

The
Bangladesh  Gazette

Extraordinary
Published by Authority

WEDNESDAY, APRIL 13, 1977

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF JUTE
NOTIFICATION

Dacca, the 8th April, 1977.

No. S.R.O. 119-L/77.—In exercise of the powers conferred by article 24 of the Bangladesh Industrial Enterprises (Nationalisation) Order, 1972 (P. O. No. 27 of 1972), the Government is pleased to make the following Rules, namely :—

THE BANGLADESH JUTE MILLS CORPORATION RULES, 1977.

1. **Short title.**—These Rules may be called the Bangladesh Jute Mills Corporation Rules, 1977.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

- (a) "Board" means the Board of Directors of Bangladesh Jute Mills Corporation;
- (b) "Chairman" means the Chairman of the Board;
- (c) "Corporation" means the Bangladesh Jute Mills Corporation;
- (d) "Director" means a Director of the Corporation;
- (e) "Enterprise" means an industrial unit or any other concern placed under, or sponsored by, the Corporation;
- (f) "Order" means the Bangladesh Industrial Enterprises (Nationalisation) Order, 1972 ; and
- (g) "Schedule" means the Schedule appended to these rules.

3. **Tenure of office of Chairman or Directors.**—The Chairman or a Director shall, unless otherwise specified in the letter of appointment or earlier transferred, removed or his appointment is terminated, hold office for a period of three years and shall be eligible for re-appointment.

4. **Removal and termination of appointment of Chairman or Director.**—(1) The Government may, by order in writing, remove the Chairman or any Director from office, if he—

- (a) refuses or fails to discharge or becomes, in the opinion of the Government, incapable of discharging his responsibility under the Order or under these rules;
- (b) has, in the opinion of the Government, abused his position as Chairman or Director; or
- (c) has acquired or continued to hold, without permission in writing of the Government, directly or indirectly, or through a partner any share or interest in any contract or employment with, by or on behalf of the Corporation or any enterprise or in any property which in his knowledge, is likely to benefit or has benefited as a result of the operation of the Corporation or an enterprise:

Provided that no action under this sub-rule shall be taken by the Government without giving the Chairman or the Director concerned an opportunity of being heard.

(2) Notwithstanding anything contained in sub-rule (1), the Government may, upon three months' notice, terminate the appointment of the Chairman or any Director without assigning any reason.

5. **Chairman or Director not to hold any other office.**—The Chairman or any Director shall not hold any office in any other Corporation, company or concern without prior approval of the Government.

6. **Functions of the Board.**—The functions of the Board shall be,—

- (a) to formulate and submit for the approval of the Government the management policies, including policies relating to organisation, personnel management and pricing, in respect of the Corporation and the enterprise;
- (b) to prepare Annual Budget Statement of the Corporation and the enterprise for submission to the Government by the 31st May each year;
- (c) to submit schemes, if any, to the Government for balancing, modernisation and expansion of an enterprise;
- (d) to evaluate periodically the performance of an enterprise;
- (e) to examine and approve the audited annual statement of accounts, including profit and loss accounts and balance sheets before their submission to the Government;
- (f) to approve the annual reports of the Corporation and the enterprise before their submission to the Government;

- (g) to determine appropriations of profit of an enterprise, and surplus of the Corporation before their submission to the Government for approval; and
- (h) subject to the approval of the Government, to appoint the officers, consultants, advisers, auditors, if any, and an auditor of an enterprise.

7. **Meetings of the Boards.**—(1) The meetings of the Board shall ordinarily be held at the Head office of the Corporation at least once in a month:

Provided that a meeting shall also be otherwise convened by the Chairman when he thinks fit.

(2) Presence of majority number of Directors shall be necessary to constitute a quorum of a meeting of the Board.

(3) At a meeting of the Board, each Director shall have one vote and, in the event of equality of votes, the Chairman shall have a second or casting vote.

(4) If, for any reason, the Chairman is unable to be present at a meeting of the Board, a Director, authorised in writing by the Chairman, shall preside over the meeting.

(5) The minutes of every meeting shall contain, among other things, the names of the Directors present, and shall be drawn up and recorded in a book to be kept for the purpose, and shall be signed by the person presiding over the meeting, and such book shall, at all reasonable times, be open to inspection by any Director.

(6) A copy of the minutes of every meeting duly signed by the person who presided over it shall be forwarded to the Government within a week of the meeting.

8. **Functions of the Chairman.**—The Chairman shall ensure—

- (a) that the Government policies, directives and instructions concerning the Corporation and the enterprise are implemented promptly;
- (b) that all decisions of the Board are implemented properly;
- (c) that the financial and other targets of the Corporation and enterprise are achieved economically; and
- (d) that an enterprise functions smoothly and efficiently.

