

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH



**TABLE
OF
ORGANISATION AND EQUIPMENT
MINISTRIES/ DIVISIONS, CONSTITUTIONAL BODIES, COMMISSIONS ETC.**

FOREWORD

The Government in publishing the Table of Organisation and Equipment of all the Ministries/Divisions, Constitutional Bodies, Commissions etc., is pleased to place on record the deep appreciation to the following chairmen and members of the Martial Law Committees for their relentless endeavour, efforts and strenuous job directly contributing to the preparation of this book which will be of immense value to the nation :

a. Martial Law Committee on Organisational Set-up

- (1) BA-142 Brigadier Enamul Huq Khan, .. *Chairman*.
Director Staff Duties, Army Headquarters
(now Commander, Logistics Area, Dhaka).
- (2) BSS-387 Lieutenant Colonel Kh. Nurul Haque, psc, .. *Member*.
Armoured Corps. Adjutant General's Branch
(Personnel Services Directorate), Army Headquarters.
- (3) BSS-625 Lieutenant Colonel A. K. M. Abdur .. *Member*.
Rashid, psc, Army Services Corps.
General Staff Branch, Army Headquarters.
- (4) BSS-609 Major ABM Ruhul Amin Siddik, Signals, .. *Member*.
General Staff Branch, Weapons, Equipment and
Statistics Directorate, Army Headquarters.
- (5) Mr. S. K. Das, .. *Member-Secretary*.
Deputy Secretary (O&M Wing),
Establishment Division.

b. Review Committee

- (1) Major General M. Atiqur Rahman G+ .. *Chairman*.
PSO to C-in-C
- (2) Secretary of the concerned Ministry/Division .. *Member*.
- (3) Additional Secretary (O&M Wing), .. *Member*.
Establishment Division.
- (4) Brigadier Abdullah Al-Hussain G .. *Member*.
Brigadier Staff, CMLA's Secretariat,
(Replaced later by Colonel Anwar Husain
Chowdhury, psc.)

2. The Review Committee's recommendations on Martial Law Committee's report with changes where applicable have since been approved by the Chief Martial Law Administrator. The approved tables of organisation and equipment of all the Ministries/Divisions, Constitutional Bodies, Commissions, etc., have been printed and reproduced in this book for ready reference, efficient functioning and accountability by all concerned.

3. The Government also acknowledges the services rendered by Mr. Md. Jamal Hossain, Finance Division, Mr. Tasiruddin Ahmed, Mr. M.A. Kabir, Mr. Md. Abdul Halim Rari, Mr. A.K.M. Delwar Hussain, and Mr. M.A. Wahra of the O & M Wing, Establishment Division and the officers and staff of the Bangladesh Government Press.

4. The representatives (liaison officers) of different Ministries/Divisions/other organisations, the non-gazetted staff and many others who worked with the Martial Law Committee beyond the scope of their normal duties also deserve recognition of their efficient services.



DHAKA ;

(M. M. ZAMAN)

The 26th December, 1982.

Secretary
Cabinet Division.

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Cabinet Division

To : All Secretaries, Ministries/Divisions,
The Registrar, Supreme Court of Bangladesh.
The Comptroller and Auditor General.
The Chairman, Public Service Commission.
The Attorney General of Bangladesh.
The Additional Secretary-in-Charge, Planning Commission and Secretariat.
The Chairman, University Grants Commission.
The Chairman, National Board of Revenue.
The Chairman, Tariff Commission.
The Rector, Public Administration Training Centre (Establishment Division).

SUBJECT: Table of Organization and Equipment of Ministries/Divisions, Constitutional Bodies, Commissions, etc.

REFERENCES: a. Chief Martial Law Administrator's Secretariat letter No. 7005/1/Civ/CMLA, dated 18 April, 1982 (Annexure 'A').
b. Chief Martial Law Administrator's Secretariat letter No. 7002/1/Civ/1, dated 12 July, 1982 (Annexure 'B').

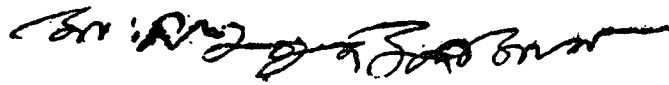
1. The reports of the Martial Law Committee on Organizational set-up of the Ministries/Divisions, Constitutional Bodies, Commissions etc., were submitted to the Chief Martial Law Administrator as per the terms of reference given to the Committee. The reports of the Committee were examined/discussed in the light of observations/comments received from the Ministries/Divisions, Constitutional Bodies, Commissions etc. and finalised. The reports have already been sent to the Organizations concerned.

2. The table of organization of all the Ministries/Divisions, Constitutional Bodies, Commissions etc. as approved by the Chief Martial Law Administrator is forwarded herewith for immediate implementation and record.

3. Please acknowledge.

No. CD/CS/82 dated 26-12-82

By order of the
Chief Martial Law Administrator



(M. M. ZAMAN)

Secretary
Cabinet Division.

Copy to :

1. All Ministers-in-charge.
2. Principal Staff Officer to the Chief Martial Law Administrator.
3. Chief of General Staff, Army Headquarters.
4. Accountant-General (Civil).

