
**[Rule 7]**

**List of cases to be submitted to the President directly**

| Sl. No.                          | Nature of Cases                                                                                                                                                                                               | Article of the Constitution |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>President Office</b>          |                                                                                                                                                                                                               |                             |
| 1.                               | Appointment of secretarial staff of the President (Officers only) and appointment of Military Secretary and ADC and other officers in the Office of the Military Secretary to the President Cabinet Division. |                             |
| 2.                               | President's emoluments, allowances, privileges and official residences.                                                                                                                                       | 147                         |
| 3.                               | Appointment and resignation of Ministers, Ministers of State and Deputy Ministers.                                                                                                                            | 56(1), 56(2)                |
| 4.                               | The President's addresses and messages to the parliament.                                                                                                                                                     | 73                          |
| 5.                               | Framing of the Rules for Allocation and Transaction of Business of the Government.                                                                                                                            | 55(6)                       |
| 6.                               | Alteration and amendment of the Rules for Allocation and Transaction of Business.                                                                                                                             | 55(6)                       |
| 7.                               | Determination, alteration and amendment in the Warrant of Precedence.                                                                                                                                         |                             |
| 8.                               | Declaration of war.                                                                                                                                                                                           | 63(1)                       |
| <b>Ministry of Establishment</b> |                                                                                                                                                                                                               |                             |
| 9.                               | Appointment and resignation of Chairman and Members of the Bangladesh Public Service Commission.                                                                                                              | 138(1), 139(3)              |
| 10.                              | Conditions of services of Chairman and Members of Bangladesh Public Service Commission until Parliament by law makes provision for the same.                                                                  | 138(2)                      |
| 11.                              | Removal of Chairman and Members of the Bangladesh Public Service Commission.                                                                                                                                  | 139(2) & 96(2)              |
| 12.                              | Proposals not to accept any recommendation of the Bangladesh Public Service Commission of matters in respect of which the Commission was consulted as required under Article 140(2) of the Constitution.      | 140 (2)                     |
| 13.                              | Subject to provisions of any law/regulation reference to the Bangladesh Public Service Commission for advice or any matter of which the commissions required to be consulted under Article 140(2)             | 140(2)                      |

| Sl. No.                         | Nature of Cases                                                                                                                                                                                               | Article of the Constitution |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 4                               | Annual Report and memorandum on the performance and functions of the Bangladesh Public Service Commission.                                                                                                    | 141                         |
| 5                               | First Appointment to any post belonging to any regularly constituted cadre service.                                                                                                                           |                             |
| 6                               | First appointment to any service or post which under the recruitment rules are required to be submitted for approval of the President.                                                                        |                             |
| 7                               | Cases of dismissal, removal, compulsory retirement, reduction in rank, of officers whom the President is the appointing authority.                                                                            |                             |
| 18                              | Making of rules regulating appointments and conditions of service of persons in the service of the Republic until such appointments are regulated by law of the Parliament.                                   | 133                         |
| 19                              | To dispense with opportunity of showing cause to persons holding civil posts in the service of the Republic against dismissal, removal or reduction of the rank in the interest of the security of the State. | 135(2) (iii)                |
| <b>Ministry of Defence</b>      |                                                                                                                                                                                                               |                             |
| 20                              | Appointment of chiefs of staff of the Defence Services (Army, Navy and Airforce) and their salaries and allowances.                                                                                           | 62(1) (c)                   |
| 21                              | Grant of commissions in the Armed Forces and in the Reserves of the Armed Forces to direct recruits or persons already enlisted.                                                                              | 62(1) (a) (b)               |
| 22                              | Making of orders in regard to raising and maintaining of the Defence services of Bangladesh and of their Reserves.                                                                                            | 62(1) (a)                   |
| 23                              | Dismissal, otherwise than by sentences of Courts Martial, of commissioned Officers of the Armed Forces of Bangladesh (other than Junior Commissioned officers).                                               |                             |
| 24                              | Petitions against sentences of dismissal, cashiering imprisonment or death awarded by Courts Martial to Commissioned Officers of the Armed Forces of Bangladesh (other than Junior Commissioned Officers).    |                             |
| <b>Ministry of Home Affairs</b> |                                                                                                                                                                                                               |                             |
| 25                              | Grant of Pardons, reprieves, respites, suspensions, remission or commutation of any sentence passed by any court, tribunal or other authority.                                                                | 49                          |
| 26                              | Proclamation of Emergency and Revocation Emergency.                                                                                                                                                           | 141A                        |
| 27                              | Suspension of enforcement of Fundamental Rights during Emergency.                                                                                                                                             | 141C(1)                     |