9. **Functions of a Director.**—A Director shall perform such functions and discharge such duties as may be assigned to him by the Board and the Chairman.

10. **Declaration of fidelity and secrecy.**—The Chairman, Director, adviser or officer of and above Grade V of the Corporation shall, before entering upon his office, make a declaration of fidelity and secrecy in the form set out in Schedule I.

11. **Signing of documents.**—The Chairman, Directors and such officers and other employees of the Corporation as may be authorised by the Corporation, may issue, execute, redeem and transfer promissory notes, receipts, debentures, bonds, shares, securities and documents of title and draw, accept and endorse bills of exchange and letters of credit on behalf of the Corporation.

12. **Plaints, written statements, etc.**—Plaints, written statements, memoranda of appeals, affidavits and other documents connected with proceedings in any court of law or in any Government office, local authority or institution may be signed, received and verified and statements made and cases conducted, on behalf of the Corporation, by any one or more of the officers of the Corporation authorised by the Chairman in this behalf.

13. **Accounts.**—The Corporation shall keep proper books of account in respect of—

- (a) all sums of money received and expended by the Corporation;
- (b) all sales and purchases of stocks, properties and goods by the Corporation; and
- (c) the assets and liabilities of the Corporation.

14. **Financial year.**—(1) The financial year and accounting year of the Corporation and an enterprise shall correspond to the financial year of the Government.

(2) The Corporation shall close its accounts and cause the closure of the accounts of an enterprise for a financial year on the last day of that financial year.

15. **Drawing up of annual accounts.**—(1) The annual statement of receipts and expenditure and balance sheet of the Corporation and the annual trading account, profit and loss account and balance sheet of an enterprise shall be drawn up, so far as applicable, in the form and manner set out and specified in the Companies Act, 1913 (VII of 1913).

(2) A copy of the documents mentioned in sub-rule (1) shall be sent to the Chairman and the Directors at least seven days before the meeting of the Board in which these are to be discussed and approved.

16. **Annual budget statement.**—The Corporation shall by the 31st May, each year submit to the Government the annual budget statement for the Corporation and the enterprise for the next financial year in the forms set out in Schedule II.

17. **Enterprise accounts and audit thereof.**—(1) The Corporation shall see to it that an enterprise maintains proper accounts and other relevant records and prepares annual statement of accounts, including trading account, profit and loss account and balance sheet.

(2) The accounts of an enterprise shall be audited annually by two chartered accountants, who shall be appointed by the Corporation on such remuneration and terms and condition as the Corporation may fix.

(3) The auditor shall, in his report upon the annual balance sheet and accounts, state, among others, whether in his opinion the balance sheet is full and fair and contains all necessary particulars and is properly drawn up so as to exhibit a true and correct state of affairs of the enterprise, and in case he has called for any explanation or information from the chief executive of the enterprise, whether it has been given and whether it is satisfactory.

(4) The Corporation may, at any time, and shall if so required by the Government, issue directions to the auditor requiring him to report to it upon the adequacy of measures taken by the enterprise for protection of the interest of the Government and creditors or upon the sufficiency of the procedure in auditing the affairs of the enterprise and may, at any time, enlarge or extend the scope of the audit or direct that a different procedure in audit be adopted or that any other examination be made by the auditor if in its opinion the interest of the Government so requires.

(5) The auditor shall submit his audit report to the Corporation with a copy to the enterprise in respect of which the report relates.

(6) The Corporation shall, as soon as possible after the end of every financial year, furnish to the Government a copy of the statement of accounts audited by the auditor under sub-rule (2), together with its comments thereon and annual report on the conduct of the affairs of the enterprise concerned for that year.

SCHEDULE I

[See rule 10]

DECLARATION OF FIDELITY AND SECRECY

I.....hereby declare that I will faithfully, truly, and to the best of my judgement, skill and ability, execute and perform the duties required of me as Chairman, Director, adviser, or officer, as the case may be, of Bangladesh Jute Mills Corporation and which properly relate to any office or position in the said Corporation held be my.

I further declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of the Corporation nor will I allow any such person to inspect or have access to any book or document belonging to or in the possession of the Corporation and relating to the business of the Corporation.

Signature

Signed before me.

Signature

Designation

Date

SCHEDULE II

BUDGET FORM FOR THE CORPORATOIN HEAD OFFICES IN THE PRODUCTIVE SECTOR.

Name of the Administrative Ministry—Jute.

Name of the Organisation—Bangladesh Jute Mills Corporation

RECEIPTS

(Taka in thousand.)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.

