

Bangladesh



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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF FINANCE

Finance Division

NOTIFICATION

Dhaka, the 26th December, 1984

No. S.R.O. 586-L/84.—In exercise of the powers conferred by Article 44 of the Bangladesh Shilpa Bank Order, 1972 (P. O. No. 129 of 1972), and in supersession of all rules or regulations made or circulars issued in this behalf, the Board of Directors of the Bangladesh Shilpa Bank, with the previous approval of the Government, is pleased to make the following regulations, namely :—

**THE BANGLADESH SHILPA BANK EMPLOYEES
SERVICE REGULATIONS, 1984.**

CHAPTER I

PRELIMINARY

1. **Short title and application.**—(1) These regulations may be called the Bangladesh Shilpa Bank Employees Service Regulations, 1984.

(2) These regulations shall apply to all full-time employees of the Bangladesh Shilpa Bank appointed in Bangladesh (whether actually working in Bangladesh or abroad) other than persons on deputation from the Government, local authority and those engaged on contract, or on part-time basis, except to the extent these are expressly made applicable to any of them by the terms of their employment.

(14101)

Price : .Taka 3.00

Explanation.—Separate Regulations may be made for the employees of the Bangladesh Shilpa Bank as and when recruited abroad for its branches. An employee to whom the provisions of these regulations apply shall continue to be governed by the provisions of these regulations when posted to a branch abroad.

2. **Definitions.**—(1) In these regulations, unless there is anything repugnant in the subject or context :—

- (a) “average pay”, for the purpose of calculation of leave salary, means last pay drawn or the average of the last twelve complete months’ pay immediately preceding the month in which the event occurs, whichever is favourable to the employee;
- (b) “branch” of the Bank includes sub-branches, pay offices, pay booths and sub-pay offices of the Bank;
- (c) “basic pay” means the pay on the scale or fixed rate of pay which has been sanctioned for a post held by an employee substantively or in an officiating capacity but does not include any other remuneration which may be classed as pay or is granted in view of personal consideration;
- (d) “competent authority”, in relation to exercise of any power under these regulations, means the Board and includes an authority specified in these regulations or by the Board for the purposes of these regulations;
- (e) “duty” includes service as a probationer and also the period during which an employee is on joining time;
- (f) “employee” means an employee of the Bank, whether temporary or permanent, and includes an officer;
- (g) “family” includes wife or husband, children, step-children and parents residing with, and wholly dependent upon, an employee;
- (h) “joining time” means the time allowed to an employee to join a post on transfer;
- (i) “officer” means an officer of the Bank, whether temporary or permanent, classified as such in Schedule I and includes an officer on probation;
- (j) “officiating” in relation to an employee, means officiating in a post when he performs the duties of a post on which another employee holds a lien and includes an employee appointed to officiate in a vacant post on which no other employee holds a lien;
- (k) “order” means the Bangladesh Shilpa Bank Order, 1972 (President’s Order No. 129 of 1972);
- (l) “pay” means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity or as a probationer and includes personal pay and any other remuneration classed as pay with the approval of the Government.
- (m) “personal pay” means an addition in the nature of pay, granted to an employee to save him from loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as disciplinary measure or, in exceptional circumstances, on other personal considerations;

- (n) "probationer" means an employee employed on probation against a substantive vacancy in any post;
- (o) "service" includes the period during which an employee is on duty or on leave duly authorised by a competent authority but does not include any period during which an employee is absent from duty without permission or overstays his leave unless such period of absence or overstay is regularised by an order in writing by the competent authority;
- (p) "subsistence allowance" means a monthly grant made to an employee during the period he is under suspension;
- (q) "substantive pay" means the pay to which an employee is entitled on account of the post to which he is appointed substantively but does not include personal pay and any other emoluments classed as pay; and
- (r) "suspension" means temporary cessation of duties.

(2) All other words used in these regulations shall have the same meaning as in the Order.

CHAPTER II

APPOINTMENT AND PROMOTION

3. **Classification.**—(1) The employees shall be classified and designated as shown in Schedule I.

(2) No post shall be created with designation or scale of pay other than those mentioned in the Services (Banks and Financial Institutions) (Pay and Allowances) Order, 1978, without the approval of the Government.

(3) An employee of the Bank, other than an officer, appointed to a particular category of posts as shown in Schedule I shall continue in the same category :

Provided that if he fulfils such conditions as may be laid down in this behalf, he may be appointed to another category of posts by the competent authority.

4. **Nationality.**—(1) No person shall be appointed to any post in the service of the Bank unless he is a citizen of Bangladesh :

Provided that the Board may, in special cases, waive the condition subject to fulfilment of other conditions regarding employment of foreign nationals in Bangladesh.

Note.— Every employee shall, on his appointment, declare his domicile in writing on the form specified in Schedule II.

(2) No employee shall marry, nor shall enter into a promise of marriage with, a foreign national except with the permission granted under sub-regulation (3).

(3) The President of Bangladesh may, on an application made to him in this behalf, grant permission to marry, or enter into a promise of marriage with, a foreign national.

(4) An employee who contravenes the provisions of sub-regulation (2) shall, notwithstanding anything contained in any other law or in the terms and conditions of his service, be liable to be removed from service.

5. **Age.**—(1) Subject to the provisions of sub-regulation (2), a candidate for any post in the scale of Taka 750—1470 and below shall not be less than 21 years and more than 25 years of age, in case of an officer, and not less than 18 years and more than 25 years of age, in case of other employees on the 1st of July of the financial year during which the recruitment test (written or viva voce test whichever is earlier) is held for direct recruitment of an officer or an employee of the Bank :

Provided that the Board may, in special cases relax the upper age limit for reasons to be recorded in writing :

Provided further that no employee of the Bank shall be accorded permission for appearing more than three times at any test for direct recruitment, to any of the posts in the Bank.

(2) A candidate shall not be less than eighteen years and more than forty years of age at the time of appointment by direct recruitment to any post in the New scales of Taka 225—6—315, Taka 240—7—282—EB—7—345 and Taka 250—8—282—EB—8—362.

6. **Physical fitness.**—No person shall be appointed in the service of the Bank unless he is declared physically fit by the Medical Officer of the Bank or any other Medical authority specified by the Bank in this behalf.

7. **Method of appointment.**—Appointment to the posts of officers and other employees shall be made by direct recruitment or by promotion from such posts and in such proportion as is given in Schedule III. The minimum qualification required for direct recruitment and eligibility for promotion are also given in Schedule III :

Provided that, where suitable candidates are not available in adequate number, posts which are to be filled by promotion may be filled by direct recruitment, and in case of such direct recruitment in all posts in the scale of Tk. 1850—2375 and above, a candidate shall not be less than 27 years and more than 45 years of age if such candidate has not worked in any bank or a financial institution for at least 5 years :

Provided further that any post may be filled by deputation of persons from outside the Bank.

Explanation.—In this regulation and other regulations, Bank means a bank to which the Banking Companies Ordinance, 1962 (LVII of 1962), applies and “financial institution” means Bangladesh Shilpa Bank, Bangladesh Shilpa Rin Sangstha, Investment Corporation of Bangladesh and House Building Finance Corporation.

8. **Commencement of Service.**—The service under the Bank shall commence from the working day on which an employee reports for duty at the place and time intimated to him by the competent authority if he reports before noon and from the next working day if he reports in the afternoon.

9. **Agreements, etc.**—(1) An employee entering the service of the Bank shall, at the time of his appointment, sign an Agreement in the form specified in Schedule IV.

(2) On entering the service of the Bank, each employee shall sign the declaration of fidelity and secrecy in the form specified in Schedule V.

(3) The Cashiers, Godown Keepers, Godown Inspectors and such other employees as may be specified by the Board from time to time shall at the time of their appointment, furnish security to the Bank on the scales as may be laid down by the Board from time to time and such security may be furnished in cash or in the form of fidelity insurance according to the proportion decided by the Board and the premium for the fidelity insurance shall be recovered by the Bank from the pay of the employee.

(4) The security furnished by an employee under sub-regulation (3) may be released only after the expiry of six months from the date on which he resigns or retires or on which his services are otherwise terminated, subject to the condition that this provision may be relaxed or waived, in special cases, by the Managing Director.

(5) The Bank may take fidelity insurance of floating cover for an amount as may be determined by the Board in respect of an employee who is required by sub-regulation (3) to furnish security to the Bank.

10. **Assignment of duty.**—(1) An employee may be assigned such duties as may be determined in each case or class of cases from time to time.

(2) An employee may be required to serve at any time and in any place in or outside Bangladesh.

11. **Confirmation.**—(1) Unless otherwise specified in the terms of appointment, in the case of direct recruitment to any post, the period of probation shall be two years in case of an officer and one year in case of other employees:

Provided that the Board, in case of an employee in the new scale of Taka 1400—2225 or above, and the Managing Director, in case of an employee in the new scale of Taka 750—1470 or below, for reasons to be recorded in writing, extend the period of probation by such further period and on such terms and conditions as it or he may decide.

(2) (a) Confirmation of a direct recruit to any post shall be made by the Board in case of an employee in the new scale of Taka 1400—2225 or above, and by the Managing Director in case of an employee in the new scale of Taka 750—1470 or below.

(b) The confirmation of a direct recruit shall be based on the results of such departmental examinations as the Board may decide, Annual Confidential Reports and other service records.

(c) A direct recruit shall be confirmed in his post from the date of appointment if he has successfully completed the period of probation within two years or one year, as the case may be, and from such other date as the Board or the Managing Director, as the case may be, may deem proper, if the period of probation is extended beyond two years and one year, as the case may be.

(d) The confirmation of a direct recruit shall take effect from the date as specified in the order of confirmation.

12. **Promotion.**—(1) Promotion cannot be claimed as a matter of right and all promotions shall be made on merit and no employee shall have a claim to be promoted to any particular post by virtue of his seniority alone.

(2) Subject to the provisions of Schedule III an employee shall not be eligible for promotion before he has completed a minimum of three years of confirmed service in his present post and has completed a course of training, if any, specified by the Board.

