

The
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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF TEXTILES

NOTIFICATION

Dacca, the 17th December, 1979.

No. S.R.O. 342-L/79.—In exercise of the powers conferred by section 23 of the Bangladesh Handloom Board Ordinance, 1977 (Ord. LXIII of 1977), the Government is pleased to make the following rules, namely:—

THE BANGLADESH HANDLOOM BOARD RULES, 1979

1. **Short title.**—These Rules may be called the Bangladesh Handloom Board Rules, 1979.
2. **Functions of the Chairman.**—The Chairman shall ensure that—
 - (a) the Government policies and directives to the Board are implemented promptly;
 - (b) all decisions of the Board are implemented properly;
 - (c) the financial and other targets of the Board are achieved economically.
3. **Functions of members.**—The members shall perform such functions and discharge such duties as may be assigned by the Board and the Chairman.
4. **Declaration of fidelity and secrecy.**—Every member, officer and other employees of the Board shall, before entering upon his duties, make a declaration of fidelity and secrecy in the form set out in Schedule I.

(3801)

Price: Taka 1.75 Paisa.

5. **Signing of documents.**—The Chairman, members and such officers of the Board as may specifically be authorised by the Board 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 Board.

6. **Plaints, written statements, etc.**—Plaints, written statements, memorandum 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 Board by any officer of the Board authorised by the Chairman in this behalf.

7. **Accounts.**—The Board shall keep proper books of accounts in respect of—

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

8. **Drawing up of annual accounts.**—(1) The annual statement of receipts and expenditure and balance sheet of the Board shall be drawn up, so far as practicable, in the form and manner set out and specified in the Companies Act, 1913 (VII of 1913), and shall be sent to the members at least seven days before the meeting of the Board in which these are to be considered and decisions taken thereon.

9. **Annual budget statement.**—The Board shall, by the 31st May each year, submit to the Government for approval the annual budget statement for the Board for the next succeeding financial year in the form set out in Schedule II.

SCHEDULE I

[See rule 4]

DECLARATION OF FIDELITY AND SECRECY

I,.....hereby declare that I will faithfully, truly, and to the best of my judgment, skill and ability, execute and perform the duties required of me as Chairman, member, officer or employee, as the case may be, of the Bangladesh Handloom Board and which properly relate to any office or position in the said Board held by me.

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 Board nor will I allow any such person to inspect or have access to any book, file, papers or document belonging to or in the possession of the Board and relating to the business of the Board.

Signed before me

Signature_____

Designation_____

Date_____

Signature_____

SCHEDULE II

[See rule 9]

BUDGET FORM FOR THE BANGLADESH HANDLOOM BOARD

Name of the Administrative Ministry : Ministry of Textiles.

Name of the Organisation : Bangladesh Handloom Board.

RECEIPTS

[Taka in thousand]

Particulars.	Actual	Budget	Actuals	Revised	Budget
	for	for	for 1st 6 months of	Budget for	Estimates of
	Tk.	Tk.	Tk.	Tk.	Tk.
A. Revenue Receipts :					
1. Sales					
2. Overhead Charges realised from Units/Projects.					
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) Transport Hire charges ..					
(g) Sales of Tender Forms ..					
(h) Others (items to be specified)					
Total of Revenue Receipts ..					
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. Loans from Banks ..					
5. Grants/Subsidy from Govern- ment.					
6. Recovery of Loans/Advances, etc.					
7. Others (items to be specified) ..					
Total receipts on Capital Account..					
Grand Total—A+B (Total of Revenue Receipts+Total receipts on Capital Account)					

EXPENDITURE

[Taka in thousand]

Particulars.	Actual for	Budget for	Actuals for 1st 6 months of	Revised Budget for	Budget Estimates for
	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 Conveyances					
2. Fringe benefit					
3. Medical charges.. ..					
4. (a) House rent expenses					
(b) House rent allowance					
5. Honorarium					
6. Bonus					
7. Entertainment allowance					
8. Overtime					
9. Other allowances (items to be specified).					
Total—C					
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					

[Taka in thousand]

Particulars.	Actual for	Budget for	Actuals for 1st 6 months of	Revised Budget for	Budget Estimates for
	Tk.	Tk.	Tk.	Tk.	Tk.
9. Books and periodicals ..					
10. Ceremonials and festivals ..					
11. P.O.L.					
12. Repairs and maintenance :					
(a) Building					
(b) Vehicles					
(c) Others					
13. Depreciation					
14. Others (items to be specified) ..					
Total—D ..					
E. Other charges :					
1. P. F. Contribution ..					
2. Pension, Gratuity and leave salary.					
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 ..					