A. Revenue Receipts.

1. Sales
2. Overhead charges realised from Units/Enterprises.
3. Miscellaneous Receipts:
 - (a) Rent
 - (b) Interest
 - (c) Dividend on shares
 - (d) Refund, rebate of taxes and duties.
 - (e) Hire purchase receipt if any.
 - (f) Others (items to be specified).

 Total of revenue receipts

(Taka in thousand.)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
B. Receipts on Capital Account.					
1. Share capital					
2. Loans from Government					
3. Loans from other agencies (Name of the agencies to be mentioned).					
4. Grants/Subsidy from Government.					
5. Recovery of Loans/ advances, etc.					
6. Others (items to be specified).					
Total receipts on capital account.					
Grand Total (Total of revenue receipts + Total receipts on capital Account).					

EXPENDITURE (Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
Revenue Accounts.					
A. Pay of Officers					
B. Pay of Establishment					
Total A+B					
C. Allowances and other benefits:					
1. Travelling and conveyance.					
2. Fringe benefit					
3. Medical charges					
4. (a) House rent expenses.					
(b) House rent allowance.					
5. Honoraria					
6. Bonus					
7. Entertainment allowances.					
8. Overtime					
9. Other allowances (items to be specified).					
Total 'C'					

(Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
D. Office Expenses:					
1. Printing and Stationery.					
2. Rent, rates and Taxes.					
3. Electricity					
4. Liveries and Uniforms.					
5. Postage, telegram and Telephone.					
6. Publicity and Advertisement.					
7. Legal Expenses					
8. Audit fees					
9. Books and periodicals.					
10. P.O.L.					
11. Repairs and Maintenance:					
(a) Buildings					
(b) Vehicles					
(c) Others					
12. Depreciation					
13. Others (item to be specified).					
Total 'D'					

(Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77	Actuals for 1st 6 months of 1976-77	Revised budget for 1976-77	Budget estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
E. Other charges:					
1. P.F. Contribution					
2. Pension and Gratuity.					
3. Group Insurance Premium.					
4. Income Tax for employees.					
5. Insurance					
6. Welfare/Recreation					
7. Bank charges					
8. Interest:					
(a) Government Loan					
(b) On loan from other sources.					
9. Other (items to be specified).					
Total 'E'					
F. Contingencies:					
1. Business Development expenses.					
2. Donation and subscription.					
3. Washing charges					
4. Petty stores					
5. Others (items to be mentioned).					
Total 'F'					
Total revenue expenditure					

(Taka in thousand)

Particulars.	Actuals for 1975-76	Budget for 1976-77	Actual for 1st 6 mon'ts of 1976-77	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
Capital Expenditure.					
(Outside ADP).					
1. Building					
2. Machinery/stores					
3. Vehicles/Crafts, etc.					
4. Office equipment and furniture.					
5. Loans and advances					
6. Repayment of loan:					
(a) to Government					
(b) to others					
7. Other (items to be speci- fied.)					
<hr/>					
Total of capital expenditure					
<hr/>					
Grand Total=(Total of re- venue expenditure + Total of capital ex- penditure)					
<hr/>					
Total receipts—Total ex- penditure = Surplus/ deficit.					
<hr/>					

**FORM FOR THE CONSOLIDATED CASH BUDGET OF THE
UNITS/ENTERPRISES IN THE PRODUCTIVE SECTOR**

Name of the Administrative Ministry—Jute.

Name of the Autonomous Organisation/Corporation—Jute Mills.

RECEIPTS

(Taka in thousand)

Particulars.	Actuals	Budget	Actuals	Revised	Budget
	for 1975-76	for 1976-77	for 1st 6 months of 1976-77.	budget for 1976-77.	estima- ted for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
A. Cash Budget.					
Receipts.					
1. Opening Balance;					
(a) Cash in hand					
(b) Cash in bank					
2. Receipts on ac- count of revenue income.					
3. Grant/Loan from Government.					
4. Realisation of share capital.					
5. Recovery of loan and advances.					
6. Collection of book debts.					
7. Other receipts Items to be speci- fied).					
Total 1 to 7..					

PAYMENTS

(Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised budget for 1976-77.	Budget estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
(a) Revenue Payments.					
1. Actual payments on account of revenue expenditure excluding expenditure on depreciation.					
2. Income Tax					
3. Share of overhead charges of the Corporation.					
4. Payments to outstanding creditors.					
Total of 1 to 4					

RECEIPTS

(Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
(b) Payments on Capital Account.					
(Non-development).					
1. Building ..					
2. Machinery ..					
3. Vehicles ..					
4. Office equipment ..					
5. Loans and Advances					
6. R-payment of annual loan instalment :					
(i) to Government ..					
(ii) to Others ..					
7. Other payments to capital nature (items to be specified).					
Total 1 to 7 ..					

Total (a + b) = Total payments.