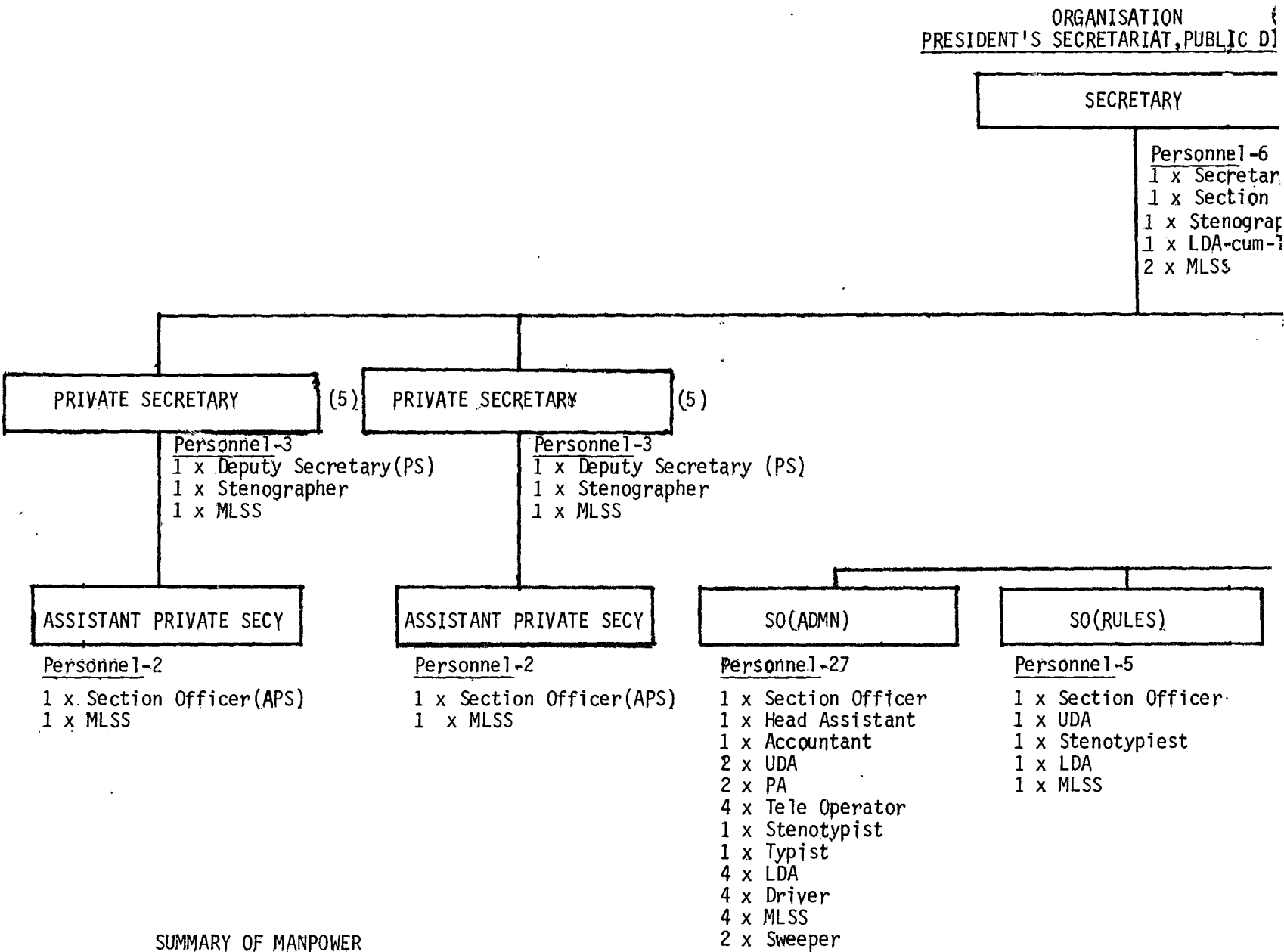
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Allocation of Business

1. Provide secretarial service to the President in all matters assigned to him.
2. Administer and disburse President's funds.
3. Secretarial assistance in the preparation of President's speeches.
4. Arrangement for interviews with the President by Foreign Correspondents/ Editors.
5. Perform all functions incidental and consequential to the above.