(3) Promotion to all posts shall be made by the Board in the new scale of Taka 750—1470 and above, and by the Managing Director in the new scale of Taka 625—1315 or below, on the recommendation of such Selection Committee as the Board or the Managing Director may decide from time to time.

(4) All promotions shall be based on the Annual Confidential Reports and other service records and the results of the interview, if any, by the Board or the Managing Director, as the case may be.

(5) On promotion, an employee may be appointed on officiating basis for a period of one year from the date of promotion after the expiry of which he may be confirmed in the post by the Board or the Managing Director, as the case may be :

Provided that the officiating period may be extended by the Board or the Managing Director, as the case may be, by another one year to watch the performance of the employee further for eligibility for confirmation; and if an employee is not found fit for confirmation even after the expiry of two years of officiating period he shall be reverted to his original post :

Provided further that the promotion may be made on confirmed basis or the officiating period may be reduced or waived in deserving cases by the competent authority.

CHAPTER III

TERMINATION OF SERVICE

13. **Termination of service.**—(1) The service of an employee on probation shall be liable to termination without assigning any reason after giving him one month's notice in writing or on payment of one month's substantive pay in lieu of such notice and such employee on probation shall not be entitled to any form of compensation for termination of service.

(2) The competent authority may terminate the service of a confirmed employee or call upon him to resign without assigning any reason, by giving him three months' notice in writing or on payment of three months' substantive pay in lieu of such notice and the employee shall not be entitled to any form of compensation for termination of service.

(3) The Bank shall have the right to remove, dismiss or retire from service any of its employees as a disciplinary measure or on medical ground and, in such cases, the provisions of sub-regulations (1) and (2) shall not apply.

(4) For purposes of sub-regulations (1) and (2) the competent authority in relation to an officer shall be the Board and in relation to other employees, the Managing Director.

14. **Resignation.**—(1) An officer shall not resign from the service of the Bank without giving three months' previous notice in writing of his intention to do so, failing which he shall be liable to pay to the Bank a sum equal to his substantive pay for three months :

Provided that in the case of an officer on probation, one month's notice or one month's substantive pay in lieu thereof shall be sufficient for the purpose of this regulation.

(2) An employee (other than an officer) shall not resign from the service of the Bank without giving one month's previous notice in writing of his intention to do so, failing which he shall be liable to pay to the Bank a sum equal to his substantive pay for one month :

Provided that in the case of an employee (other than an officer) on probation, fifteen days' notice or fifteen days' substantive pay in lieu thereof shall be sufficient for the purpose of this regulation :

Provided further that the payment of substantive pay in lieu of notice may be waived in both the cases of officer and other employees by the competent authority under special circumstances or for special considerations to be recorded in writing.

15. **Retirement.**—In the matter of retirement and re-employment after retirement, the employees shall be governed by the provisions of the Public Servants (Retirement) Act, 1974 (XII of 1974) and Chapter XII of these regulations.

16. **Provident Fund, etc.**—(1) The benefits of the General Provident Fund Scheme, Pension and Death-cum-Retirement Benefit Scheme and such other schemes as are admissible to the Government servants from time to time shall be admissible to the employees who become permanent after the commencement of these regulations. All such permanent employees shall compulsorily become members of the General Provident Fund.

(2) The employees in the service of the Bank as on the 12th September, 1981, may, within six months' from the date of commencement of these regulations, opt either to continue to be governed by the existing provisions of the Bank's Provident Fund or to be governed by the rules and regulations relating to the General Provident Fund, Pension and Death-cum-Retirement Benefit as mentioned in sub-regulation (1), and such option once exercised shall be final and irrevocable.

CHAPTER IV

RECORDS OF SERVICE

17. **Record of service.**—(1) The record of service shall be maintained separately for each employee and the Service Book shall be in the form specified in Schedule VI.

(2) An employee may inspect his Service Book once in a year in the presence of the authorised officer and, after such inspection, he shall put his signature with date indicating that the entries are correct and complete.

(3) If an employee, in course of his inspection, discovers any inaccuracy or omission in the Service Book, he may point it out in writing to the authorised officer within fifteen days of the inspection.

18. **Annual report.**—(1) A system of annual reporting on the work and conduct of the employees shall be laid down by the Board and such report shall be called the Annual Confidential Report and the Bank may also call for special confidential report on any employee as and when considered necessary.

(2) An employee shall not have access to his confidential reports but he shall be informed of adverse remarks relating to remediable defect, if any, in order to give him an opportunity to explain his position or to correct himself.

CHAPTER V

SENIORITY

19. **Seniority.**—(1) In the case of direct recruitment to a post, an employee shall take his seniority from the date of joining such post.

(2) The *inter se* seniority between the direct recruits of the same batch will be determined on the basis of the results of the competitive examinations through which such recruitment was made irrespective of the joining date of the direct recruit :

Provided that a direct recruit shall lose his seniority counted on the result of the competitive examination, if he joins three months after the issue of the appointment letter and his seniority will be counted from the date of joining.

(3) On promotion to a higher post, an employee shall take his seniority in the post from the date of the issue of the order of promotion by the Bank if he has been confirmed within due date and from such other date as the Board or, as the case may be, the Managing Director may determine if he has been confirmed after due date.

(4) As between employees on promotion confirmed on the same date, the *inter se* seniority will be fixed according to their *inter se* seniority in the lower post from which they have been promoted.

(5) As between a promotee and a direct recruit, if they count seniority from the same date, the promotee shall take seniority over the direct recruit.

CHAPTER VI

PAY AND ALLOWANCE

20. **Regulation of pay, etc.**—(1) The pay and allowances for the employees shall be governed by the Services (Banks and Financial Institutions) (Pay and Allowances) Order, 1978.

(2) Subject to the provisions of sub-regulation (1), the initial pay of an employee appointed by direct recruitment to a post shall be the minimum of the scale of pay laid down for the post.

(3) Notwithstanding anything contained in sub-regulation (2), where a person with the required minimum qualification is not available for direct recruitment and the available person asks in writing before joining, higher pay than the minimum of the applicable scale, the Board may, after considering the qualifications and experience, and for reasons to be recorded in writing, grant higher initial pay in the time scale of the post. This will not give him any claim in the matter of seniority.

(4) The initial pay of an employee promoted from a lower post to higher post shall be fixed at the minimum of the scale of the higher post and the pay so fixed shall be his substantive or officiating pay according to his appointment whether it is substantive or officiating :

Provided that if his substantive pay in the lower post is equal to or higher than the minimum in the scale of higher post to which he is promoted, his pay in the higher post shall be fixed at a stage next above his substantive pay in the lower post.

(5) An employee appointed on promotion shall begin to draw pay in accordance with the provisions of sub-regulation (4) from the date he joins the higher post :

Provided that when two or more employees are promoted at the same time and one or more of them are required by the competent authority, in the interest of the Bank, to join the higher post at a later date than others, any such employee joining the new post on the date fixed by the competent authority shall be allowed the pay of the higher post from an earlier date but not earlier than the date of promotion to ensure that he is not financially at a disadvantage as compared to others.

(6) An employee on probation shall not be entitled to the second increment till he successfully completes his period of probation and is confirmed.

(7) When an increment in pay falls due to an employee, his records shall be submitted to the competent authority and, where the service records are satisfactory, the competent authority shall sanction the increment; and, where the service records are not satisfactory, the competent authority may put the employee on special report for a period not exceeding six months.

(8) The conditions under which service counts for increments in a time scale are specified as under :—

- (a) all duty in a post on a time scale and periods of leave other than extraordinary leave count for increment in that scale :

Provided that the competent authority may, in any case in which it is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, direct that the extraordinary leave shall be counted for increments;

- (b) service in another post, whether in a substantive or officiating capacity, counts for increments in the time scale applicable to the post on which the employee holds a lien; and
- (c) if an employee, while officiating in a post or holding a temporary post is appointed to hold another temporary post which does not carry less pay than the pay of his original post or time scale of pay, his service in the other post shall, if he is re-appointed to his original post, count for increments in the time scale applicable to the original post. The period of officiating service in the other post to which the employee is appointed in an officiating or temporary capacity which counts for increment in the original post, is, however, restricted to the period during which the employee would have officiated in the original post but for his appointment to the other post. This provision shall apply also to an employee who was not actually officiating in the original post at the time of his appointment to the other post but who would have so officiated had he not been appointed to the other post.

21. Advance increment.—(1) One advance increment may be granted to the employees by the Board in recognition of their meritorious service, the particulars of which shall be recorded in writing.

(2) Other incentives as specified in Schedule VII may be given to the deserving employees in recognition of the meritorious and outstanding services.

CHAPTER VII

TRAVELS ON DUTY

22. **Travels, etc.**—An employee travelling on duty or on transfer within Bangladesh shall be entitled to travelling allowance, mileage allowance and daily allowance at the same rates and on the same conditions as are laid down by the Government from time to time for the Government servants :

Provided that if an employee is charged rent at higher rates for his stay on duty at Dak Bungalow, Inspection Bungalow and such other Rest Houses run by local authorities than is charged from Government servants, his rate of daily allowance shall be increased by the amount of the difference.

23. **Joining time, etc.**—(1) Joining time may be granted to an employee to join a new post in another station on transfer as mentioned below :

- (a) for preparation, six days ;
- (b) actual time taken for the journey to enable him to join the new post in another station, inclusive of holidays, if any, intervening between the day the employee made over charge of office at the old station and the day he reported for duty at the new station; and
- (c) if the transfer is in the same station, the joining time shall be one day.

(2) An employee on joining time shall be entitled to pay and allowances including travelling allowance he received at the old station or may receive at the new station, whichever is less.