| Sl. No.                            | Nature of Cases                                                                                                                                                               | Article of the Constitution |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Ministry of Foreign Affairs</b> |                                                                                                                                                                               |                             |
| 28                                 | Appointment and removal of Ambassadors /High Commissioners, Ministers and Charge'd Affairs of Bangladesh to foreign countries.                                                |                             |
| 29                                 | Accreditation of Ambassadors / High Commissioners / Charge'd Affairs of foreign countries in Bangladesh.                                                                      |                             |
| 30                                 | Messages to heads of Foreign Countries.                                                                                                                                       |                             |
| 31                                 | Title, honour, award or decoration of Bangladesh nationals by any foreign countries.                                                                                          |                             |
| 32                                 | Accreditation of Ambassadors, High Commissioners and Charge'd Affairs of Bangladesh.                                                                                          |                             |
| 33                                 | Grant or refusal of agreement for person proposed to be accredited as head of foreign Diplomatic Mission/High Commissions and declaring them Persona non-grata.               |                             |
| <b>Finance Division</b>            |                                                                                                                                                                               |                             |
| 34                                 | Recommendation of the President for introduction of Money Bill or any bill which involves expenditure of public money.                                                        | 82                          |
| 35                                 | Making of rules for custody of public money, their payments in to the consolidated fund, etc. until regulated by an Act of Parliament.                                        | 85                          |
| 36                                 | Recommendation of the President to demand for grant.                                                                                                                          | 89(3)                       |
| 37                                 | Authorization or expenditure from the consolidated fund and proposal for causing to be laid before the Parliament a supplementary and/or excess financial statement.          | 91                          |
| 38                                 | Appointment and resignation of the Comptroller and Auditor General of Bangladesh.                                                                                             | 127(1)                      |
| 39                                 | Determining conditions of service of the Auditor-General, until Parliament by law makes provision for the same.                                                               | 127(2)                      |
| 40                                 | Making provision by order for prescribing functions of Auditor-General in addition to those specified in Article 128(1) until Parliament by law makes provision for the same. | 128(3)                      |
| 41                                 | Removal of the Comptroller and Auditor-General of Bangladesh.                                                                                                                 | 96(2) & 129(2)              |
| 42                                 | Appointment of acting Comptroller and Auditor-General of Bangladesh.                                                                                                          | 130                         |
| 43                                 | Form and manner of keeping Public Accounts proposed to be prescribed by the Auditor General.                                                                                  | 131                         |