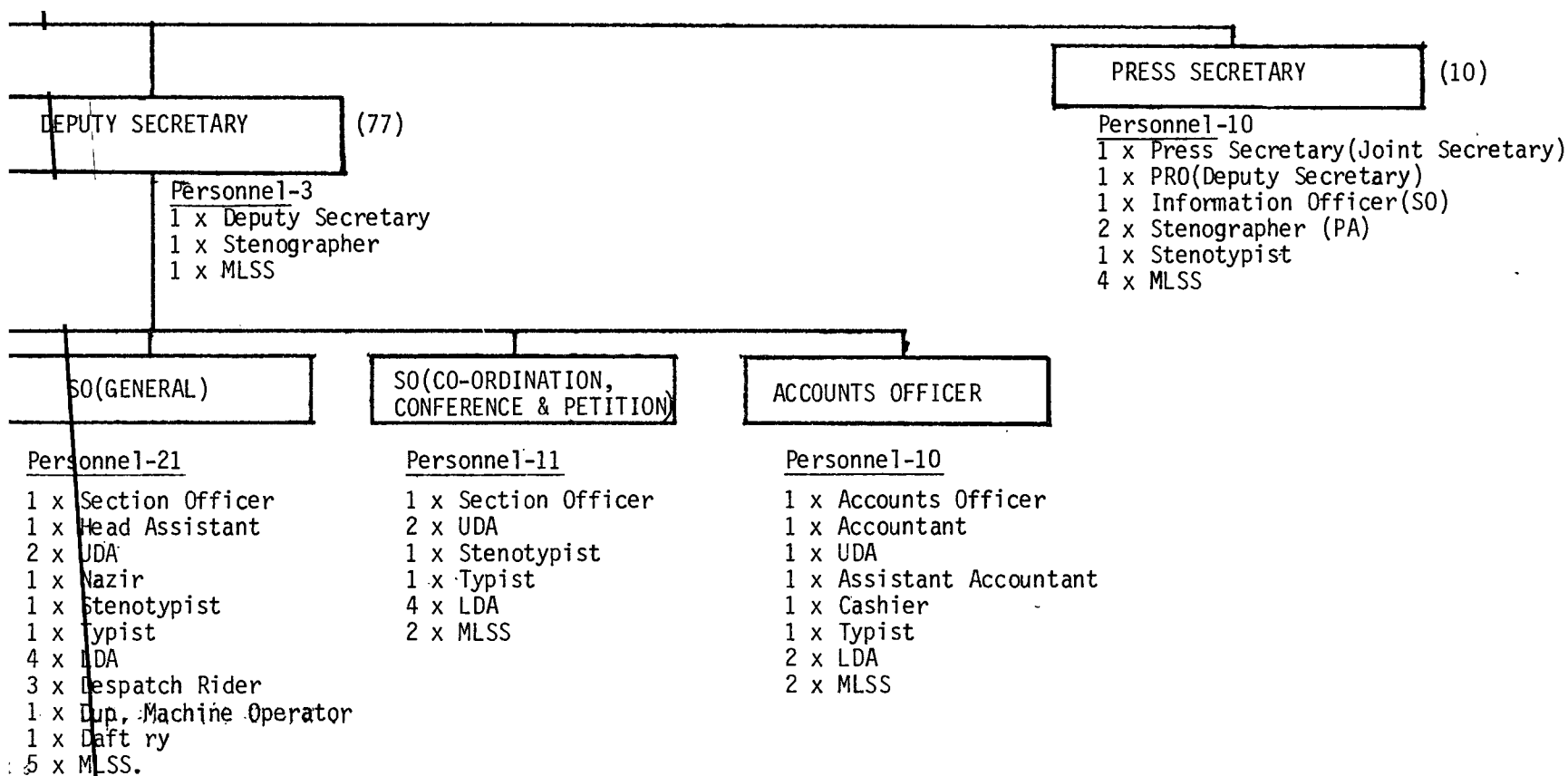
SUMMARY OF MANPOWER

Sl.No.	Name of posts	No.of posts
(a) Class-I		
1.	Secretary	1
2.	Press Secretary	1
3.	Deputy Secretary	1
4.	PS to President	2
5.	PRO	1
6.	Section Officer	5
7.	APS to President	2
8.	Information Officer	1
9.	Accounts Officer	1
(b) Class-II,		
(c) Class III Staff		
		61
(d) Class IV Staff		
		27
Total		103

SECRETARIAT

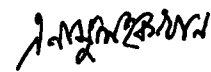
DIVISION

6. Perform such other functions as may be assigned by the President.
7. Liaison with international organisations on matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
8. All laws on subjects allotted to this Division.
9. Inquiries and statistics on any of the subjects allotted to this Division.
10. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

1. Transport.
 - a. 3 x Car.
 - b. 1 x Microbus.
 - c. 1 x Motcr Cycle.
2. Office equipment
 - a. 1 x Air-Conditioner.
 - b. 1 x Plain Paper Copier.
 - c. 1 x Duplicating Machine.
 - d. 1 x Electric Machine
 - e. 17 x Typewriter.
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government instructions.
 - b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue & development (project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.


 26/12/82
 BRIGADIER
 (ENAMUL HUQ KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 OF ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