[Taka in thousand]

Particulars.	Actual for	Budget for	Actuals for 1st 6 months of	Revised Budget for	Budget Estimates for
	Tk.	Tk.	Tk.	Tk.	Tk.
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 ..					
Capital Expenditure (Outside ADP) :					
1. Building					
2. Machinery/Stores					
3. Vehicles/Crafts, etc. ..					
4. Cubicles/Rooms					
5. Electric Fitting and Fans ..					
6. Office equipment and Furniture					
7. Loans and advances ..					
8. Repayment of loans :					
(a) To Government ..					
(b) To others					
9. Others (items to be specified) ..					
Total of Capital Expenditure ..					
Grand Total (Total of Revenue expenditure + Total of Capital expenditure).					
Total receipts—Total expenditure= Surplus/deficit.					

FORM FOR THE CONSOLIDATED CASH BUDGET OF THE UNITS/PROJECTS IN THE PRODUCTIVE SECTOR.

Name of the Administrative Ministry : Ministry of Textiles.

Name of the Autonomous Organisation/Corporations: Bangladesh Handloom Board.

RECEIPTS

[Taka in thousand]

Particulars.	Actuals for last year.	Budget for current year.	Actuals for 1st 6 months of the current year.	Revised Budget for current year.	Budget Estimates for next year.
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Name of the Units/Projects (list to be attached).

A. Cash Budget.

Receipts :

1. Opening Balance :
 - (a) Cash in Hand ..
 - (b) Cash in Bank ..
2. Receipts on account 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 specified).

Total 1 to 7 ..

PAYMENTS

[Taka in thousand]

Particulars.	Actuals for last year.	Budget for current year.	Actuals for 1st 6 months of the current year.	Revised Budget for current year.	Budget Estimates for next year.
(a) Revenue Payments :					
1. Actual payments on accounts of revenue expenditure excluding expenditure on depreciation.					
2. Income Tax					
3. Share of overhead charges of the Board.					
4. Payments to outstanding creditors.					
Total 1 to 4 ..					
(b) Payments on capital Account (Non-Development) :					
1. Building					
2. Machinery					
3. Vehicles					
4. Office equipment					
5. Loans and advances					
6. Repayment of annual loan instalment :					
(i) to Government					
(ii) to Others					
7. Other payments of 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/PROJECTS
IN THE PRODUCTIVE SECTOR.

Name of the Administrative Ministry : Ministry of Textiles.

Name of the Autonomus Organisation/Corporation : Bangladesh Handloom Board.

REVENUE BUDGET

[Taka in thousand]

Particulars.	Actuals for last year.	Budget for current year.	Actuals for 1st 6 months of the current year.	Revised Budget for current year.	Budget Estimates for next year.
Name of the Units/Projects (List to be attached).					
A. Income :					
1. Sale of merchandise products ..					
2. Interest on deposits/securities ..					
3. Other income, if any ..					
Total 1 to 3 ..					
RECEIPTS					
B. Expenditure :					
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 Maintenance ..					
7. Cost of power and fuel ..					
8. Depreciation ..					
9. Insurance ..					
*10. Total 1 to 9 ..					

RECEIPTS

[Taka in thousand]

Particulars.	Actuals for last year.	Budget for current year.	Actuals for 1st 6 months of the current year.	Revised Budget for current year.	Budget Estimates for next year.
11. <i>Add</i> - Opening stocks (to be valued at market or at cost whichever is lower).					
12. <i>Less</i> - Closing stock (to be valued at market or at cost whichever is lower).					
13. Cost of Sales (10+11- 12) ..					
14. Interest on loan					
15. General expenditure/administrative overhead.					
16. Other operative/Trading 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 ..					

BANGLADESH HANDLOOM BOARD

Annual Development Programme for

Sl. No.	Name of Scheme.	Status.	Estimated cost.	Total F.E.	Annual expenditure incurred year before last.	Total F.E.	Estimated expenditure during last year.	Provision for—				Foreign exchange required for—			Source of AID.	Status of AID.
								Total.	Capital.	Revenue.	Total.	Cash/Barter.	Project AID.			
								9	10	11	12	13	14	15	16	
On-going Project:																
1						7	8									
2																
3																
4																
5																
6																
7																
8																
9																
10																
Total ..																

Note—Any point not covered may be specified in separate notes or clarifications.

BANGLADESH HANDLOOM BOARD
Foreign Exchange Budget (Non) Development.

Commitments made during the last year against foreign exchange transactions with information regarding quantity and average price or ton price. Estimated requirement for 19.... with quantity and average price per unit/ton price. Cash foreign exchange. Remarks or justification.