| Sl. No.                                | Nature of Cases                                                                                                                                                    | Article of the Constitution |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 44.                                    | The report of the Comptroller and Auditor-General relating to Public Account of the Republic before its submission to the Parliament.                              | 132                         |
| <b>Banking Division</b>                |                                                                                                                                                                    |                             |
| 45.                                    | Appointment of Governor, Bangladesh Bank, Ministry of Law, Justice & Parliamentary Affairs                                                                         |                             |
| 46.                                    | Appointment of Attorney-General, of Bangladesh.                                                                                                                    | 64(2) & (4)                 |
| 47.                                    | Assignment of duties to the Attorney General, determination of his remuneration and termination of his office                                                      | 64(2) & (4)                 |
| 48.                                    | Making of rules specifying the manner in which orders and other instruments made in the name of the President should be attested or authenticated.                 | 55(5)                       |
| 49.                                    | Promulgation of Ordinances.                                                                                                                                        | 93(1) & (3)                 |
| 50.                                    | Appointment and resignation of the Judges of the Supreme Court of Bangladesh.                                                                                      | 95(1)                       |
| 51.                                    | Removal of the Judges of Supreme Court of Bangladesh.                                                                                                              | 96(2)                       |
| 52.                                    | Framing of rules on pay, allowances and privileges of Judges of the Supreme Court until determined by or made under an Act of Parliament.                          | 147                         |
| 53.                                    | Performance of the duties of the Chief Justice by the next senior Judge of the Appellate Division of the Supreme Court.                                            | 97                          |
| 54.                                    | Appointment and resignation of Additional Judges of the Supreme Court.                                                                                             | 98                          |
| 55.                                    | Holding of Sessions of High Court Division at places other than the Capital.                                                                                       | 100                         |
| 56.                                    | Obtaining opinion of Supreme Court on questions of law.                                                                                                            | 106                         |
| 57.                                    | Rules made for regulating practices and procedures of each division of the Supreme Court and of any court subordinate to it subject to any law made by Parliament. | 107(1)                      |
| <b>Election Commission Secretariat</b> |                                                                                                                                                                    |                             |
| 58.                                    | Appointment, resignation and determination of condition of service of the Chief Election Commissioner and other Election Commissioners.                            | 118(1) & (5)                |
| 59.                                    | Removal of the Chief Election Commissioner and Election Commissioners.                                                                                             | 118(5) & 96(2)              |
| 60.                                    | Making available to the Election Commission, on their request, such staff as may be necessary.                                                                     | 120                         |

| Sl. No.                       | Nature of Cases                                              | Article of the Constitution |
|-------------------------------|--------------------------------------------------------------|-----------------------------|
| <b>Parliament Secretariat</b> |                                                              |                             |
| 61.                           | Summoning, prorogation and dissolution of Parliament.        | 72(1), 57(2)                |
| 62.                           | Recalling and summoning of Parliament that stands dissolved. | 72(4)                       |
| 63.                           | Bill passed by Parliament for the President's assent.        | 80(2)                       |

**SCHEDULE-V****[Rule 8]****List of cases to be submitted to Prime Minister**

| Sl. No.                          | Nature of Cases                                                                                                                                                                  | Article of the Constitution |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Ministry of Establishment</b> |                                                                                                                                                                                  |                             |
| 1.                               | Appointment, resignation and removal of Chairmen and Members of any Non-Statutory Commissions.                                                                                   |                             |
| 2.                               | Framing of rules on pay, allowances, privileges of members of non-statutory Commissions.                                                                                         |                             |
| 3.                               | Nomination of Bangladesh citizens to important posts on executive and other organs of international Monetary Fund; the World Bank, etc.                                          |                             |
| 4.                               | Secretarial appointments of the ranks of Deputy Secretary to Secretary.                                                                                                          |                             |
| 5.                               | Transfer and posting of and above the rank of Joint-Secretary in the Secretariat.                                                                                                |                             |
| 6.                               | Appointments of Chairmen and Members of the Land Appeal Board and Land Reforms Board.                                                                                            |                             |
| 7.                               | Appointment to the post of Chairman /Managing Director of Statutory Bodies other than the Chairman; Managing Director of Financial Institution and Chairmen of Education Boards. |                             |
| 8.                               | Appointment, transfer and posting of Divisional Commissioners, Addl. Commissioners and Deputy Commissioners.                                                                     |                             |
| <b>Ministry of Defence</b>       |                                                                                                                                                                                  |                             |
| 9.                               | All promotions to the ranks of Colonel and above in Army and equivalent ranks in Navy and Airforce.                                                                              |                             |
| <b>Ministry of Home Affairs</b>  |                                                                                                                                                                                  |                             |
| 10.                              | Appointment to posts of equivalent rank of Lt. Colonel and above in Ansars and UDP.                                                                                              |                             |

