

বাংলাদেশ



গেজেট

অতিরিক্ত সংখ্যা

কর্তৃপক্ষ কর্তৃক প্রকাশিত

রবিবার, এপ্রিল ১৫, ২০১২

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

মন্ত্রিপরিষদ বিভাগ

বিজ্ঞপন

তারিখ, ১৫ চেত্র ১৪১৮ বঙ্গাব্দ/২৯ মার্চ ২০১২ খ্রিস্টাব্দ

এস. আর. ও. নং ৮২-আইন/২০১২।—গণপ্রজাতন্ত্রী বাংলাদেশের সংবিধানের ৫৫(৬) অনুচ্ছেদে প্রদত্ত ক্ষমতাবলে রাষ্ট্রপতি Rules of Business, 1996 এর নিম্নরূপ অধিকতর সংশোধন করিলেন, যথাঃ—

(১) উপরি-উক্ত Rules এর—

- (ক) rule 12-এর উপাত্তটীকাসহ উহাতে তিনবার উল্লিখিত “Ministry of Establishment” শব্দগুলির পরিবর্তে “Ministry of Public Administration” শব্দগুলি প্রতিস্থাপিত হইবে;
- (খ) Schedule-I (ALLOCATION OF BUSINESS AMONG THE DIFFERENT MINISTRIES AND DIVISIONS) এর Serial No. 18. এবং তদ্বিপরীতে উল্লিখিত শিরোনাম ও এন্ট্রিসমূহের পরিবর্তে নিম্নরূপ Serial No., শিরোনাম ও এন্ট্রিসমূহ প্রতিস্থাপিত হইবে, যথাঃ—

“ 18. MINISTRY OF PUBLIC ADMINISTRATION

1. Formulation of policy on regulation of civil services and determination of their terms and conditions (policy on method of recruitment, age limit, qualification, reservation of posts for certain areas and sex, medical fitness, examinations, appointment, posting, transfer, deputation, leave, travel, seniority, promotion, selection, suppression, retirement, superannuation, re-employment, appointment on contract, conditions of pensions, determination of status etc).

(১৩৬৬৭)

মূল্য : টাকা ৪.০০

2. Enhancing **capacity of the** Bangladesh Civil Service to cope with and adapt to an **ever-changing environment**.
3. Developing and **implementing** fair, just and transparent Human Resource Management and Development.
4. Securing to all Government servants the rights and privileges conferred on them by or under the Constitution, Law, Rule, Regulation, Statutory Orders in force.
5. Interpretation of rules, regulations and orders on service conditions relating to matters allocated to this Ministry.
6. Policy regarding employment of non-nationals in the service of the Republic and regulation of employment of foreigners in jobs in Bangladeshi enterprises.
7. Honorary appointment of persons to Civil posts.
8. Policy regarding classification of services and posts and determining their status.
9. Determination of status of officers including status when posted in Bangladesh Missions abroad other than officers of the Ministry of Foreign Affairs, grant of ex-officio Secretariat status to non-Secretariat posts.
10. All matters regarding absorption/employment of surplus Government servants.
11. All matters relating to formulation of policies, composition of Cadre Services and advising other Ministries & Divisions on proper management of Cadre Services under their control.
12. Policy regarding recruitment of staff in the Ministry/Division and all matters relating thereto including their duties and responsibilities.
13. First appointment to any posts belonging to any regularly constituted Cadre Service.

14. (a) Administration of B. C. S. (Administration) Cadre.
(b) First appointment and administration of all other officers and staff of this Ministry.
(c) Grant of Magisterial Power to other officer.
15. Appointment and transfer of Officers in Upazilas, Zilas and Divisions following existing policies and orders.
16. All matters relating to Recruitment Rules for all Services and Posts under the Republic.
17. Nomination of Government servants to work as experts/consultants in projects and jobs at home and abroad.
18. Nomination of Government servants in jobs in UN system and into its various agencies as national representative.
19. Administrative Research, Management and Reforms for better and economic execution of Government business.
20. Review and revision of Organogram and Equipment of the public offices.
21. Review of organization, functions, method and procedures of Ministries, Divisions, Attached Departments and subordinate Offices.
22. Simplifications of Government Forms.
23. All matter relating to the Secretariat Instructions.
24. Inspection and review of staff position in Ministries, Divisions, Attached Departments and subordinate offices for optimum utilization of manpower.
25. Appointment of Chairman and Managing Director who work as members of the Board of Directors or Governors of Managing Boards by whatever name they are called, of the Corporations, Boards, Authorities, Statutory Bodies etc. except Universities, Higher and Secondary Education Boards, Banks and Financing Institutions.