CHAPTER VIII

GENERAL CONDUCT AND DISCIPLINE

24. **Conduct and discipline.**—(1) Every employee shall—

- (a) conform to and abide by these regulations;
- (b) observe, comply with and obey all orders and directions which may, from time to time, be given by any person or persons under whose jurisdiction, superintendence or control he may, from time to time, be placed ;
- (c) serve the Bank honestly and diligently;
- (d) use his utmost endeavours to promote the interest of the Bank;
- (e) show courtesy and attention in all transactions ; and
- (f) maintain strict secrecy regarding the affairs of the Bank, including the affairs of its constituents, irrespective of whether the information or documents relating to the Bank came into his possession in the course of his duties as an employee or otherwise.

(2) No employee shall—

- (a) accept any outside employment, honorary or stipendiary, or undertake part-time work, except those which may be required to be accepted or undertaken by the Government or the competent authority ;

- (b) engage in any commercial business, industry or pursuit either on his own account or as agent of others;
- (c) be connected with the formation or management of joint stock company otherwise than as an agent of the Bank;
- (d) act as agent of an insurance company or accept commission, directly or indirectly, otherwise than as an agent for or on behalf of the Bank :

Provided that the competent authority may permit an employee in special circumstances to accept an outside work of occasional nature :

Provided further that, before such permission is given the competent authority may fix the fee payable by the outside employer and may stipulate that the fee so received by the employee shall be paid wholly or in part to the Bank;

- (3) No employee shall absent himself from duty, nor leave the station, without first obtaining the permission of the competent authority;
- (4) An employee who desires to make a representation relating to service in the Bank shall address the representation to the competent authority through his immediate superior;
- (5) No employee shall make any personal representation to any Director of the Board or any outside authority nor directly or indirectly approach any member of Parliament or any other person to intervene on his behalf in any matter;
- (6) No employee shall—
 - (a) accept himself or permit any member of his family to accept any gift from a constituent of the Bank, any person likely to have dealings with the Bank, a subordinate employee or a candidate for employment in the Bank;
 - (b) approach, directly or indirectly, a foreign Government, international organisation or any foreign organisation to secure for himself training facility, invitation to attend seminars or otherwise to visit a foreign country;
 - (c) accept, without the previous permission in writing of the Managing Director, any gift from a foreign Government;
 - (d) lend money in his private capacity to, or borrow money from, or place himself under any pecuniary obligation to, a broker, a money lender, a subordinate employee, a candidate for employment in the Bank, or any firm or person having or likely to have dealings with the Bank;
 - (e) have personal dealings with a constituent in the purchase or sale of bills of exchange, Government paper or any other securities;
 - (f) buy or sell stocks, shares or securities of any description without funds to meet the full cost in the case of purchase or script for delivery in the case of a sale;

- (g) except with the permission of the competent authority guarantee, in his private capacity, the pecuniary obligations of another person or agree to indemnify in such capacity another person from loss;
- (h) participate in gambling and betting;
- (i) speculate in investments:

Explanation.—For the purpose of clause (i), the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investment;

- (j) make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties;
- (k) made any investment the value of which is likely to be affected by some event of which information is not available to the general public:

Explanation.—If any question arises whether a security or an investment is of the nature referred to in clauses (i), (j) or (k), the decision of the Bank thereon shall be final. These provisions are not intended to prohibit *bona fide* investments in stocks and shares by an employee;

- (l) construct a building, whether for residential or commercial purposes, except with the previous sanction of the Bank obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met;
- (m) sublet residential accommodation let or provided to him by the Bank;
- (n) except with previous approval in writing of the Managing Director, permit any member of his family or any relative residing with him to engage in any trade in the area over which his duties as an employee of the Bank extend;
- (o) open or maintain an account with any bank or banker of any description without the previous permission of the competent authority; and
- (p) accept, without the prior approval of the President of Bangladesh, any title, honour or decoration from a foreign Government.

(7) An employee may undertake honorary work of a religious, social or charitable nature and occasional work of a literary or artistic character:

Provided that the public duties of the employee do not suffer by such honorary work:

Provided further that the Bank may, at any time, forbid an employee to undertake or require him to abandon any work which, in its opinion, is undesirable.

(8) No employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

(9) An employee shall avoid habitual indebtedness.

Explanation.—If an employee is adjudged or declared insolvent or if the whole of that portion of his salary which is liable to attachment is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which, in ordinary circumstances, he cannot repay within a period of two years, he shall be presumed to have contravened sub-regulation

(9) unless he proves that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits.

(10) An employee who appears to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Head of the office or Department, as the case may be, in which he is employed.

25. Declaration of assets.—(1) Every employee shall, at the time of entering the Bank's Service, make a declaration to the Bank, through the usual channel, of all immovable and movable properties, including shares, certificates, securities, insurance policies and jewellery having a total value of Taka 10,000 (ten thousand) or more belonging to or held by him or a member of his family and such declaration shall—

- (a) state the district within which the property is situated;
- (b) show separately individual items of jewellery exceeding Taka 10,000 (ten thousand) in value; and
- (c) give such further information as the Bank may, by general or special order, require.

(2) Every employee shall submit to the Bank an annual return of assets in the month of December of each year showing increase or decrease of property as shown in the declaration under sub-regulation (1) or, as the case may be, with the last annual return.

(3) Every employee shall, as and when he is so required by the Bank by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, movable and immovable including shares, certificates, insurance policies and jewellery.

(4) Save in the case of transaction conducted in good faith with a regular dealer or broker, an employee who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value of Taka 15,000 (fifteen thousand) shall declare his intention to the competent authority, and such declaration shall state fully the circumstances, the price offered or demanded and in the case of method of disposal otherwise than by sale, the method of disposal and thereafter, the employee shall act in accordance with such orders as may be passed by the competent authority.

26. Prohibition to take part in politics, elections, etc.—No employee shall—

- (1) ask for, accept or take part in the raising of subscriptions or donations of any kind for any purpose whatsoever except with the specific order of the Managing Director and subject to the Bank's instructions in the matter;
- (2) take part in, or subscribe in aid of, or assist in any way, any political activity in Bangladesh or relating to any political affairs of Bangladesh;

- (3) take part in any election to Parliament or any local authority in Bangladesh or elsewhere, nor canvass, use his influence or in any way interfere with such election or address electors in any manner or publicly announce himself or show himself to be announced publicly as a candidate or prospective candidate for any such election :

Provided that he may exercise his right of voting at such election but shall not give any indication whatsoever of the manner in which he has voted or intends to vote;

- (4) Permit any person dependent on him or under his care or control to take part in or in any way assist any activity or movement which is, or tends directly or indirectly to be, subversive of the Government established by law in Bangladesh nor shall allow to act in a manner in which he is not permitted to act;
- (5) propagate such sectarian creeds, or take part in such sectarian controversies, or indulge in such sectarian partiality and favouritism, as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure amongst the employees in particular and amongst the people in general;
- (6) indulge in parochialism, favouritism, victimisation and wilful abuse of office;
- (7) except with the previous permission in writing of the Managing Director, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publications ;
- (8) except with the previous sanction of the competent authority empowered by the Board in this behalf, or in the *bona fide* discharge of his duties, participate in a radio or television broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any person, to any newspaper or periodical :

Provided that such sanction may generally be granted if such broadcast or such contribution or letter is not, or may not be considered likely to jeopardise the integrity of the employee, the security of Bangladesh or friendly relations with foreign states, or to offend public order, decency or morality or to amount to contempt of court, defamation or incitement to an offence and is not prohibited by any specific provision of these regulations and where such sanction is given, the employee shall be personally liable and the Bank or the competent authority shall not be liable for any consequence, legal or otherwise, that may follow from the broadcast, contribution or letter :

Provided further that no such sanction shall be required if such broadcast or such contribution or letter is of a purely literary, artistic or scientific character or connected with sports ;

- (9) make any statement of fact or express opinion which is capable of embarrassing the relations between the Government and the people or any section thereof, or the relation between the Government and any

foreign country, in any document published under his own name or in any public utterance on radio or television broadcast delivered by him :

Provided that an employee, who intends to publish any document under his own name or to deliver any public utterance on radio or television broadcast containing statement in respect of which any doubt as to the application of the restrictions imposed by this clause may arise shall submit to the Bank a copy or draft of the document which he intends to publish or of the utterance or of the radio or television broadcast which he intends to deliver and may, with the previous sanction of the Bank and subject to such alterations, if any, as the Bank may direct, publish the document or deliver the public utterance on radio or television broadcast ;

- (10) unless generally or specially empowered by the Bank in this behalf, disclose directly or indirectly to other employees, to the press or to any other person, the contents of any document or communicate any information relating to the Bank which has come into his possession in the course of his duties, or has been prepared or collected by him in the course of duties, whether from official sources or otherwise ;
- (11) give evidence before a public committee—
- (a) in Bangladesh, unless he has first obtained the permission of the Managing Director ; and
- (b) outside Bangladesh, unless he has first obtained the permission of the Government through the Managing Director.

Explanation.—This clause shall not apply to evidence given before a statutory committee with power to compel attendance and the giving of answers, nor to evidence given in judicial enquiries ;

- (12) without the previous sanction of the Bank have recourse to any court of law or to the press for the vindication of any act done by him in the course of his duties as employee :

Provided that in granting sanction, the Bank shall ordinarily bear the cost of proceedings or direct the employee to bear his own expenses subject to the condition that if he obtains a decision in his favour, the Bank may reimburse him to the extent of the whole or any part of the cost.

Explanation.—Nothing in this clause limits or otherwise affects the legal rights of any employee to vindicate his private acts or character.