| Sl. No.                            | Nature of Cases                                                                                                                                                                                                                                                                                                          | Article of the Constitution |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 11.                                | Appointment, transfer and positing of officers of the rank of Superintendent of Police and above in the Police Department.                                                                                                                                                                                               |                             |
| <b>Ministry of Foreign Affairs</b> |                                                                                                                                                                                                                                                                                                                          |                             |
| 12.                                | Messages to Heads of Foreign Government.                                                                                                                                                                                                                                                                                 |                             |
| <b>Banking Division</b>            |                                                                                                                                                                                                                                                                                                                          |                             |
| 13.                                | Appointment to the post of Chairman/Managing Director of Nationalized banks & Development financial institutions.                                                                                                                                                                                                        |                             |
| <b>Education Division</b>          |                                                                                                                                                                                                                                                                                                                          |                             |
| 14.                                | Appointment to the post of Chairmen of Education Boards                                                                                                                                                                                                                                                                  |                             |
| <b>All Ministries/Division</b>     |                                                                                                                                                                                                                                                                                                                          |                             |
| 15.                                | Appointment to the posts of Executive Director/Member/Director of statutory bodies by whatever name called. Provided that appointment of Director (Administration), Director (Finance), Secretary of the Statutory bodies shall be consulted with Ministry of Establishment.                                             |                             |
| 16.                                | Appointment of Head of Attached Department.                                                                                                                                                                                                                                                                              |                             |
| 17.                                | All appointments in attached departments and subordinate offices in the NPS-3 and above.                                                                                                                                                                                                                                 |                             |
| 18.                                | Cases of suspension of officer holding posts to the scales of NPS-3 and above.                                                                                                                                                                                                                                           |                             |
| 19.                                | Delegation to International Assemblies and Conferences.                                                                                                                                                                                                                                                                  |                             |
| 20.                                | Grant of permission on special consideration for treatment abroad, to the members of staff/officers of the Autonomous, Semi-Autonomous and Nationalized organizations, if expenditure to be incurred for such treatment is borne either fully or partly by the Government or Autonomous Bodies/ Organizations concerned. |                             |
| 21.                                | Any other matter which the Prime Minister may from time to time by general or special order, specify.                                                                                                                                                                                                                    |                             |

**SCHEDULE-VI****[Rule 6 (ii)]****[Article 048(5) of the Constitution]**

**Periodical reports and other papers which shall be laid before the President for information**

| Sl. No. | Nature of Cases                                                                                           |
|---------|-----------------------------------------------------------------------------------------------------------|
| 1.      | Periodical reports of activities of Ministries/Divisions.                                                 |
| 2.      | Decisions of the Cabinet meetings.                                                                        |
| 3.      | Agreements and treaties concluded with foreign countries and international organizations.                 |
| 4.      | Report of the Statutory Commissions and other Committees/ Commissions.                                    |
| 5.      | Periodical intelligence reports.                                                                          |
| 6.      | Copies of important communications as between Ministry of Foreign Affairs and Bangladesh Missions abroad. |

**[Rule 8 (ii)]**

**Periodical reports and other papers which shall be laid before the Prime Minister**

| Sl. No. | Nature of Cases                                                                                                                       |
|---------|---------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Periodical reports of activities of Ministries/Divisions.                                                                             |
| 2.      | Decisions of the Cabinet meetings.                                                                                                    |
| 3.      | Decisions of the Cabinet committees along with summaries and other connected papers.                                                  |
| 4.      | Monthly/quarterly summaries and such other periodical reports as are required to be submitted by Ministries/Divisions to the Cabinet. |
| 5.      | Agreements and Treaties concluded with foreign countries and international organizations.                                             |
| 6.      | Reports of the statutory commissions and other Committees/ Commissions.                                                               |
| 7.      | Daily/weekly and other intelligence summaries from all intelligence agencies.                                                         |
| 8.      | Any other report as considered necessary by the Prime Ministry.                                                                       |