26. Fixation of terms and conditions of all deputationists.
27. Deputation of all officers under administrative control of this Ministry.
28. Appointment of all Officers in the Secretariat at National Pay Scale (NPS) grade 1 to 9 and their interministerial transfer.
29. Appointment and Transfer of Private Secretary and Assistant Private Secretary to Members of the Cabinet, other Ministers and Advisors.
30. All matters relating to Attached Departments & Subordinate Offices and Advisory Bodies of this Ministry, viz : (1) BPATC, (2) BCS (Admn.) Academy, (3) Department of Printing and Publications, (4) Government Employees Welfare Directorate, (5) Directorate of Government Transport, (6) Bangladesh Institute of Administration and Management (BIAM).
31. All matters relating to (1) Divisional Commissioner's Office (2) Deputy Commissioner's Office and Upazila Nirbahi Officer's Office in consultation with Cabinet Division.
32. Ensuring high quality pro-people/citizen centric services delivered by Attached Departments & Subordinate Offices of this Ministry.
33. Policy regarding Discipline, Procedure & Enquiry, Appeal & Review and all references thereto.
34. Policy regarding Performance Appraisal, its countersignature, preservation, representation on adverse comments, its use and all references thereto.
35. Policy regarding conduct of the public servants and all references thereto.

36. Policy regarding use & sale of stationery items and supply to Ministries, Divisions and Attached Departments & Subordinate Offices.
37. Policy on determination of office-hours and declaration of public holidays.
38. All matters relating to the Welfare of Government Servants; Administration & Management of welfare services such as Community Centers, Staff-bus facility etc.
39. All matters relating to Administration and Management of Government and Autonomous Bodies, Benevolent & Group Insurance Funds and Welfare Grant.
40. Policy regarding the official and residential telephone, cell phone, internet, fax etc entitlement and matters related thereto regarding Government, Autonomous and Semi-Autonomous Bodies & Corporations.
41. Policy regarding liveries and matters related thereto.
42. Policy regarding use, repair and disposal of Government Transport.
43. Sanction of pension and other retirement benefits to the officers and staff under the administrative control of this Ministry.
44. Formulation of Departmental Examination Rules.
45. Preparation and maintenance of History of Service Records, Seniority List and List of up-to-date posting of Officers (Appointment & Deputation List).
46. Policy on composition and functions of Departmental Promotion Committees and Selection Boards.

47. Career Planning of Government servants and matters related thereto.
48. All matters relating to representation of the Government servants.
49. All matters relating to Service Associations.
50. Reimbursement of legal expenses incurred by Government servants.
51. Compilation of data/statistics relating to Government servants for use by the Government for Career planning.
52. Maintenance of Secretarial Record Room and Library.
53. Use of Bengali language in official work.
54. Budget of Finance Division, Ministry of Finance and its control.
55. Policy on Training of Government servants in Bangladesh and abroad.
56. Liaison with International Organizations and matters relating to Treaties and Agreements with other countries and World Bodies relating to subjects allotted to this Ministry.
57. Collection of all information and data regarding subjects allocated to this Ministry.
58. All laws on subjects allotted to this Ministry.
59. Fees in respect of any of the subjects allotted to this Ministry except fees taken in Courts.
60. Management of Data base of all officers of BCS Admin Cadre and officers of other Cadres from NPS grade 5 to above for Career Planning.”

- (গ) SCHEDULE-IV এর Serial No. 8C এর পর উল্লিখিত শিরোনাম “MINISTRY OF ESTABLISHMENT” এর পরিবর্তে শিরোনাম “MINISTRY OF PUBLIC ADMINISTRATION” প্রতিস্থাপিত হইবে;
- (ঘ) SCHEDULE-V এর প্রারম্ভে উল্লিখিত শিরোনাম “MINISTRY OF ESTABLISHMENT” এর পরিবর্তে শিরোনাম “MINISTRY OF PUBLIC ADMINISTRATION” প্রতিস্থাপিত হইবে।

২। ইহা অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে

মোহাম্মদ মোশাররাক হোসাইন ডুইএণ
মন্ত্রিপরিষদ সচিব।