Sl. No. Items of purchase. Approved estimate for 19.....

Commodity Aid or loans with sources. Barter with sources. Cash foreign exchange. Through commercial imports channel. Commodity Barter with possible sources.

1 2 3 4 5 6 7 8 9 10 11

1
2
3
4
5
6
7

Total ..

Note—Where necessary clarify in separate note.

BANGLADESH HANDLOOM BOARD

Foreign Exchange Budget for.....

Sl. No.	Name of the Project.	Total demand.			Estimated value of commitment to be made during—			Source.	Remarks.
		Quantity.	Value.		Cash.	Project aid or grant.	Barter.		
	2	3	4	5	6	7	8	9	
1									
2									
3									
4									
5									
6									
Total ..									

Note—Where necessary clarify in separate notes.

BANGLADESH HANDLOOM BOARD

Foreign Exchange Budget for Invisible payments (Non-Development) for 19.....

Items.	1	2	3	4	5
		Approved Budget estimate for..... (last year).	Actual expenditure in..... (last year).	Budget estimate for 19.....	Remarks.
1. Delegation abroad	
2. Training abroad	
3. Expenditure on account of Office abroad	
4. Expenditure on International fairs	
5. Subscription to International Organisations	
6. Others	

By order of the President

M. A. SATTAR
Deputy Secretary.

Section VI

NOTIFICATION

Dacca, the 17th December, 1979.

No. S.R.O. 343-L/79.—In exercise of the powers conferred by the proviso to article 133 of the Constitution of the People's Republic of Bangladesh, the President, after consultation with the Bangladesh Public Service Commission as required by clause (2) of article 140 of that Constitution, is pleased to make the following amendment in the Gazetted Officer (Department of Textiles) Recruitment Rules, 1979 published under S.R.O. No. 105-L/79, dated the 21st April, 1979, namely:—

In the aforesaid Rules,—

- (a) for the word "Article" wherever occurring the word "article" shall be substituted; and
- (b) in the Schedule, in column 4 against Sl. No. 4, in clause (b), for the full-stop at the end a semi-colon shall be substituted and thereafter the following shall be added, namely:—

"Provided that in case a suitable person is not available for promotion under clause (a) above, such vacancy may also be filled in by direct recruitment."

By order of the President

M. A. SATTAR

Deputy Secretary.

CABINET SECRETARIAT

Internal Training Section

NOTIFICATION

Dacca, the 17th December, 1979.

No. S.R.O. 344-L/79.—In exercise of the powers conferred by the proviso to article 133 of the Constitution of the People's Republic of Bangladesh, the President, after consultation with the Bangladesh Public Service Commission as required by clause (2) of article 140 of that Constitution, is pleased to make the following rules, namely:—

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NON-GAZETTED STAFF) RECRUITMENT RULES, 1979.

1. **Short title.**—These rules may be called National Institute of Public Administration (Non-Gazetted Staff) Recruitment Rules, 1979.

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

- (a) "appointing authority" means the Director General, National Institute of Public Administration;

- (b) "Commission" means the Bangladesh Public Service Commission;
- (c) "probationer" means a person appointed on probation to a specified post;
- (d) "recognised University or recognised Board" means a University, or as the case may be, Board established by or under any law for the time being in force and includes any other University or Board to be declared by the Government, after consultation with the Commission, to be a recognised University or Board for the purpose of these rules;
- (e) "requisite qualification", in relation to a specified post, means the qualification laid down in the Schedule in relation to that post;
- (f) "Schedule" means the Schedule annexed to these rules; and
- (g) "specified post" means a post specified in the Schedule.

3. **Procedure for recruitment.**—(1) Subject to the provisions of the Schedule and instructions relating to reservation for the purpose of clause (3) of article 29 of the Constitution of the People's Republic of Bangladesh, appointment to a specified post shall be made—

- (a) by direct recruitment; or
- (b) by promotion.

(2) No person shall be appointed to a specified post unless he has the requisite qualification and, in the case of direct recruitment, he is also within the age limit if any laid down in the Schedule for that post.

4. **Appointment by direct recruitment.**—(1) No appointment to a specified post by direct recruitment shall be made except upon the recommendation of the Commission.

(2) No person shall be eligible for appointment to a specified post by direct recruitment, if he—

- (a) is not a citizen of Bangladesh :

Provided that this clause shall not apply in the case of a person who is already in the service of the Republic;

- (b) is married to, or has entered into a promise of marriage with, a person who is not a citizen of Bangladesh.