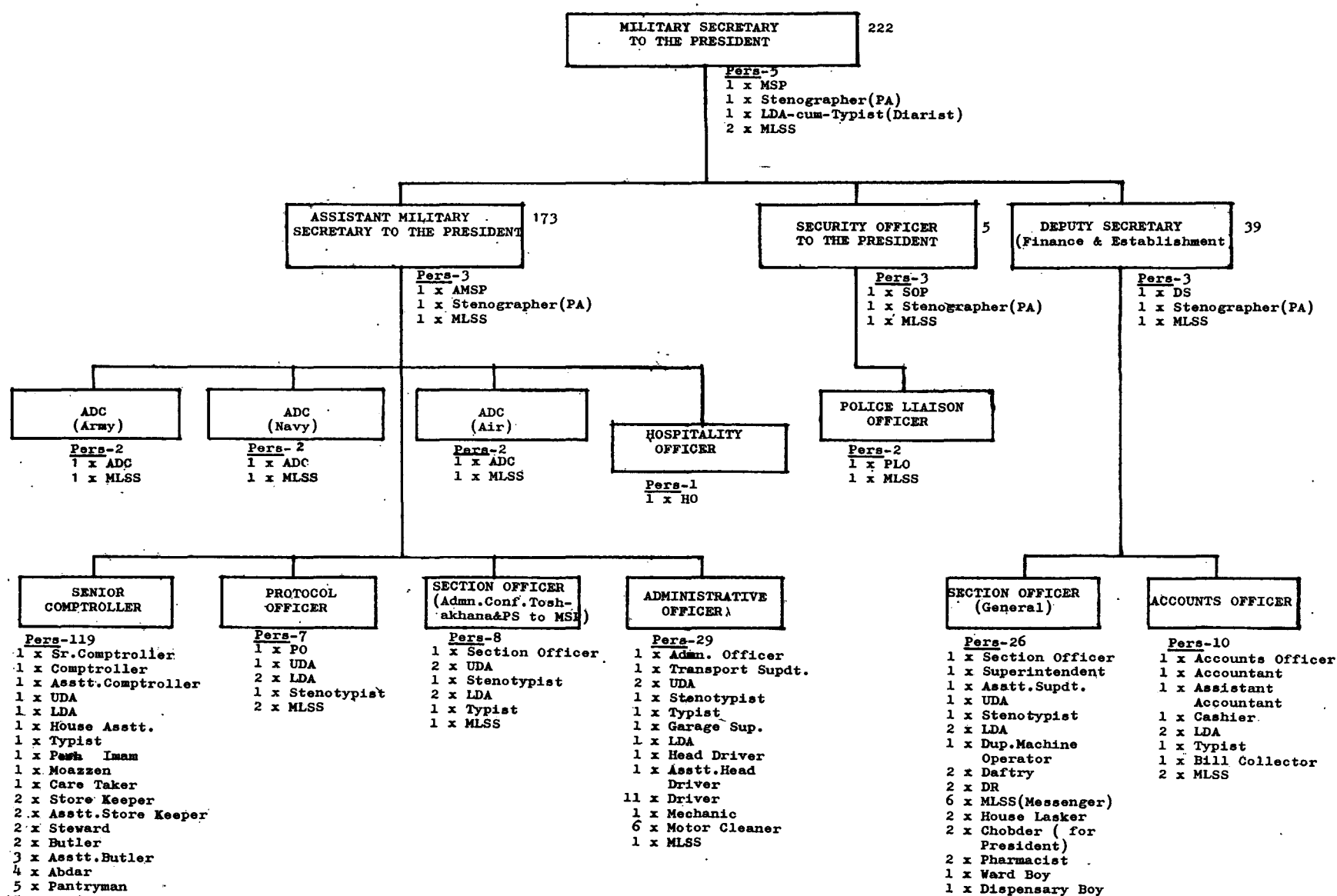
PRESIDENT'S SECRETARIAT

PERSONAL DIVISION

Allocation of Business

1. Household affairs.

ORGANISATION
PRESIDENT'S SECRETARIAT, PERSONAL DIVISION
BANGABHABAN, DHAKA



SUMMARY OF MANPOWER

Sl. No.	Name of posts	No. of posts
Class-I		
1.	Military Secretary to the President	1
2.	Asstt. Military Secretary to the President	1
3.	Security Officer to the President	1
4.	Deputy Secretary	1
5.	Hospitality Officer	1
6.	ADC to the President	3
7.	Police Liaison Officer	1
8.	Section Officer	2
9.	Protocol Officer	1
10.	Senior Comptroller	1
11.	Accounts Officer	1
12.	Administrative Officer	1
Total Class-I		15
Class-II		
13.	Comptroller	1
14.	Asstt. Comptroller	2
15.	Transport Superintendent	1
Total Class-II		4
Total Class-III		89
Total Class-IV		114
GRAND TOTAL		222

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS.

- Transport**
 - 3 x Car
 - 2 x Jeep
 - 2 x Microbus
 - 1 x Bus
 - 2 x Motor Cycle
- Office equipment**
 - 59 x Air-conditioner/Cooler
 - 1 x Plain Paper Copier
 - 2 x Duplicating Machine
 - 2 x Electric Typewriter
 - 12 x Typewriter
 - 1 x ECG Machine
 - 1 x Weighing Machine
- Miscellaneous Points**
 - Private use of Government Transport on payment will be as per latest Government instructions.
 - 24 x Car, 3 x Jeep and 2 x Motor Cycle to be jacked up/garaged and properly maintained till suspended animation is removed.
 - 7 x Typewriter held in excess to be deposited to Controller of Printing, Stationery, Forms and Publications.