CHAPTER IX

DISCIPLINARY ACTION

27. **Punishment, etc.—Grounds for penalty.**—(1) Without prejudice to the other provisions contained in these regulations, an employee who—

- (a) commits a breach of the provisions of these regulations ; or
- (b) displays negligence or indolence in the discharge of his duties ; or

- (c) does anything detrimental to the interest of the Bank ; or
- (d) contravenes instructions issued to him in connection with his official work ; or
- (e) commits a breach of discipline, or is guilty of any other act of misconduct or insubordination ; or
- (f) is convicted of any offence involving moral turpitude ; or
- (g) in the opinion of the competent authority—
 - (i) is inefficient or has ceased to be efficient whether by reason of infirmity of mind or body ; or
 - (ii) having on two or more consecutive occasions, failed to pass in a Departmental Examination specified for the purpose of maintaining or raising general efficiency ; or
 - (iii) having without reasonable cause, failed to appear in any such examination as aforesaid, or otherwise, and is not likely to recover his efficiency ; or
- (h) is corrupt or may reasonably be considered to be corrupt ; or
- (i) assumes style of living beyond his ostensible means ; or
- (j) has a persistent reputation of being corrupt ; or
- (k) is engaged, or is reasonably suspected of being engaged, in subversive activities or is reasonably suspected of being associated with others engaged in subversive activities and whose retention in service is, therefore, considered prejudicial to national security ; or
- (l) is in possession of pecuniary resources or property disproportionate to his known sources of income,

shall be liable to one or more of the following penalties, namely :—

(A) Minor Penalties :

- (i) censure.
- (ii) withholding, for a specified period, of promotion or of increment otherwise than for unfitness for promotion or financial advancement ;
- (iii) stoppage for a specified period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar ; and
- (iv) recovery from pay or any other amount due to the employee of the whole or part of pecuniary loss caused to the Bank by the employee.

(B) Major Penalties :

- (i) reduction to a lower stage in a time scale of pay ;
- (ii) reduction to a lower post ;
- (iii) compulsory retirement ;
- (iv) removal from service ;
- (v) dismissal from service.

Explanation.—Without prejudice to the generality of the term “misconduct” includes, for the purpose of these regulations, the following acts of omission and commission :—

- (i) insubordination alone or in combination with others, to any lawful or reasonable order of superior ;
- (ii) theft, fraud or dishonesty in connection with the Bank's business or property ;
- (iii) damage to or loss of the Bank's goods or property ;
- (iv) habitual late attendance, habitual leaving early for, or returning late from, lunch break ;
- (v) absence from duty without permission ;
- (vi) drunkenness, gambling, riotous, disorderly or indecent behaviour while on duty ;
- (vii) sleeping while on duty ;
- (viii) collection, or canvassing for collection, of money within the Bank premises for any purpose not approved by the competent authority ;
- (ix) striking, picketing or agitation in any other form within the Bank premises and in place where it is lawfully prohibited ;
- (x) illegal striking of work, singly or with others, in contravention of any law or rule for the time being in force, or inciting others to strike ;
- (xi) distribution or exhibition within the Bank premises of any papers, hand bills, pamphlets or posters without the previous approval of the competent authority ;
- (xii) holding of meetings within the Bank premises without the previous permission of the competent authority ;
- (xiii) refusal to work in another job or at any other offices or places of the Bank as may be directed by the competent authority in or outside Bangladesh ;
- (xiv) habitual indiscipline and leaving of work without permission, disappearance from the seat or place of work without permission, during the duty hours ;
- (xv) unauthorised use of the Bank's property ;
- (xvi) malingering, slow down of work, undue delay in the discharge of duty, refusal or negligence to carry out a reasonable order of the superior ;
- (xvii) habitual negligence of duty ;
- (xviii) breach of the Bank's regulations, standing orders or instructions ;
- (xix) improper or non-use of uniforms, if supplied, while on duty ;
- (xx) writing anonymous letters, or criticising the superiors and misbehaving with the superiors ;
- (xxi) threatening or intimidating any employee within or outside the Bank premises.

(2) The power of awarding punishment to the employees shall vest in the competent authority :

Provided that no authority subordinate to that by which the employee was appointed shall be competent to impose on him any major penalty.

(3) An employee against whom disciplinary action is proposed to be taken under sub-regulation (1) may be placed under suspension if, in the opinion of the competent authority, suspension is necessary or expedient or the competent authority, may, instead of placing such an employee under suspension, by order in writing, require him to proceed on such leave as may be admissible to him from such date as may be specified in the order.

(4) While under suspension, an employee shall not leave the headquarters (the place of duty) without prior permission of the authority suspending him nor accept any employment, nor engage in any business.

(5) During the period of suspension, an employee shall be entitled to subsistence grant at the rate of one-half of his substantive pay, and shall not be entitled to any other facility or benefit except the medical and housing facility in case he is occupying a hired or other accommodation provided by the Bank.

(6) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who has been compulsorily retired, removed, dismissed or suspended is reinstated, the punishing, appellate or reviewing authority may grant to him for the period of his absence from duty—

- (a) if he is honourably acquitted, the full pay to which he would have been entitled if he had not been compulsorily retired, removed, dismissed or suspended, and by an order to be separately recorded, any allowance of which he was in receipt prior to his retirement, removal, dismissal; or
- (b) if otherwise, such proportion of such pay and allowance as the punishing, appellate or revising authority may determine.

Explanations.—(i) In a case falling under clause (a), the period of absence from duty shall be treated as a period spent on duty. In a case falling under clause (b), the period may be treated as duty or leave but it shall not be so treated unless the punishing, appellate or revising authority so directs.

(ii) When on reinstatement of a suspended employee, the period of suspension is treated as leave, the period shall be debited to his leave account. In case of leave other than extraordinary leave, subsistence grant already allowed shall be adjusted against leave salary. When the period of suspension is treated as extraordinary leave, subsistence grant allowed shall not be recovered.

(iii) The period of absence of an employee on reinstatement in service after wrongful retirement shall be treated as period spent on duty and he shall be entitled to pay and allowances as admissible under clause (a).

(7) Where it is decided to proceed against an employee on the ground of inefficiency by reason of infirmity of mind or body, the competent authority may, at any time, require the employee to undergo medical examination by a Civil Surgeon or a Medical Board, as may be specified, and the report of the Civil Surgeon or the Medical Board shall form part of the proceedings against the employee.

(8) If an employee refuses to undergo medical examination under sub-regulation (7), his evasion or refusal may, subject to the consideration of any grounds he may give in support of it, be taken into consideration against him as showing that he had reasons to believe that the result of the examination would prove unfavourable to him.

(9) No order awarding a major penalty shall be passed without the charge or charges against the employee being framed in writing and given to the said employee so that he shall have reasonable opportunity within a period of seven days to answer in writing or in person, as he prefers, and in the latter case his defence shall be taken down in writing and read to him :

Provided that the requirements of this sub-regulation shall not apply if the facts on the basis of which action is to be taken have been established in a court of law or where the employee is absenting or absconding or where it is for other reasons impracticable to communicate with him or where there is a difficulty in observing the requirements, and these may be waived without injustice to the employee, and in all cases where the requirements of this sub-regulation are waived, the reason for doing so shall be recorded in writing :

Provided further that in a case where an offence of misconduct is detected in the course of its commission or is so fresh and its circumstances are so clear that to serve the employee concerned with charges is pure pretentiousness, it will be just compliance with this sub-regulation if the competent authority demands immediate explanation and issues order describing the offence as misconduct and awards punishment.

(10) When an employee is to be proceeded against under sub-regulation (1) and the competent authority or such officer as may be empowered by it, is of opinion that the allegations, if established, could call for a minor penalty, the competent authority or the officer, as the case may be, shall—

- (a) make the allegations against him known to the accused in writing and call upon him to explain his conduct within a specified time which shall not be less than seven days nor more than fourteen days ; and
- (b) consider the explanation of the accused, if any, submitted within the specified time and, after giving him an opportunity of being heard in person, may award any of the minor penalties specified in sub-regulation (1) :

Provided that the competent authority or the officer, as the case may be, may, in suitable case, appoint an officer senior in rank to the accused to inquire into the allegations and submit his findings within a specified time for the consideration of the competent authority or, as the case may be, the officer, before passing the final order in the case.

(11) When an employee is to be proceeded against under sub-regulation (1) and the competent authority is of opinion that the allegations if established, would call for a major penalty, the following procedure shall be observed, namely:—

(a) the competent authority shall—

(i) frame a charge and specify therein the penalty proposed to be imposed and communicate the same to the employee (hereinafter called the accused), together with a statement of the allegations on which it is based and of any other circumstances which the competent authority proposes to take into consideration, when passing orders on the case;

(ii) require the accused to submit within seven days from the day the charge has been communicated to him a written statement of his defence and to show cause at the same time why the penalty proposed to be imposed on him should not be imposed and also state whether he desires to be heard in person; and

(b) if the accused so desires, or if the competent authority so directs, an inquiry officer or a Board of inquiry to be appointed under sub-regulation (12) shall hold an inquiry at which oral evidence shall be heard as to such of the allegations as are not admitted and documentary evidence, relevant or material in regard to the charge shall be considered. The accused shall be entitled to cross-examine the witnesses against him, to give evidence in person and to have such witness called for the defence as he may wish. The person presenting the case in support of the charge shall be entitled to cross-examine the accused and the witnesses examined in his defence:

Provided that the Inquiry Officer or the Board of Inquiry may, for reasons to be recorded in writing, refuse to call a particular witness or to summon or admit a particular evidence;

(c) the competent authority may nominate any person to present the case in support of the charge before the Inquiry Officer or the Board of Inquiry;

(d) the proceedings of an inquiry under this regulation shall contain a sufficient record of the evidence and, where an Inquiry Officer or a Board of Inquiry is appointed, also the report of the findings of such officer or Board and the grounds therefor; and

(e) the competent authority, after receipt of the enquiry report, may impose such penalty as it may deem fit or may acquit the accused.

(12) (a) Where an employee is proceeded against under sub-regulation (1) and the competent authority has decided that the case calls for a major penalty, the authority shall appoint an officer, being senior in rank to the person proceeded against to be Inquiry Officer and conduct the proceedings and may also specify a time limit within which the inquiry should be completed by the Inquiry Officer unless prevented by very special circumstances to be recorded by him in writing.

(b) The Inquiry Officer shall hear the case from day-to-day and no adjournment shall be given except for reasons to be recorded in writing. Every adjournment, with reasons therefor, shall be reported forthwith to the competent authority. No adjournment shall be given for more than a week.