(3) No appointment to a specified post by direct recruitment shall be made until—

- (a) the person selected for appointment is certified by a Medical Officer competent to issue medical certificate in terms of rule 14 of the Service Rules, Part I, to be medically fit for such appointment and that he does not suffer from any such organic defect as is likely to interfere with the discharge of the duties of the specified post; and
- (b) the antecedents of the person so selected have been verified through appropriate agencies and found to be such as do not render him unfit for appointment in the service of the Republic.

(4) No person shall be recommended for appointment to a specified post unless—

(a) he applied in such form, accompanied by such fee and before such date, as was notified by the Commission while inviting applications for the specified post; and

(b) in the case of a person already in Government Service or in the service of a local authority, he applied through his official superior.

5. **Appointment by promotion.**—(1) Appointment by promotion to a specified post shall be made on the recommendation of such Departmental Promotion Committee as the Government may constitute in this behalf.

(2) A person shall not be eligible for appointment by promotion to a specified post if he has unsatisfactory records of service.

6. **Probation.**—(1) Person selected for appointment to a specified post against a substantive vacancy shall be appointed on probation—

(a) in the case of direct recruitment, for a period of two years from the date of substantive appointment; and

(b) in the case of promotion, for a period of one year from the date of such appointment :

Provided that the appointing authority may, for reasons to be recorded in writing, extend the period of probation by a period or periods so that the extended period does not exceed two years in the aggregate.

(2) Where, during the period of probation of a probationer, the appointing authority is of opinion that his conduct and work is unsatisfactory or that he is not likely to become efficient, it may, before the expiry of that period—

(a) in the case of direct recruitment, terminate the service of the probationer; and

(b) in the case of promotion, revert him to the post from which he was promoted.

(3) After the completion of the period of probation including the extended period, if any, the appointing authority,

(a) if it is satisfied that the conduct and work of the probationer during his period of probation has been satisfactory, shall subject to the provisions of sub-rule (4) confirm him; and

(b) if it is of opinion that the conduct and work of the probationer during that period was not satisfactory, may,—

(c) in the case of direct recruitment, terminate his service; and

(d) in the case of promotion, revert him to the post from which he was promoted.

(4) A probationer shall not be confirmed in a specified post until he has passed such examination and undergone such training as the Government may, from time to time, direct.

THE SCHEDULE

Sl. No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment.	Qualification and experience.
1	2	3	4	5
1	P. A. to Director General or Director.	18 to 25 years	By direct recruitment	In accordance with the procedure laid down in the stenographers and stenotypists (Ministries, Divisions and Attached Departments) Recruitment Rules, 1978 (vide Notification No. SKO. 109-L/78/ED/SWIII-3-18/78-128, dated the 16th May, 1978.
2	Statistician	Ditto	By promotion from amongst Upper Division Assistants, Accountants, Accounts Assistants, Reference Assistants, Tabulators and Cataloguers, or when none is found suitable for promotion by direct recruitment.	<p><i>For direct recruitment:</i></p> <p>Must have at least a Bachelor's degree from a recognized University with Statistics with at least 3 years' experience in statistical work in any Government Office or office of a body corporate.</p> <p><i>For promotion:</i></p> <p>Must have at least 5 years' experience in the feeder post having diploma in statistics.</p>

3	Accountant	..	Ditto	..	By promotion from amongst Upper Division Assistants, Accounts Assistants and Cashier, or when none is found suitable for promotion, by direct recruitment.	For direct recruitment: Must have at least a Bachelor's degree from a recognised University with preferably 2 years' practical experience in accounts work and fair knowledge in administrative job. Persons having a Bachelor's degree in Commerce will be given preference.
4	Stenographer/or Typist.	Steno-	Ditto	..	By direct recruitment	For promotion: Must have passed Intermediate (H.S.C.) examination from a recognised Board with 3 years' experience in feeder posts. In accordance with the procedure laid down in the Stenographers and Stenotypists (Ministries, Divisions and Attached Departments) Recruitment Rules, 1978 (vide Notification No. SRO.109-L/78/ED/SWIII-3-18/78-128, dated the 16th May, 1978.)
5	Cashier	..	Ditto	..	By promotion from amongst Accounts Assistants, Lower Division Assistants and Clerk-cum-Typist, or when none found suitable for promotion, by direct recruitment.	For direct recruitment: Must have at least a Bachelor's degree from a recognised University preferably in Commerce. Must have at least 3 years' experience in accounts work in any reputed Organization and should have experience in handling cash. For promotion: Same educational and other qualifications as direct recruitment.

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6 Publication Assistant .. 18 to 25 years .. By direct recruitment .. Must have at least a Bachelor's degree from a recognised University with 3 years' practical experience in publication work in any Government office or office of a body corporate or in any reputed private printing firm.