ABBREVIATION

DR = Despatch Rider
LDA = Lower Division Assistant
Pers = Personnel
UDA = Upper Division Assistant

UTTARA GANABHABAN, NATORE

- 1 x Asstt. Comptroller
- 1 x Store Keeper-cum-LDA
- 1 x Butler
- 2 x Khidmatgar
- 1 x Pantryman
- 1 x Cook
- 1 x Cookmate
- 1 x Masalchi

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82

CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT
CABINET DIVISION

Allocation of Business

1. All secretarial work for the Cabinet and its Committees.
2. Watch over progress and implementation of Cabinet and Committee decisions.
3. Remuneration and Privileges of the President, the CMLA and the Members of the Council of Ministers to the CMLA.
4. Immunity of the President.
5. Defence coordination.
6. Rules of Business.
7. Coordination of cases involving directions of the CMLA/Cabinet including coordination of functions where more than one Ministry are concerned.
8. Toshakhana.
9. Flag Rules, National Anthem Rules and National Emblem Rules.
10. Organisation and administration of National Economic Council.
11. Common services relating to the President, the Vice-President, the Prime Minister and other Ministers.
12. Declaration of war.
13. Secretaries' Committees.
14. General administration in Districts and Divisions including matters relating to the discipline of officers connected therewith.
15. Divisional/Regional Development Boards/Committees.
16. Regional development projects, viz.; development of Hill Tracts, Haor Areas, etc.
17. Implementation and monitoring of special canal digging programme through voluntary mass participation.
18. Administration of Criminal Justice.
19. Warrant of Precedence.
20. Anti-Corruption.
21. Nomination for International Awards.
22. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
23. All laws on subjects allotted to this Division.
24. Inquiries and statistics on any of the subjects allotted to this Division.
25. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Bureau of Anti-Corruption.
2. National Security Intelligence.

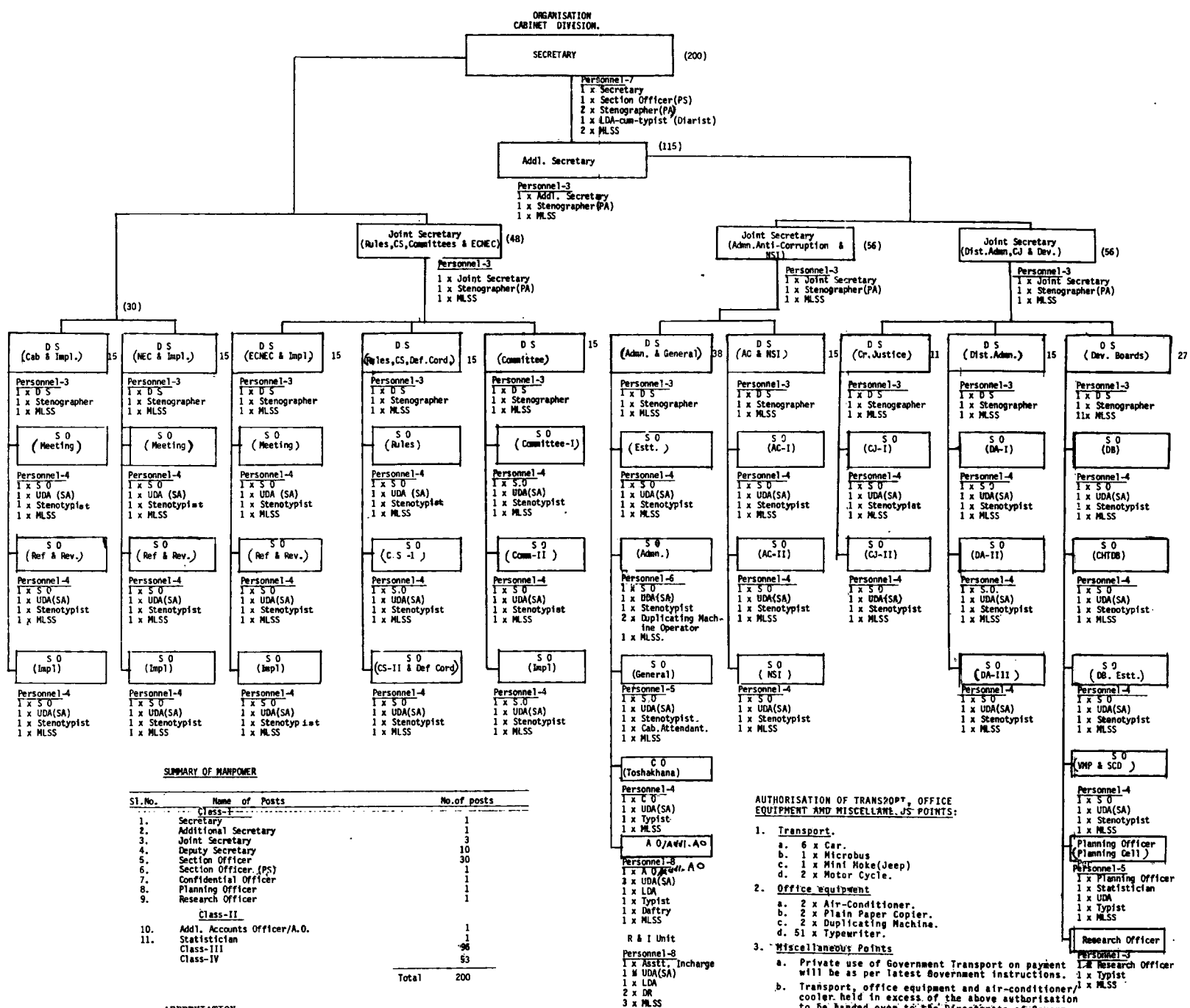
4. Chittagong District Development Board.