(c) If the Inquiry Officer is satisfied that the employee proceeded against is hampering or attempting to hamper the progress of the inquiry, he shall administer a warning, and, if thereafter he is satisfied that the accused is acting in disregard of the warning, he shall record a finding to that effect, and proceed to complete the inquiry in such manner as he thinks best fitted to do substantial justice.

(d) The Inquiry Officer shall, within ten days of the conclusion of the proceedings, submit his findings and the grounds therefor to the competent authority.

(e) The competent authority may, in any case it deems fit, instead of appointing an Inquiry Officer under clause (a), appoint a Board of Inquiry consisting of two or more persons and, where a Board of Inquiry is so appointed, references in this sub-regulation to an Inquiry Officer shall be construed as references to the Board of Inquiry.

(13) (a) An employee compulsorily retired shall, except as hereinafter provided, be entitled, subject to the order of the Board, to such retirement benefits as would have been admissible to him on the date of retirement under the provisions of the regulations as applicable to him if he had been discharged from service on account of the abolition of his post without alternative suitable employment being provided :

Provided that where the compulsory retirement follows a period of suspension ordered under sub-regulation (3), such retirement benefits shall be admissible only for the period of service rendered excluding the period of suspension :

Provided further that if a temporary employee is retired for inefficiency due to mental or physical infirmity, he shall be allowed retirement benefits under regulation 16 and Chapter XII.

(b) Subject to any order of the Board made on compassionate grounds, an employee who is dismissed from service shall not be entitled to any retirement benefits including benefits accruing from the Bank's contribution to the provident fund of the Bank.

(14) (a) Where the services of an employee to whom these regulations apply are lent to another Bank or to any other local authority, in this sub-regulation referred to as the borrowing authority, the borrowing authority shall have the power of the competent authority for the purpose of placing him under suspension and of initiating proceedings against him under these regulations :

Provided that the borrowing authority shall forthwith inform the authority which had lent his services, hereinafter in this sub-regulation referred to as the lending authority, of the circumstances, leading to the order of his suspension or the commencement of the proceedings, as the case may be.

(b) In the light of the findings in the proceedings taken against the employee in terms of clause (a), if the borrowing authority is of opinion that any of the penalties specified in sub-regulation (1) should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority may, if it is the competent authority, pass such orders thereon as it deems necessary or : if it is not the competent authority, submit the case to the competent authority which shall pass such orders on the case as it deems necessary.

(c) The competent authority may make an order under this sub-regulation on the record of the inquiry transmitted by the borrowing authority or after holding such further inquiry as it may deem necessary and pass such order as it deems fit in accordance with the provisions of clause (e) of sub-regulation(11).

CHAPTER X APPEALS AND REVIEW

28. **Appeals, etc.**—(1) An officer on whom any of the penalties mentioned in regulation 27 is imposed may prefer an appeal to the Board if the penalty was imposed by an officer subordinate to the Board or may make an application for review to the Board if the penalty was imposed by the Board. On receipt of such appeal or application for review, the Board shall pass appropriate orders either confirming or modifying or rejecting the orders passed by the authority against which the appeal or the review had been preferred and the Board's orders in this regard shall be final.

(2) An employee other than an officer on whom any of the penalties mentioned in regulation 27 has been imposed may prefer an appeal to the competent authority and such competent authority shall be the next higher authority to that which imposed the penalty. On receipt of such appeal, the competent authority shall pass appropriate orders either confirming or modifying or rejecting the orders passed by the authority against which the appeal had been preferred and the orders of the appellate authority shall be final.

(3) Where the officer making an appeal or, as the case may be, application for review, or the employee making the appeal, so desires, he shall be heard in person by the authority competent to hear the appeal or the review, as the case may be.

(4) An appeal or application for review may be made within one month of receipt of the order imposing the penalty and such appeal or application for review shall—

- (a) contain all material statements and grounds relied upon and shall be complete in itself but shall not contain any disrespectful or improper language;
- (b) state the date on which the order imposing the penalty was received;
- (c) specify the relief desired;
- (d) be submitted through the employee's immediate superior or, if he is not in service, through the officer under whom he served last; and
- (e) be addressed to the Board or the appellate authority by designation.

(5) An appeal or an application for review may be withheld by the authority passing the original order if—

- (a) it does not comply with the requirements of sub-regulation (4);
- (b) it deals with a matter which does not concern the employee personally;

- (c) it repeats an appeal or application for review already rejected by the authority to whom the appeal or application for review is addressed and does not, in the opinion of the authority passing the original order, disclose any points or circumstances which afford grounds for reconsideration ;
- (d) it is not preferred by him within one month of receipt of the order against which the appeal or application for review is made and no reasonable cause is shown for the delay ; or
- (e) it is not addressed to an authority to which appeal or an application for review lies under those regulations.
- (6) In every case in which an appeal or application for review is withheld the authority concerned shall inform the appellant or, as the case may be, the applicant of the fact of withholding of his appeal or application for review and the reasons for withholding it.
- (7) A list of appeals withheld under sub-regulation (6), together with the reasons for withholding them, shall be forwarded every month by the withholding authority to the appellate authority and if the appellate authority is not satisfied with the reasons for withholding an appeal, it may direct the withholding authority to send the appeal for its consideration and final orders.
- (8) No appeal shall lie against the withholding of an appeal or application for review by an authority competent to do so.
- (9) An appeal or application for review which is not withheld under sub-regulation (5) shall be forwarded as soon as possible to the authority concerned with all relevant records and, in case of appeals, the comments of the authority against whose order the appeal has been filed.
- (10) An appeal or application for review shall not be addressed to Directors personally and any such action may be deemed to be a breach of discipline punishable under regulation 27.

CHAPTER XI

LEAVE

29. **Leave.**—(1) Leave is earned by duty only. For the purposes of these regulations, the period spent on deputation shall count as duty.

(2) All applications for leave shall be addressed to the competent authority and shall be submitted through proper channel.

(3) Leave cannot be claimed as a matter of right, and leave admissible under these regulations may be granted by the competent authority who may refuse leave, grant leave for a shorter period than applied for, revoke leave of any description and recall an employee before the expiry of his leave.

(4) All employees shall resume duties on the expiry of leave as initially entail punishment including dismissal from service provided that award of such punishment shall have to be approved by the Board of Directors. An employee granted or as subsequently curtailed or extended. Overstay of leave may on leave shall not accept any employment or office of profit.

(5) Before proceeding on leave, an employee shall make over charge to another employee as directed by the competent authority.

(6) An employee on leave of any description shall, unless instructed otherwise, report in writing his return to duty to his immediate superior at the place wherefrom he proceeded on leave.

(7) An employee who was granted leave on medical ground shall not return to duty without first producing a certificate of fitness from the Medical Authority specified by the Bank in this behalf:

Provided that no such certificate shall be necessary if the leave was seven days or less.

(8) In the event of an employee on leave for not less than one month, being required by the competent authority to resume duty in the interest of the Bank before the expiry of the leave already sanctioned, the Managing Director in the case of officers, and the General Manager in the case of others, may allow him the actual cost of passage from the place of recall in Bangladesh to the place of duty in Bangladesh and to count the time spent on the journey as no duty.

(9) Unless permitted by the competent authority to do so, an employee on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

(10) The following kinds of leave may be granted to an employee, namely:—

- (a) Ordinary leave.
- (b) Special kinds of leave.

30. Ordinary leave.—(1) (a) Every employee shall earn ordinary leave on full pay at the rate of one-eleventh of the period spent on duty, that is, one day for every eleven days of duty, and the leave shall be credited to his leave account and the maximum that can be accumulated shall be four months. Any period in excess of four months shall be credited to a separate item in the leave account and may be allowed on full pay on medical certificate or for the purpose of pilgrimage or any religious purpose, education or rest and recreation outside Bangladesh or in the case of leave preparatory to retirement.

shall not exceed four months. This limit may be raised to six months when the leave in excess of four months is taken on medical certificate or for the purpose of pilgrimage or any religious purpose, education or rest and recreation purpose of pilgrimage or any religious purpose, education or rest and recreation outside Bangladesh or in the case of leave preparatory to retirement.

(2) **Leave on half pay.**—Leave on half pay shall be earned at the rate of one-twelfth of the period spent on duty and accumulation of such leave shall be without limit. It shall be permissible to convert leave so allowed into leave on full pay on production of medical certificate up to a maximum of twelve months into full pay during the whole period of service. The conversion shall be allowed at the rate of one day on full pay for two days on half pay.

(3) **Advance leave.**—Save in the case of leave preparatory to retirement, advance leave may be granted to a permanent employee on half pay up to a maximum of twelve months during his whole service if it is on medical certificate or three months during his whole service if it is not on medical certificate. When an employee returns from advance leave which was debited to his leave account, no leave on half pay shall become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due. The accumulation of leave on full pay, together with leave that may be earned subsequent to his return from advance leave, shall remain unaffected but cannot be utilised except to the extent it exceeds half the period of unadjusted advance leave.

Note.—Advance leave is not admissible to an employee who is not permanent employee. In exceptional cases, the competent authority, if it is satisfied that the employee has reasonable prospect of returning to duty and of earning the leave on subsequent date, may sanction such leave to an employee who has completed at least five years continuous service against a regular post on the same condition as is applicable to a permanent employee.

(4) **Leave Salary.**—(a) Leave salary during leave on full pay shall be equal to the pay which the employee was drawing before proceeding on leave or the average of pay drawn during last twelve complete months preceding the month in which leave is taken, whichever is more favourable.

(b) Leave salary during leave on half pay shall be equal to half of the leave salary calculated in accordance with the provision of clause (a).

(c) Leave salary shall be drawn in Bangladesh currency in Bangladesh irrespective of the country in which the leave is spent.

Note.—The Government may, on the recommendation of the Managing Director, permit an employee in an exceptional case to draw leave salary or a portion thereof in foreign exchange in respect of leave spent outside Bangladesh on such conditions as the Government may deem fit.