7 Cataloguer .. Ditto .. (i) 50% by direct recruitment For direct recruitment:

Must have at least a Bachelor's degree with diploma in Library Science. Must have minimum 3 years' practical experience in any reputed library.

(ii) 50% by promotion from the post of Library Assistant.

Must have librarianship certificate from any recognised University/or Institute and should have minimum 5 years' experience as Library Assistant.

8 Typist Pool Supervisor Ditto .. By promotion from amongst Typist and Clerk-cum-Typists.

9 Receptionist .. Ditto .. By direct recruitment .. Must have passed the Intermediate (H.S.C.) Examination from a recognised Board. Must be smart, energetic and of amiable disposition.

10 Reference Assistant .. Ditto .. By promotion from amongst Lower Division Assistants/Receipt-cum-Despatch Clerk/Clerk-cum-Typist and Tabulator, or when none is found suitable for promotion, by direct recruitment.

By direct recruitment :
Must have at least Bachelor's degree from a recognised University. Must have 3 years' experience in clerical work in any Government office or office of a body corporate. Should have knowledge in maintaining office files/records/documents, etc. satisfactorily and also knowledge in noting and drafting.

For promotion :

Must have at least 5 years' experience in feeder post. Must be capable of maintaining files and records. Should have knowledge in noting and drafting.

11 Accounts Assistants .. Ditto .. By promotion from amongst Lower Division Assistants, Clerk-cum-Typist and Tabulators, or when none is found suitable for promotion, by direct recruitment.

For direct recruitment :

Must have passed at least Intermediate (H.S.C.) preferably in Commerce from a recognised Board. Must have at least 3 years' practical experience.

For promotion :

Must have passed the Intermediate (H.S.C.) examination preferably in Commerce from a recognised Board. Must have at least 3 years' experience in feeder post.

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12 PABX Operator/for Tele- 18 to 25 years By direct recruitment
phone Operator.

For Direct recruitment:

Must have passed the Intermediate (H.S.C.) examination from a recognised Board. Must have certificate from any recognised Technical Institute on Telephone Operation. Preference will be given to those who have at least 3 years' practical experience in the line.

13 Care-Taker

Ditto

By promotion from amongst Lower Division Assistants and Clerk-cum-Typists, or when none is found suitable for promotion, by direct recruitment.

For direct recruitment:

Must have passed the Intermediate (H.S.C.) examination from a recognised Board. Must be a smart and energetic young man of active habits. Should have minimum 3 years' experience in Care-Taking job in any reputed Organisation. Must be able to perform out-door work efficiently. Should have sufficient knowledge in maintaining security of office building, equipments including official vehicles and all other Government properties. Should have fair knowledge in supervising work of drivers and Class IV employees. Must be able to maintain duty chart of Darwans and Night Guards.

For promotion:

Must have passed the Intermediate (H.S.C.) examination from a recognised Board. Other qualifications and experience as indicated in the case of direct recruitment are applicable.

For direct recruitment:

Must have passed the Intermediate (H.S.C.) examination from a recognised Board. Should have sufficient knowledge and practical experience in handling Gestofax, Ozalid Project Printer, Photo Copying Machine, Duplicating Machine, Paper Cutting Machine and other electrical equipment of Reproduction Pool.

For promotion:

Must have passed S.S.C. examination from a recognised Board. Must have 3 years' experience in feeder post. Other qualifications and experience as indicated for direct recruitment are applicable.

As per procedure laid down by the Government.

Must have passed the Intermediate (H.S.C.) examination from a recognised Board. Must have at least 3 years' experience in clerical work in any Government Office or Office of a body corporate.

14 Reproduction Equipment Supervisor. Ditto .. By promotion from amongst Reproduction Operators and Assistant Reproduction Operators, or when none is found, suitable for promotion, by direct recruitment.

15 Clerk-cum-Typist .. Ditto .. By direct recruitment

16 Receipt-cum-Despatch Clerk. Ditto .. Ditto

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17 Library Assistant .. 18 to 25 years By direct recruitment .. Must have passed the Intermediate (H.S.C.) examination from a recognised Board. Must have librarianship certificate from any recognised University or Institution. Preference will be given to those who have at least 2 years' experience in the line.

18 Tabulator .. Ditto .. Ditto .. Must have a passed the Intermediate (H.S.C.) examination from a recognised Board with Statistics or Mathematics. Should have at least 3 years' practical experience in tabulating work in any reputed Organisation.

By order of the President

SAFIUR RAHMAN

Deputy Secretary.