Autonomous/Semi-Autonomous Bodies

1. Dhaka Division Development Board.
2. Rajshahi Division Development Board.
3. Khulna Division Development Board.

5. Chittagong Hill Tracts Development Board.

6. Comilla, Noakhali, and Sylhet Districts Development Board.



SUMMARY OF MANPOWER

Sl.No.	Name of Posts	No. of posts
1.	Secretary	1
2.	Additional Secretary	1
3.	Joint Secretary	3
4.	Deputy Secretary	10
5.	Section Officer (PS)	30
6.	Confidential Officer	1
7.	Planning Officer	1
8.	Research Officer	1
9.	Class-II	
10.	Addl. Accounts Officer/A.O.	1
11.	Statistician	1
	Class-III	96
	Class-IV	53
	Total	200

ABBREVIATION

AC	= Anti-Corruption
Cab	= Cabinet
CHTDB	= Chittagong Hill Tracts Development Board
CJ	= Criminal Justice
Cord	= Co-ordination
CS	= Common Service
DB	= Development Board
Def	= Defence
ECNEC	= Executive Committee of the National Economic Council
Impl	= Implementation
NEC	= National Economic Council
NSI	= National Security Intelligence
RAI	= Receipt and Issue
SCD	= Special Canal Digging Programme
VMP	= Voluntary Mass Participation

BRIGADIER
(ENAMUL HUQ KIAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

**CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT
ESTABLISHMENT DIVISION**

Allocation of Business

- 1. Regulation of all service matters.***
2. Coordination of policy of all Ministries with respect to the services under their control.
3. Securing to all Government servants, the rights and privileges conferred on them by or under the Constitution or any other law in force.
4. Appointment and administration.
 - a. First appointment to all cadres of Bangladesh Civil Service.
 - b. First appointment and administration of:—
 - (1) Bangladesh Civil Service (Administrative : Administrative) Officers.
 - (2) Bangladesh Civil Service (Secretariat) Officers.
 - (3) Ex-E.P.C.S. Class-II Officers.
 - (4) Lawyer Magistrates.
 - (5) Temporary Magistrates.
 - c. Encadrement of Officers to Senior Service Pool and its administration.
5. Appointment and transfer of officers in general administration in Districts and Divisions in consultation with the Cabinet Division.
6. Deputation of Officers of the posts mentioned in entry 4 and 5 above to foreign bodies, corporations, etc.
7. Inter-Ministerial transfers of Class-I Officers.
8. Appointment of Chairman/Managing Director/Members/Directors of Corporations/ Boards/Statutory Bodies (other than Universities and Boards of Intermediate and Secondary Education, Banks and banking institutions).
9. Determination of status of all officers and grant of ex-officio status to non-secretariat officers.
10. Training of officers and staff in and outside Bangladesh.
11. Interpretation of rules and orders relating to service matters other than those issued by the Ministry of Finance.
12. Conditions of service including status, superannuation, re-employment, etc. other than those falling within the purview of the Ministry of Finance.
13. Staff Welfare.
14. District Gazetteers.
15. Government Press and Stationery.
16. Government Transport.
17. Fixation of Cadres.
18. Office Hours.
19. Public Holidays.
20. Departmental examination rules.
21. Establishment of the officers and staff attached to the President, the CMLA and the Members of the Council of Ministers.
22. Civil List, Actual Deployment List and History of Services.
23. Setting up of selection boards and departmental promotion committees.
24. Policy regarding recruitment of L. D. and U. D. Assistants of the different Ministries.
25. Morale of Services.
26. Reservation of posts for certain classes of citizens.

27. General policy matters regarding age-limits, medical standards, educational qualifications and recognition of non-technical degrees and diplomas for appointments to Government services.
28. General policy matters regarding classification of posts, services and grant of gazetted status in relation to services.
29. Appointment of non-nationals to civil posts.
30. Concession to war service candidates in respect of appointment to civil services.
31. General policy regarding absorption of Government servants.
32. Deputation of Bangladesh experts abroad under different programmes and on bilateral basis except in respect of those international agencies who have got their counterparts in other Ministries (e.g., UNESCO).
33. Advising Ministries on proper management of various cadres under their control.
34. Re-imbursement of legal expenses incurred by Government servants.
35. Government servants having families abroad—cases regarding grant of permission to Government servants to visit abroad.
36. Honorary appointments of persons to civil posts.
37. Career development.
38. Grievances and representations of Government servants.
39. Administrative management and reforms.
40. Initiation of proposals for all-round improvement in efficiency to achieve better and more economic execution of Government business.
41. Review of organisations, functions, methods and procedures of Ministries Divisions, Departments and Subordinate offices.
42. Streamlining of systems and simplification of forms.
43. Secretariat Instructions.
44. Inspection and periodical review of staff position in Ministries/Divisions, Departments and Subordinate offices.
45. Compilation of statistics relating to Civil employees of the Government for the purpose of manpower planning.
46. Secretariat Record-Room and Library.
47. Administrative research.
48. Matters relating to Public Administration Training Centre.
49. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
50. All laws on subjects allotted to this Division.
51. Inquiries and statistics on any of the subjects allotted to this Division.
52. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