(5) **Maximum.**—The maximum amount of leave that may be taken at any one time other than in combination with leave without pay shall be one year. If supported by medical certificate, the limit of one year may be extended up to two years.

Note.—In case of conversion of leave on half pay into leave on full pay on medical certificate, the maximum amount of leave shall be calculated on the extent of leave on half pay so converted and debited to leave account and not on the actual period of leave enjoyed.

(6) **Leave without pay.**—(a) Leave without pay may be granted to an employee in special circumstances when no other leave is admissible under these regulations. The duration of leave without pay shall be so regulated that the amount of total leave including other leave taken in combination does not exceed the maximum of five years at any one time.

(b) In case of a temporary employee who has not completed five years' continuous service, the duration of leave without pay at any one time shall not exceed three months :

Provided that this restriction of three months shall not apply to a temporary employee who is permitted to undergo training in or outside Bangladesh after executing a bond to serve the Bank for a period of five years on return from such leave.

(c) The authority empowered to grant leave may commute retrospectively the period of absence without leave into leave without pay.

(d) A period of suspension or break in service may be covered by grant of leave without pay by the competent authority even if other kinds of leave might have been due before suspension or break in service.

31. Special disability leave.—(1) (a) Subject to the conditions hereinafter specified, the competent authority may grant special disability leave to an employee who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.

(b) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice, provided that if the competent authority is satisfied as to the cause of disability, such leave may be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(c) The period of leave granted shall be such as is certified by a Medical Board to be necessary; it shall not be extended except on the certificate of a Medical Board and shall in no case exceed twenty four months.

(d) Such leave may be combined with any other kind of leave provided that the total limit of twenty-eight months is not exceeded in any spell.

(e) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than twenty-four months of such leave shall be granted in consequence of any one disability.

(f) Such leave shall be counted as duty in calculating service for retirement, gratuity or pension (if applicable in case of any employee of the Bank).

(g) Special disability leave is not debited to leave account but when an employee entitled to special disability leave prefers to take such leave in exchange of ordinary leave, that is, leave on full pay or leave on half pay or both earned by him, half the period of such leave shall be debited to his leave account.

(h) Leave salary during such leave shall be equal to :—

(1) full pay for first four months of such leave including the period of such leave granted under clause (e);

(2) half pay for the remaining period if the employee takes leave in exchange of leave on full pay at his credit under this clause;

(i) The leave salary shall be equal to full pay.

(j) In the case of a person to whom the Workmen's Compensation Act, 1923 (VIII of 1923), applies, the amount of leave salary payable under these regulations shall be reduced by the amount of compensation payable under clause D of sub-section (1) of section 4 of that Act.

Note.—The limit of leave on average pay under this regulation, "regular leave", if combined with special disability leave, may extend to eight months and to ten months if taken on medical certificate.

(2) The application of the foregoing provision of sub-regulation (1) may be extended to an employee who is disabled by injury accidentally in, or in consequence of, the due performance of his official duties or in consequence of his official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond his ordinary risk attaching to the post which he holds. The grant of this concession is subject to further conditions, namely :—

- (a) that the disability, if due to disease, must be certified by a Medical Board to be directly due to the performance of the particular duty ;
- (b) that if the employee contacted such disability during service, it must be, in the opinion of the competent authority, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave ; and
- (c) that the period of absence recommended by Medical Officer or any other Medical Authority so specified may be covered in part by leave under this regulation and in part by other leave, and that the amount of special disability leave granted on full pay may be less than four months.

32. Study leave.—(1) Study leave on half pay not debitab~~e~~ to leave account for a maximum period of two years during the whole service, may be granted by the Board on the recommendation of the Managing Director to an employee who is in continuous service for a period of five years or more to enable him to study scientific, technical or similar problems or to undergo a special course of instructino, in or out of Bangladesh, on such terms and conditions as the Board may specify.

(2) Such study leave may be granted by the Board in exceptional cases only when the particular course of study or training is considered absolutely necessary for due discharge of his official duty and the particular field of study or training is not covered by any training scheme offered by any institution, University or any International aid-giving agency, or foreign Government in Bangladesh.

(3) Study leave combined with other kinds of leave, except leave without pay, shall not exceed thirty-six months. Any period in excess of the above shall be treated as leave without pay provided that the total period of leave including leave without pay, shall not exceed five years.

Note.—If an employee wants to go abroad for study or training on his own accord, he cannot claim study leave if, however, the Board thinks that the particular field of study has relation to his official duties and he can be spared, he may be allowed ordinary leave, including leave without pay, admissible under this regulation.

33. Quarantine leave.—Quarantine leave is leave of absence from duty necessiated by orders not to attend office in consequence of the presence of infectious disease in the family or household of an employe~~e~~ and such leave may be granted by the competent authority on the certifica~~e~~ of the authorised Medical Officer or public health officer for a period not exceeding twenty-one days, or, in exceptional circumstances, thirty days. Any leave necessary for the

purpose exceeding this period shall be treated as ordinary leave as may be due. Quarantine leave may also be granted, where necessary, in continuation of other leave subject to the maximum amount of leave admissible under this regulation. No substitute shall be appointed in place of an employee absent on quarantine leave. An employee on quarantine leave is not treated as absent from duty.

Note.—(1) Cholera, small-pox, plague, typhus fever and cerebrospinal meningitis may be considered as infectious disease for the purpose of this regulation. In the case of chicken-pox, quarantine leave shall not be granted unless the certifying authority considers that because of doubt as to the nature of the disease whether chicken-pox or small-pox there is reason for grant of such leave.

- (2) Where there is no provision for leave reserve, the authorities having the power to make appointment to the posts under them may, however, sanction a substitute for an absentee on quarantine leave in unavoidable circumstances provided that absence does not exceed thirty days and the absentee does not hold a post on the time scale higher than Taka 325—610.

34. Maternity leave.—(1) The competent authority may grant to a female employee maternity leave which is not debited against the leave account on full pay for a period which may extend up to the of three months from the date of commencement or to the end of six weeks from the date of confinement, whichever is earlier. The grant of maternity leave is, however, subject to the condition that the female employee has been in service of the Bank for at least nine months immediately preceding the date of delivery.

(2) Leave of any other kind, including the amount of leave on full pay admissible without production of medical certificate, may be granted in continuation of maternity leave if the request for its grant be supported by a medical certificate.

35. Casual leave.—(1) Casual leave means leave of absence for a very short period granted to an employee who may be unable to attend duty during such period due to sudden illness or urgent private affairs.

(2) Such leave is treated as duty for all purposes.

(3) Casual leave may, subject to the exigencies of service, be granted to an employee by the competent authority up to a maximum of twenty days in a calendar year (but not for a period or periods exceeding ten days at a time).

(4) No formal order or notification need be issued for grant of casual leave nor the same is required to be shown in permanent service records (that is, Service Book, Audit Register).

(5) Casual leave shall not be cumulative and may only be availed of during the calendar year to which it relates. The unspent period of casual leave not availed of during a calendar year shall lapse on the 31st December of the year.

(6) Casual leave shall not be granted so as to cause evasion of rules regarding—

- (a) date of reckoning pay and allowances ;
- (b) change of office ;

- (c) commencement and end of leave ;
- (d) return to duty ; or
- (e) extend to term of leave beyond the time admissible under this regulation.

(7) Casual leave may be taken in continuation of, and in combination with, holidays including Friday and if holidays and Fridays intervene two spells of casual leave the entire period (including holidays) shall be reckoned as casual leave, provided that the total period does not exceed the period for which casual leave is admissible and if it exceeds, the period shall be commuted into ordinary leave as may be due and if no leave is due into leave without pay.

(8) Casual leave cannot be combined with any other leave. In case casual leave is extended and the total period (including the period for which casual leave was originally granted) exceeds the period for which casual leave is due and admissible in one spell, the entire period shall be commuted into ordinary leave as may be due and into leave without pay if no other leave is due.

(9) Casual leave cannot be taken in combination with joining time.

(10) Casual leave granted in one spell may cover two calendar years, provided that the maximum limit for such leave in one spell does not exceed the limit and the period falling in the month of December is covered by the balance at the credit during that year and the rest is debited against the account of casual leave for the following year.

Note.—Wilful extension of casual leave without sufficient reason to justify the same may be considered as misconduct for the purpose of these regulations.

36. **Leave procedure.**—(1) The leave account of an employee shall be maintained in such form as the competent authority may specify.

(2) The leave account of an employee shall be maintained by such officer as the competent authority may determine.

Note.—When an employee other than an officer is appointed to officiate in a post of officer, his leave account may be called for by the officer so competent in respect of the latter post and if he is reverted to his original post, the leave account should be sent back to the head of the office concerned. When an employee officiating in a post of an officer proceeds on leave and if he is likely to return to a post of officer on the expiry of said leave he will continue to be treated an officer during leave.

(3) Leave of any kind to an officer cannot be granted unless admissibility of the same is certified by the competent officer concerned. If, however, the officer himself certifies, alongwith the application for leave, that the leave applied for is due to him, the sanctioning authority on verification from the records available with him, if satisfied as to the admissibility, may sanction leave on full pay up to a maximum of four months pending verification of its admissibility by the competent authority. All other kinds of leave shall be sanctioned only after the admissibility being certified by the competent authority.

(4) Every application for leave or for an extension of leave shall be sent to the authority competent to sanction the leave through the immediate superior, if any, of the employee applying for leave. In case of an officer applying for leave not exceeding four months on full pay, application may be sent to the competent authority with a certificate from the applicant that the leave applied for is due at his credit and, in other cases, the application shall be sent to the competent authority with a certificate from the officer maintaining the leave account.

(5) Before an employee is granted leave or extension of leave on medical ground, he must obtain a certificate from the Medical Officer of the Bank or any other Medical Authority specified by the Bank accompanied by a statement of his case in the form to be specified in this behalf.