যুব উন্নয়ন মন্ত্রণালয়

সিদ্ধান্তমালা

ঢাকা, ১৫ই ডিসেম্বর, ১৯৭৯।

নং যুউম-৩/সংস্থা-১/৭৯-১৪—সরকার বাংলাদেশ জাতীয় যুব সংস্থা স্থাপন সংক্রান্ত ১৯৭৯ সালের ৮ই জুন তারিখের সিদ্ধান্তমালা নিম্নলিখিতরূপে সংশোধন করিলেনঃ

১। উক্ত সিদ্ধান্তমালার ২ অনুচ্ছেদের (ঠ) দফার পরিবর্তে নিম্নরূপ (ঠ) দফা প্রতিস্থাপিত হইবেঃ

“(ঠ) দেশের বেকার ও আধা-বেকার যুব শক্তির সঠিক তালিকা প্রস্তুত করা”।

২। উক্ত সিদ্ধান্তমালার ৩, ৪, ৫, ৬, ৭, ৮, ৯, ১০, ১১ এবং ১২ অনুচ্ছেদগুলির পরিবর্তে নিম্নরূপ ৩, ৪, ৫, ৬, ৭, ৮, ৯, ১০, ১১, ১২, ১৩, ১৪, ১৫ এবং ১৬ অনুচ্ছেদগুলি প্রতিস্থাপিত হইবেঃ

“৩। জাতীয় যুব কমিটি।—(১) নিম্নলিখিত সদস্যগণের সমন্বয়ে যুব সংস্থার জন্য একটি জাতীয় যুব কমিটি থাকিবেঃ

- (ক) দেশের সমাজকর্মীদের মধ্য হইতে সরকার কর্তৃক মনোনীত তেত্রিশজন সদস্য;
- (খ) প্রতি জেলার সমাজকর্মীদের মধ্য হইতে জেলা যুব কমিটি কর্তৃক নির্বাচিত তিনজন সদস্য;
- (গ) প্রতি বিভাগ হইতে সরকার কর্তৃক মনোনীত দুইজন সদস্য।

৪। জেলা যুব কমিটি।—(১) নিম্নলিখিত সদস্যগণের সমন্বয়ে প্রতি জেলায় একটি জেলা যুব কমিটি থাকিবেঃ

- (ক) জেলার সমাজকর্মীদের মধ্য হইতে সরকার কর্তৃক মনোনীত পনেরজন সদস্য;
- (খ) মহকুমা যুব কমিটিসমূহ কর্তৃক যৌথভাবে নির্বাচিত ছত্রিশজন সদস্য।

(২) সরকার জেলা যুব কমিটির সদস্যগণের মধ্য হইতে একজন চেয়ারম্যান মনোনীত করিবেন এবং অন্যান্য সদস্যগণ নিজেদের মধ্য হইতে একজন ভাইস-চেয়ারম্যান, একজন সচিব ও একজন কুশ্ম-সচিব নির্বাচিত করিবেন।

৫। মহকুমা যুব কমিটি।—(১) নিম্নলিখিত সদস্যগণের সমন্বয়ে প্রতি মহকুমায় একটি মহকুমা যুব কমিটি থাকিবেঃ

- (ক) মহকুমার সমাজকর্মীদের মধ্য হইতে সরকার কর্তৃক মনোনীত দশজন সদস্য;
- (খ) থানা যুব কমিটিসমূহ কর্তৃক যৌথভাবে নির্বাচিত একত্রিশজন সদস্য।

(২) সরকার মহকুমা যুব কমিটির সদস্যগণের মধ্য হইতে একজন চেয়ারম্যান মনোনীত করিবেন এবং অন্যান্য সদস্যগণ নিজেদের মধ্য হইতে একজন ভাইস-চেয়ারম্যান, একজন সচিব ও একজন কুশ্ম-সচিব নির্বাচিত করিবেন।

৬। থানা যুব কমিটি।—(১) নিম্নলিখিত সদস্যগণের সমন্বয়ে প্রতি থানায় একটি থানা যুব কমিটি থাকিবে:

- (ক) থানার সমাজকর্মীদের মধ্য হইতে সরকার কর্তৃক মনোনীত সাতজন সদস্য;
- (খ) ইউনিয়ন কমিটিসমূহ কর্তৃক যৌথভাবে নির্বাচিত আটশজন সদস্য যাহার মধ্যে প্রতি ইউনিয়ন হইতে কমপক্ষে একজন সদস্য থাকিবেন।

(২) সরকার থানা যুব কমিটির সদস্যগণের মধ্য হইতে একজন চেয়ারম্যান মনোনীত করিবেন এবং অন্যান্য সদস্যগণ নিজেদের মধ্য হইতে একজন ভাইস-চেয়ারম্যান, একজন সচিব ও একজন যুগ্ম-সচিব নির্বাচিত করিবেন।