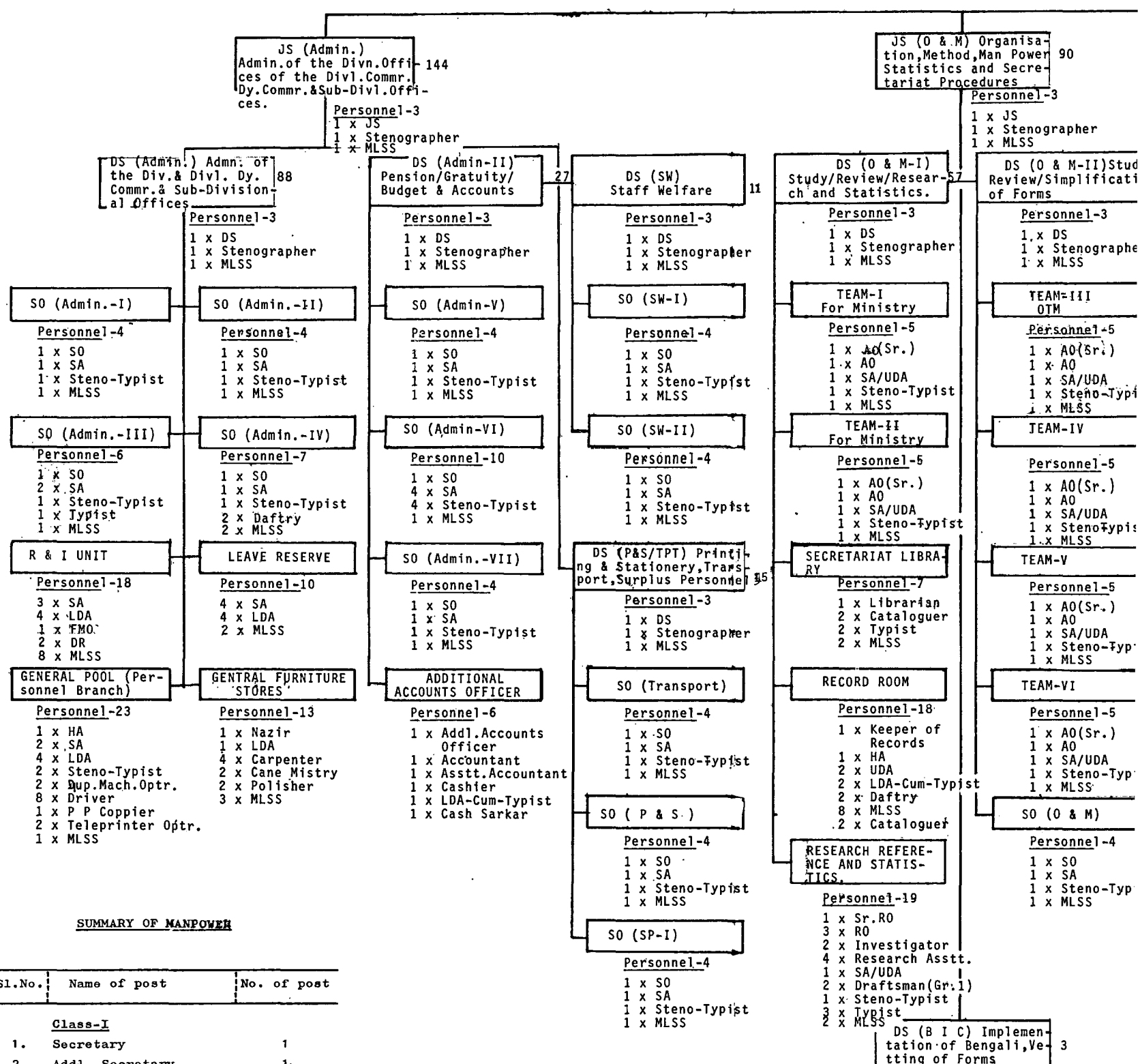
ESTABLISHMENT DIVISION
LIST OF ATTACHED ORGANISATIONS

Constitutional Bodies, Commissions etc.

1. Bangladesh Public Service Commission.
2. Public Administration Training Centre.

Departments/Offices/Institutes

1. Divisional Commissioner, Dhaka
2. Divisional Commissioner, Chittagong
3. Divisional Commissioner, Rajshahi
4. Divisional Commissioner, Khulna
5. Deputy Commissioner, Dhaka
6. Deputy Commissioner, Faridpur
7. Deputy Commissioner, Jamalpur
8. Deputy Commissioner, Mymensingh
9. Deputy Commissioner, Tangail
10. Deputy Commissioner, Bandarban
11. Deputy Commissioner, Chittagong
12. Deputy Commissioner, Chittagong Hill Tracts
13. Deputy Commissioner, Comilla
14. Deputy Commissioner, Noakhali
15. Deputy Commissioner, Sylhet
16. Deputy Commissioner, Bogra.
17. Deputy Commissioner, Dinajpur
18. Deputy Commissioner, Pabna
19. Deputy Commissioner, Rajshahi
20. Deputy Commissioner, Rangpur
21. Deputy Commissioner, Bakerganj
22. Deputy Commissioner, Jessore
23. Deputy Commissioner, Khulna
24. Deputy Commissioner, Kushtia
25. Deputy Commissioner, Patuakhali
26. Government Employees Welfare Directorate
27. Office of the General Editor, District Gazetteer
28. Department of Printing, Stationery, Forms and Publications.
29. Directorate of Government Transport.