(Total Receipts—Total payments) or (A—B) Net deficit/surplus.

FORM FOR THE CONSOLIDATED REVENUE BUDGET OF THE
UNITS/ENTERPRISES IN THE PRODUCTIVE SECTOR.

Name of the Administrative Ministry—Jute.

Name of the Autonomous Organisations/Corporation—Jute Mills

REVENUE BUDGET

(Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
Name of the Units/ Enterprises	A. Income.				
1. Sale of merchandise products.					
(List attached).	2.	Interest on deposits/securities			
	3.	Other income, if any.			
Total 1 to 3 ..					

RECEIPTS

(Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
1. Cost of Materials ..					
2. Wages of workers ..					
3. Pay of Officers ..					
4. Pay of Staff ..					
5. Allowances and other benefits :					
(a) Workers ..					
(b) Officers ..					
(c) Staff ..					
6. Repairs and Mainte- ance.					
7. Cost of power and Fu.L.					
8. Depreciation. ..					
9. Insurance ..					
10. Total 1 to 9 ..					

RECEIPTS

(Taka in thousand)

Particulars.	Actuals for 1975-76.	Budget for 1976-77.	Actuals for 1st 6 months of 1976-77.	Revised Budget for 1976-77.	Budget Estimates for 1977-78.
1	2	3	4	5	6
	Tk.	Tk.	Tk.	Tk.	Tk.
11. <i>Add</i> —Opening stocks (to be valued at market or at cost whichever is lower).					
12. <i>Less</i> —Closing stock (Ditto)					
13. Cost of Sales (10+11-12).					
14. Interest on loan ..					
15. General expenditure/ Administrative overhead.					
16. Other operative/Trad- ing expenses.					
Total 13 to 16 ..					

Total of *A—Total of B=Pre-tax operating Profit/loss.

Appropriation of Profit.

- (a) Income Tax
- (b) Reserve fund
- (c) Contribution to share
holders/Government.
- (d) Others, if any

CORPORATION

Foreign Exchange Budget for

Total demand. Estimated value of commitment to be made during.—

Serial No. Name of the project or enterprise.

Quantity. Value.

Cash. Project aid or grant. Barter.

Source.

Remarks.

1 2 3 4 5 6 7 8 9

1
2
3
4
5
6

Total

Note—Where necessary clarify in separate notes.

..... CORPORATION

Foreign Exchange Budget (Non) Development.

Serial No.	Items of purchase.	Approved estimate for 197 - 7.	Commitments made during the last year against foreign exchange sanctions with information regarding quantity and average per unit or ton price.				Estimated requirement for 197-7 with quantity and average per unit/ton price.			Remarks or justification.
			Commodity Aid of loans with sources.	Barter with sources.	Cash foreign exchange.	Through commercial imports channel.	Commodity aid or loans with possible sources.	Barter with possible sources.	Cash foreign exchange.	
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
Total ..										

Note—Where necessary clarify in separate notes.

..... CORPORATION

Foreign exchange Budget for Invisible Payments (Non-Dev.) for 197 -7.

Items.	Approved Budget Estimate for (last year).	Actual Expenditure in..... (last year).	Budget Estimate for 197 -7 .	Remarks.
1	2	3	4	5
1. Delegation abroad ..				
2. Training abroad ..				
3. Expenditure on A/c of office abroad.				
4. Expenditure on Inter- national fairs.				
5. Subscription to inter- national organisations.				
6. Others ..				

By order of the President

P. K. SARKAR

Deputy Secretary.

OFFICE OF THE SUBDIVISIONAL OFFICER, CHUADANGA

Chuadanga, the 4th April 1977.

No. F.2(1)/76/193.—In exercise of the powers conferred upon me under section 14(2) (a) of the Local Government Ordinance, 1976, I, Muhammad Anwarul Hoque, Subdivisional Officer, Chuadanga, do hereby notify for general information that Mrs. Khodeza Khatun, wife of Abdur Rahman of village Andulbaria, a nominated woman member of Andulbaria Union Parishad, P.S. Jibannagar, failed to submit declaration of assets and properties as required under section 11A of the Local Government Ordinance, 1976 and her seat is hereby declared vacant and in her place the woman, whose particulars are given below, is nominated as woman member of Andulbaria Union Parishad under Jibannagar P.S. :—

Name.	Address.
1. Mrs Hassina Khatun, wife of Sk. Badaruddin.	Vill. and P. O. Andulbaria, district Kushtia.

MUHAMMAD ANWARUL HOQUE

Subdivisional Officer.

Printed by the Officer-in-charge, Bangladesh Government Press, Dacca.

Published by the Assistant Controller-in-charge, Bangladesh Forms & Publications Office,
Dacca.