৭। ইউনিয়ন যুব কমিটি।—(১) নিম্নলিখিত সদস্যগণের সমন্বয়ে প্রতি ইউনিয়নে একটি ইউনিয়ন যুব কমিটি থাকিবে:

- (ক) ইউনিয়নের সমাজকর্মীদের মধ্য হইতে সরকার কর্তৃক মনোনীত তিনজন সদস্য;
- (খ) ইউনিয়নের প্রাথমিক সদস্যগণ কর্তৃক নিজেদের মধ্য হইতে নির্বাচিত আঠারজন সদস্য।

(২) সরকার ইউনিয়ন যুব কমিটির সদস্যগণের মধ্য হইতে একজন চেয়ারম্যান মনোনীত করিবেন এবং অন্যান্য সদস্যগণ নিজেদের মধ্য হইতে একজন ভাইস-চেয়ারম্যান, একজন সচিব ও একজন যুগ্ম-সচিব নির্বাচিত করিবেন।

৮। কমিটিসমূহের কার্যকাল।—উপরোক্ত কমিটিসমূহের কার্যকাল হইবে দুই বৎসর।

৯। প্রাথমিক সদস্য।—১৭ হইতে ৩১ বৎসর বয়স সীমাবদ্ধ যে কোন যুবক জাতীয় কার্যনির্বাহী কমিটি কর্তৃক নির্ধারিত নিয়ম-কানুন অনুসারে যুব সংস্থায় প্রাথমিক সদস্য হইতে পারিবেন।

১০। এ্যাড্‌হক কমিটি।—সিমান্তমালা মোতাবেক জাতীয় যুব কমিটি, জেলা যুব কমিটি, মহকুমা যুব কমিটি, থানা যুব কমিটি ও ইউনিয়ন যুব কমিটিসমূহ গঠিত না হওয়া পর্যন্ত সরকার উহাদের স্থলে এ্যাড্‌হক কমিটি গঠন করিতে পারিবেন এবং এই এ্যাড্‌হক কমিটিসমূহের চেয়ারম্যানগণ সরকার নির্ধারিত সময়ের মধ্যে ও সরকারের নির্দেশ মোতাবেক উক্ত কমিটিসমূহের নির্বাচিত সদস্যদের নির্বাচন কাজ পরিচালনা করিবেন।

১১। জাতীয় কার্যনির্বাহী কমিটি।—(১) যুব সংস্থায় নিম্নলিখিত সদস্যগণের সমন্বয়ে একটি জাতীয় কার্যনির্বাহী কমিটি থাকিবে:

- (ক) একজন চেয়ারম্যান;
- (খ) তিনজন ভাইস-চেয়ারম্যান;
- (গ) একজন সেক্রেটারী-জেনারেল;
- (ঘ) দুইজন সেক্রেটারী;
- (ঙ) একজন কোষাধ্যক্ষ;
- (চ) এগারজন সদস্য।

(২) চেয়ারম্যান সরকার কর্তৃক মনোনীত হইবেন এবং অন্যান্য কর্মকর্তা ও সদস্যগণ জাতীয় যুব কমিটি কর্তৃক নির্বাচিত হইবে। তবে শর্ত থাকে যে, প্রথম জাতীয় কার্যনির্বাহী কমিটি সরকার কর্তৃক মনোনীত হইবে এবং ইহার কার্যকাল হইবে এক বৎসর।

১২। কমিটিসমূহের ক্ষমতা ও কর্তব্য।—(১) জাতীয় কার্যনির্বাহী কমিটি যুব সংস্থার মূল উদ্দেশ্য বাস্তবায়িত করিবার জন্য প্রয়োজনীয় ব্যবস্থা গ্রহণ করিবে।

(২) জাতীয় যুব কমিটি জাতীয় কার্যনির্বাহী কমিটিকে উহার কার্য পরিচালনার ব্যাপারে পরামর্শ দিবে।

(৩) জেলা যুব কমিটি, মহকুমা যুব কমিটি, থানা যুব কমিটি ও ইউনিয়ন যুব কমিটিসমূহ উহাদের নিজ নিজ এলাকায় জাতীয় কার্যনির্বাহী কমিটির নির্দেশাবলী বাস্তবায়িত করিবে।