(6) On securing the certificate in the specified form, the employee shall apply for the leave to the competent authority in the usual course. If the application for leave does not cover a period of more than four months in all, the competent authority may sanction leave without further reference to any other Medical Authority. If, however, the total duration of leave in one spell exceeds four months, the competent authority may refer the case for a second medical opinion.

(7) When the case of an officer is referred to the Medical Officer of the Bank or any other Medical Authority so specified, the leave or extension of leave may be granted only on the production of a certificate in the specified form.

Note.—The competent authority in doubtful case may, however, refer the case of leave even for a period of less than four months for a second medical opinion.

(8) The Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee will ever be fit to resume duty. In such cases, the opinion that the employee is permanently unfit for service should be recorded in the medical certificate.

(9) The production of a medical certificate from the Medical Officer of the Bank or any other Medical Authority so specified, does not in itself confer upon the employee any right to leave. The certificate should be forwarded to the competent authority to sanction the leave and the orders of the competent authority should be awaited.

(10) Application for extension of leave on medical grounds by an employee on leave out of Bangladesh shall be accompanied by a certificate from two medical practitioners, duly countersigned by a Gazetted Officer of the Bangladesh Mission, who will corroborate the signatures of the medical practitioners. The certificate must describe in full details the nature of the disease and the condition of the employee.

37. **Consideration for granting leave.**—In case where all applications for leave cannot, in the interest of the service of the Bank, be granted, the competent authority shall, in deciding which application should be granted, take into account the following considerations :—

- (a) the employees who can, for the time being, best be spared ;
- (b) the amount of leave due to the various applicants ;

- (c) the amount and character of the service rendered by each applicant since the last returned from leave ;
- (d) the fact that any such applicant was compulsorily recalled from his last leave ; and
- (e) the fact that any such applicant has been refused leave in the interest of the Bank.

38. **When leave shall not be refused.**—When a Medical Officer of the Bank or any other Medical Authority so specified has reported that there is no reasonable prospect that a particular employee will ever be fit to return to duty, leave should not necessarily be refused to such an employee. It may be granted, if due, by a competent authority on the following conditions :—

- (a) if the Medical Officer of the Bank or any other Medical Authority so specified is unable to say with certainty that the employee will never be fit for service, leave not exceeding twelve months in all may be granted. Such leave should not be extended without reference to a second medical opinion or to a Medical Committee if so specified by the Bank ;
- (b) if the Medical Committee declares the employee to be completely and permanently incapacitated for further service, the employee should, except as provided in clause (c), be invalidated from the service, either on the expiration of the leave already granted to him, if he is on leave when examined by the Committee or if he is not on leave, from the date of the Committee's report; and
- (c) an employee declared by a Medical Committee to be completely and permanently incapacitated may, in special case, be granted leave, or an extension of leave not exceeding six months as debited against the leave account, if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the employee's break down in health has been caused in and by the service in the Bank, or when the employee has taken a comparatively small amount of leave during his service or will complete at an early date an additional year's service for retirement, gratuity or pension (if applicable to any employee of the Bank).

Note :—(1) A report from a Medical Officer shall be accepted for the purpose of leave under this regulation in cases where such a certificate is deemed sufficient for granting invalid pension (if applicable to any employee of the Bank).

- (2) Leave should not be granted to an employee who ought at once to be dismissed from the service of the Bank for misconduct or general incapacity.

39. **Posting orders.**—On return from leave exceeding two months, an officer must obtain orders as to his posting. On return from leave not exceeding two months, an officer may normally resume the duties of the post which he held before going on leave unless he receives orders to the contrary.

CHAPTER XII

RETIREMENT AND PENSION

40. **Bangladesh Service Rules to apply to an employee.**—Subject to the provisions of the regulations under this Chapter, all rules of the Bangladesh Service Rules (hereinafter referred to as the Service Rules) relating to pension and other retirement benefits shall apply *mutatis mutandis* in case of an employee.

41. **Qualifying service for pension.**—(1) (a) The services of an employee shall not qualify for pension or gratuity till he has completed twenty years of service, provided that in any case or any class of cases it may be ordered that the qualifying service shall not start from the age below 20 years of age.

(b) The services of an employee shall not qualify for pension unless he fulfils the condition that he is in continuous service in the Bank or any other bank or financial institution or any Government organisation or any organisation which has been subsequently nationalised or merged with any other bank or financial institution.

(2) (a) When any employee is appointed as Managing Director or General Manager of the Bank or in any other bank or financial institution, he shall continue to hold lien in the Bank and shall draw pension from the Bank.

(b) In cases where the Managing Director or the General Manager of the Bank, not on contract service, is appointed from any other bank or financial institution, the Bank shall make contribution to the pension fund of the incumbent for the period he serves the Bank at the rate to be determined by the other bank or financial institution according to these regulations.

(c) Services as a Managing Director or General Manager shall qualify for pension.

Note.—“Continuous service” means that an employee has joined the Bank from the Bank or any other bank or financial institution within 3 months of leaving the post he held previously.

42. **Superior service.**—Any service rendered by an employee shall be deemed to be superior service so far as it relates to the application of the Service Rules relating to pension and gratuity.

43. **Application of Chapter XIX, Section III.**—Section III of Chapter XIX of the Service Rules shall apply *mutatis mutandis* in the case of an employee.

44. **Certain rules of the Service Rules shall not apply.**—Rules 308, 309, 310 and 311 of the Service Rules shall not apply to an employee.

45. **Section III of Chapter XXIII of the Service Rules not to apply.**—Section III of Chapter XXIII of the Service Rules shall not be applicable to an employee.

46. **Chapter XXV of the Service Rules to apply.**—(1) Chapter XXV of the Service Rules, except rules 438—441, shall apply to the employees.

(2) The term “Audit Officer” appearing in the rules of Chapter XXV of the Service Rules shall be replaced by the term “the Managing Director or any officer authorised by him in this regard.”

47. **Sections III and IV of Chapter XXVI of the Service Rules not to apply.**—Sections III and IV of Chapter XXVI of the Service Rules shall not be applicable to an employee.

48. **Chapter XXVII of the Service Rules not to apply.**—Chapter XXVII of the Service Rules shall not be applicable to an employee.

SCHEDULE I

(see regulation 3)

BANGLADESH SHILPA BANK

Classification of Posts

Category	Designation.
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Class-I :

1. Deputy General Manager
2. Assistant General Manager
3. Secretary/Assistant General Manager
4. Senior Manager/Senior Principal Officer
5. Public Relation Officer/Senior Manager
6. Manager/Principal Officer
7. Officer

Class-II :

8. (a) Junior Officer
- (b) Security Officer

Class-III :

1. Head Cashier
2. Supervisor/UDA (Including Receptionist)
3. Stenographer/PA
4. Senior Telephone Operator
5. Librarian
6. Cataloguer
7. Steno-Typist
8. Telephone Operator
9. Telex Operator
10. Electrician
11. IDA-cum-Typist
12. Assistant Cashier
13. Driver
14. Mechanic-cum-Diesel Operator
15. Caretaker
16. Assistant Caretaker

Class-IV :

1. Money Tester
2. Despatcher
3. Senior Duplicating Machine Operator
4. Duplicating Machine Operator
5. Senior Plumber-cum-Pump Driver
6. Senior Lift Operator

Category.	Designation.
7.	Lift Operator
8.	Plumber-cum-Pump Driver
9.	Bank Guard
10.	Cook
11.	MLSS (including Farash duty)
12.	Darwan/Chowkider
13.	Canteen Boy
14.	Sweeper

Note.—UDA=Uper Division Assistant

LDA=Lower Division Assistant

MLSS=Member of Lower Subordinate Staff

SCHEDULE II

[see regulation 4 (1)]

DECLARATION OF DOMICILE

Place _____

Date _____

1. I, the undersigned, having been appointed to the service of the Bangladesh Shilpa Bank hereby declare Village _____
Post Office _____ in the District of _____
as my place of domicile.

(Copy of Domicile Certificate from the Chairman, Union Parishad/Chairman, Paurashava/Gazetted Officer attached).

2. The above is my place of birth,

or

The above is not my place of birth, but has been declared as my place of domicile for the reasons given below :—

(Signature)

Name _____

Designation _____

Note.—Strike out whichever is not applicable.

SCHEDULE III

(see regulations 7 and 12)

Post.	Direct recruitment		Promotion.
	Quota.	Minimum prescribed qualifications	
Class-I :			
1. Deputy General Manager	—	..	100% From amongst the confirmed Assistant General Managers/Secretary with at least three years' service as such.
2. Assistant General Manager.	—	..	100% From amongst the confirmed Senior Managers/Senior Principal Officers and Public Relation Officer/Senior Manager with at least three years' services as such.
3. Secretary/Assistant General Manager.	—	..	100% From amongst the confirmed Senior Managers/Senior Principal Officers and Public Relation Officer/Senior Manager with at least three years' service as such.
4. Senior Manager/Senior Principal Officer.	—	..	100% From amongst the confirmed Managers/Principal Officers with at least three years' services as such.

5. Public Relation Officer/ Senior Manager.	-	..	100%	From amongst the confirmed Managers/Principal Officers with at least <u>three years'</u> service as such.
6. Manager/Principal Officer	-	..	100%	From amongst the confirmed Officers with at least <u>three years'</u> service as such.
7. Officer :			25%	From amongst the confirmed Junior Officers who have at least <u>three years'</u> experience as such.
(a) Banking Officer	75%	At least Master's Degree in any discipline with at least Second Division or Second Class from a recognised University with at least one First Division or First Class in any of the other academic examinations.		
(b) Economists, Financial Analysts and other Professionals,	75%	At least a Second Class Bachelor of Engineering Degree from a recognised University with at least one First Division or First Class in any of the other academic examinations.		From amongst the confirmed Junior Officers who have at least <u>three years'</u> experience as such.
(c) Engineers	75%	At least a Second Class Bachelor of Engineering Degree from a recognised University with at least one First Division or First Class in any of the other academic examinations.		From amongst the confirmed Junior Officers (at least Engineering Diploma holders) with at least <u>seven years'</u> experience as such.