১৩। অফিস স্থাপন এবং কর্মচারী নিয়োগ।—জাতীয় কার্যনির্বাহী কমিটি, জেলা যুব কমিটি, মহকুমা যুব কমিটি এবং থানা যুব কমিটিসমূহের কার্যনির্বাহি করিবার ব্যাপারে সাহায্য করিবার জন্য যুব সংস্থা বিভিন্ন সদরে অফিস স্থাপন এবং মুখ্যনির্বাহী কর্মকর্তা ও অন্যান্য প্রয়োজনীয় কর্মকর্তা ও কর্মচারী নিয়োগ করিতে পারিবে। তবে এই সব কর্মকর্তা ও কর্মচারী নিয়োগের জন্য পদ সৃষ্টির ক্ষমতা কেবলমাত্র সরকারের থাকিবে।

১৪। তহবিল।—(১) যুব সংস্থার একটি নিজস্ব তহবিল থাকিবে এবং উহা নিম্নরূপে গঠিত হইবে:

(ক) সরকারী অনুদান;

(খ) জাতীয় ও আন্তর্জাতিক উন্নয়ন ও সেবামূলক সংস্থা হইতে সরকারের পূর্ব অনুমোদনক্রমে প্রাপ্ত সাহায্য ও অনুদান।

(২) যুব সংস্থার তহবিল ব্যাংকে রাখা হইবে। সংস্থার মুখ্য নির্বাহী কর্মকর্তা এবং জাতীয় কার্যনির্বাহী কমিটির চেয়ারম্যান অথবা সেক্রেটারী-জেনারেলের যুক্ত স্বাক্ষরে ব্যাংক একাউন্ট হইতে টাকা উঠান হইবে।

(৩) সরকার কর্তৃক অনুমোদিত জনৈক চার্টার্ড একাউন্টেন্ট প্রতি বৎসর যুব সংস্থার হিসাব নিরীক্ষণ করিবেন এবং নিরীক্ষণের প্রতিবেদন প্রাপ্তির এক মাসের মধ্যে যুব সংস্থা উহা সরকারের নিকট পেশ করিবে।

১৫। বাজেট।—(১) যুব সংস্থা উহার বাজেট সরকারের নিকট অনুমোদনের জন্য পেশ করিবে।

(২) বিভিন্ন সময়ে সরকার যুব সংস্থার নিকট যে সমস্ত তথ্য ও প্রতিবেদন ইত্যাদি চাহিবেন যুব সংস্থা উহা সরকারের নিকট পেশ করিবে।

(৩) প্রত্যেক আর্থিক বৎসর শেষে যুব সংস্থা সরকারের নিকট উহার কার্যকলাপ সম্পর্কে একটি বাৎসরিক প্রতিবেদন পেশ করিবে।

১৬। সরকারী নির্দেশ।—যুব সংস্থার উদ্দেশ্য বাস্তবায়নের জন্য সরকার সংস্থার জাতীয় কার্যনির্বাহী কমিটিকে প্রয়োজনীয় নির্দেশ প্রদান করিতে পারিবেন এবং উক্ত কমিটি উহা পালনে বাধ্য থাকিবে”।

প্রেসিডেন্টের আদেশক্রমে

আব্দু সাদ্দেদ চৌধুরী

ভারপ্রাপ্ত যুগ্ম-সচিব।

OFFICE OF THE SUBDIVISIONAL OFFICER, JAMALPUR SADAR

(L. G. Section)

NOTIFICATION

Jamalpur, the 14th December, 1979.

No. 34-46/304/L.G.—In exercise of the powers conferred upon me by Rule 15 of the Local Government Ordinance, 1976, 1, Abdul Quader, Subdivisional Officer, Jamalpur (Sadar) being the Prescribed Authority, do hereby nominate the Women shown in Col. No. 2 of the Schedule below for the Union Parishads and Thana shown in Col. Nos. 3 and 4 of the said Schedule in the vacancies caused due to the resignation of the nominated Women Members shown in Col. No. 5, with effect from 1st November, 1979.

Sl. No.	Name of Nominated Women Member with full address.	Name of Union Parishad.	Name of Thana.	Name of resigned Women Members.
1	2	3	4	5
1	Mrs Nurjahan Haque, wife of Baidul Haque, Vill and P. O. Shandabari, Dist. Jamalpur.	Char Amkhowa	Dewanganj	Mrs Mahmuda Khatun.
2	Mrs. Mahfuza Begum, wife of Shamsul-Hoque, Vill. Pollakandi P.O. Bahadurabad, Dist. Jamalpur.	Bahadurabad	Do.	Mrs Sufia Begum.
3	Mrs Khatun-E-Jannat, wife of Afsar Uddin, Vill. Halkerchar, Dist. Jamalpur.	Chukaibari	Do.	Miss Jahanara Khatun.

ABDUL QUADER

Subdivisional Officer.

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