Post.	Direct recruitment		Promotion	
	Quota.	Minimum prescribed qualifications	Quota.	Conditions for eligibility.
Class-II :				
8. (a) Junior Officer (Assistant Banking Officers, Financial Assistants, Assistant Economists and the like).	50%	At least a Second Division or Second Class Bachelor's Degree from a recognised University with at least one Second Division or Second Class in any of the other academic examinations.	50%	(i) All confirmed employees having a Second Class Bachelor's or Master's Degree in the scale of pay of Taka 425—1035/Taka 400—825 with at least five years' experience as such.
				(ii) In the case of other confirmed employees in the scale of pay of Taka 425—1035/Taka 400—825 with at least seven years' experience as such will be required.
(b) Security Officer	100%	Matric/S.S.C. with age not exceeding forty years. At least ten years' experience in the security assignments in the Armed forces with good records and experience in fire fighting equipments.
Class-III :				
1. Head Cashier	100%	From amongst the confirmed Assistant Cashiers in the scale of pay of Taka 300—540 with at least four years' experience as such.

25% From amongst the confirmed Money Testers (H.S.C. passed) in the scale of pay of Taka 275-480 with at least five years' experience as such.

75% H. S. C.

2. Assistant Cashier

50% (i) From amongst the confirmed LDA-cum-Typists having a Bachelor's Degree with at least three years' service in the Bank and two years service in the post of LDA-cum-Typist.

50% Bachelor's Degree from a recognised University.

3. Supervisor/UDA (including Receptionist).

(ii) From amongst the confirmed LDA-cum-Typist (H.S.C. passed) with at least four years' service in the Bank and three years' service in the post of LDA-cum-Typist.

(iii) Form amongst the confirmed LDA-cum-Typists (S.S.C. passed) with at least five years' service in the Bank and four years' service in the post of LDA-cum-Typist.

100% H.S.C. passed with typing speed of at least thirty words per minute.

4. LDA-cum-Typist

...

Post.	Direct recruitment		Promotion	
	Quota.	Minimum prescribed qualifications.	Quota.	Conditions for eligibility.
5. Stenographer/PA	100%	H.S.C. passed with one hundred words per minute in shorthand and forty words per minute in typist. For Selection Grade, the requirement of service as laid down in the (Banks and Financial Institutions (Pay and Allowances Order) (Banks and Financial Institutions), 1978, is to be fulfilled.
6. Steno-Typist	100%	H.S.C. passed with eighty words per minute in shorthand and forty words per minute in typing.
7. Librarian	50%	Bachelor's Degree from a recognised University with Diploma Library Science.	50%	From amongst the confirmed Cataloguer with at least five years' service in the post.
8. Cataloguer	100%	H.S.C. passed with Diploma in Library Science.
9. Senior Telephone Operator	—	...	100%	From amongst the confirmed Telephone Operators with at least ten years' experience as such.
10. Telephone Operator	100%	H.S.C. passed with experience to handle PABX.

11. Telex Operator	100%	H.S.C. passed with experience in Telex Operation.	...
12. Driver	100%	Persons with valid Licence under the Motor Vehicles Ordinance, 1983 (LV of 1983).	..
13. Electrician	100%	Trade and vocational training passed in the relevant subject.	..
14. Mechanic-cum-Diesel Operator	100%	With requisite professional qualification	..
15. Caretaker	100%
16. Assistant Caretaker	100%
Class IV :			
1. Money Tester	100%	H.S.C.	..
2. Despatcher	100%
3. Senior Duplicating Machine Operator.	100%
4. Duplicating Machine Operator.	100%	Read up to Class VIII with requisite qualifications in the job.	..

From amongst the confirmed Assistant Caretakers with at least two years' service in the Bank.

From amongst the confirmed MLSS with at least twelve years' service in the Bank.

From amongst the confirmed MLSS with at least twelve years' service in the Bank.

From amongst the confirmed Duplicating Machine Operators with at least ten years' service as such.

Post.	Direct recruitment.		Promotion.
	Quota.	Minimum prescribed qualifications	
5. Senior Plumber-cum-Pump Driver/Senior Lift Operator.	100% From amongst the confirmed Plumbers/Lift Operators with at least ten years' service as such.
6. Plumber-cum-Pump Driver/Lift Operator.	100%	Persons with requisite experience	..
7. Bank Guard	100%	Read upto Class-VIII	..
8. MLSS (including Farash duty).	100%	For MLSS, study up to Class-VIII and for Farash, study up to Class-III.	..
9. Chowkider/Darwan	100%	Study up to Class-VIII	..
10. Cook	100%	Study up to Class-III	..
11. Canteen Boy/Sweeper	100%	Study up to Class-III	..

NOTE.—
 UDA—Upper Division Assistant.
 LDA—Lower Division Assistant.
 MLSS—Member of Lower Subordinate Staff.

SCHEDULE IV

[see regulation 9(1)]

Form of agreement to be signed by a person entering in the service of the Bangladesh Shilpa Bank.

AN AGREEMENT made the.....day of.....
.....established under the Bangladesh Shilpa Bank Order, 1972 (P.O. No. 129 of 1972), (hereinafter called "the Bank") of the one part AND Mr..... (hereinafter called "the employee") of the other part.

WHEREAS the employee has received from the Bank and read a copy of the Regulations governing the service of the employees in the Bank in force as at the date hereof as by his execution hereof he admits (which Regulations subject to any changes hereafter duly made herein are referred to as "the said Regulations of Service"); and

WHEREAS THE Bank has agreed to employ the employee and the employee has agreed to serve the Bank as aupon the terms and conditions embodied in the said Regulations of Service as fromday of.....

NOW THESE presents witness and it is hereby mutually agreed between the Bank and the Employee as follows :

1. The employee agrees as from the said.....day ofto serve the Bank upon the terms and conditions embodied in the said Regulations of Service and agrees to be bound by the Regulations of the Provident Fund, etc., of which he shall become a member.
2. The Bank agrees as from the said.....day ofto employ the employee and to pay him or on his account the salary, allowances, emoluments and other payments in the said Regulations of Service.

IN WITNESS WHEREOF the said.....and
the.....of the Bank have hereunto set their hands
the day and year first above written.

SIGNED BY THE SAID

Mr.....

in the presence of.....

Witness

Address

Occupation : Bank Service.

Signed by the.....of the
Bank in the presence of—

Witness

Address

Occupation : Bank Service.

For BANGLADESH SHILPA BANK

.....

SCHEDULE V

[see regulation 9(2)]

DECLARATION OF FIDELITY AND SECRECY

I, do hereby solemnly 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
.....of the Bangladesh Shilpa Bank and which properly relate to my office or position in the said Bank.

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 Bank nor will I allow any such person to inspect or have access to any books or documents belonging to or in the possession of the Bank and relating to the business of the Bank.

Signed before me—

Signature :

Designation :

Signature :

Designation :

Date

SCHEDULE VI

[See regulation 17(1)]

- (i) Name :
- (ii) Height Weight Chest
- (iii) Identification Mark:
- (iv) Permanent Address :
Present address:
Telegraph Office :
- (v) Father's/Husband's name, address and occupation:
- (vi) Date of birth :
- (vii) Place of birth :
- (viii) Nationality :
- (ix) Marital Status—
Single :
Married :
Window/Widower :
- (x) Academic qualification with Division
(Class and year of passing and the institution attended):
- (xi) Training received:
- (xii) Languages known:
- (xiii) Particulars of previous employment :
- (xiv) Date of joining in the Bank and post:
- (xv) Particulars of appointment in the Bank:
- (a) Name of the post :
(b) Date of appointment :
(c) Whether temporary, substantive, officiating or permanent :
(d) Scale of post :
(e) Substantive pay :
(f) Pay drawn :
(g) Fringe benefits :
- (xvi) Rewards and punishments :



- (xvii) Record of leave :
- (xviii) Provident Fund Account No.
- (xix) Advance given :
- (xx) Reasons for leaving the Bank (Resignation, Retirement, Termination, Dismissal, etc.)

NOTES.—(1) After the entries (i) to (xiii), the employees shall put his signature in confirmation thereof.

- (2) Entries in respect of particulars of appointment in the Bank, reward and punishment, record of leave and reasons for leaving shall be attested by the authorised officer.

SCHEDULE VII

[See regulation 21(2)]

INCENTIVES FOR RECOGNISING MERITORIOUS AND OUTSTANDING SERVICES OF BANK'S EMPLOYEES

1. Types of Incentives :—

- (a) *Hall of Fame* : This is the highest reward which an employee can aspire for. A place will be earmarked in the Bangladesh Shilpa Bank Building which will be named as the "Hall of Fame". The Hall of Fame" reward will, among other things, carry with it a cash award of Taka 25,000.
- (b) *Honour Roll*: Twenty employees will be selected each year for inclusion in the Bangladesh Shilpa Bank Honour Roll. An employee who enters Honour Roll in three successive years shall be eligible to enter the Hall of Fame. Inclusion of name in the Honour Roll will be treated as a great honour. The selected employees may be considered for grant of suitable cash reward/honorarium or advance increment and may also be considered for promotion against merit quota.
- (c) *Managing Director's Commendation Letter* : In addition to Honour Roll, the Managing Director, at any time during the year, may issue Commendation Letters to the employees for any of the special achievements listed for the Honour Roll. There will be no direct financial benefit attached to the Commendation Letters but these will be placed in the Annual Confidential Report files and may help in accelerating promotion.

2. The selection for Hall of Fame, Honour Roll or for issue of Commendation Letters shall never be made a subject of representation, review or appeal by an employee. The mere fact of representing for such rewards for himself or representing against somebody selected for any reward shall automatically disqualify the employee for consideration of such reward. The Board shall be the sole judge for selecting the employee for giving the appropriate rewards mentioned in sub-paras (a) and (b) of para 1 above. There will be no bar in combining the rewards in a particular case.

GHIASUDDIN AHMED

*Acting Managing Director,
Bangladesh Shilpa Bank.*

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