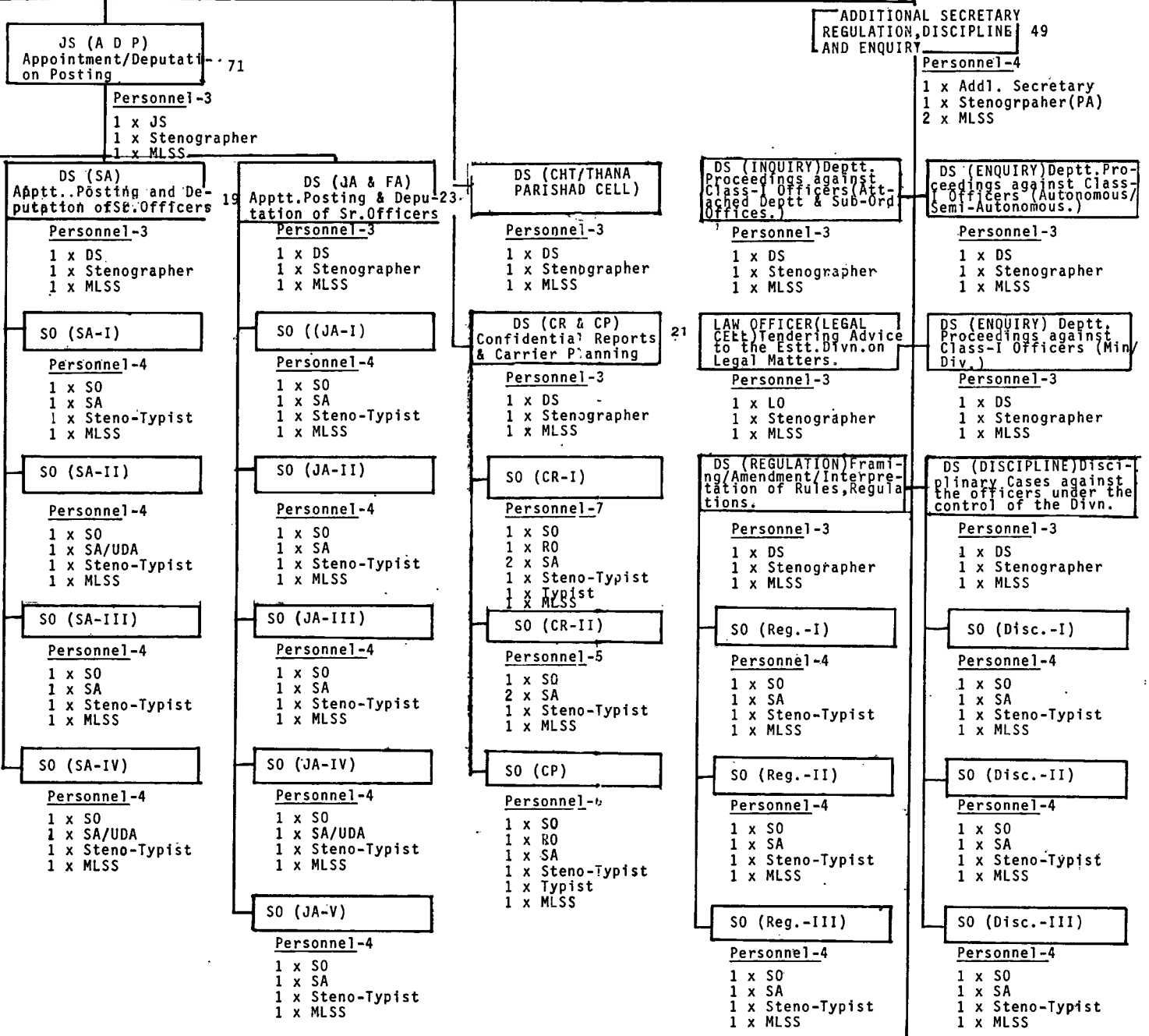


SUMMARY OF MANPOWER

Sl. No.	Name of post	No. of post
Class-I		
1.	Secretary	1
2.	Addl. Secretary	1
3.	Joint Secretary	3
4.	Deputy Secretary	18
5.	Law Officer	1
6.	Section Officer	37
7.	Senior Research Officer	1
8.	Assignment Officer	12
9.	Research Officer	7
Total Class-I		81
Class-II		
10.	Librarian	1
11.	Keeper of Records	1
12.	Addl. Accounts Officer	1
Total Class-II		3
Total Class-III		204
Total Class-IV		96
GRAND TOTAL		384

ARY 384

Personnel-6
1 x Secretary
1 x SO(PS)
1 x Stenographer(PA)
1 x LDA-Cum-Typist(Diarist)
2 x MLSS



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISC. POINTS:

1. Transport:

- 6 x Car
- 3 x Microbus
- 3 x Mini-Moke
- 3 x Motor Cycle

2. Office equipment

- 4 x Air-coller
- 1 x Plain Paper Copier
- 3 x Duplicating Machine
- 1 x Franking Machine
- 3 x Teleprinter Machine
- 5 x Calculating Machine
- 96 x Typewriter

3. Miscellaneous Points

- Private use of Government Transport on payment, will be as per latest Government Instructions.

* Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing Stationery, Forms and Publications and Public Works Department respectively.

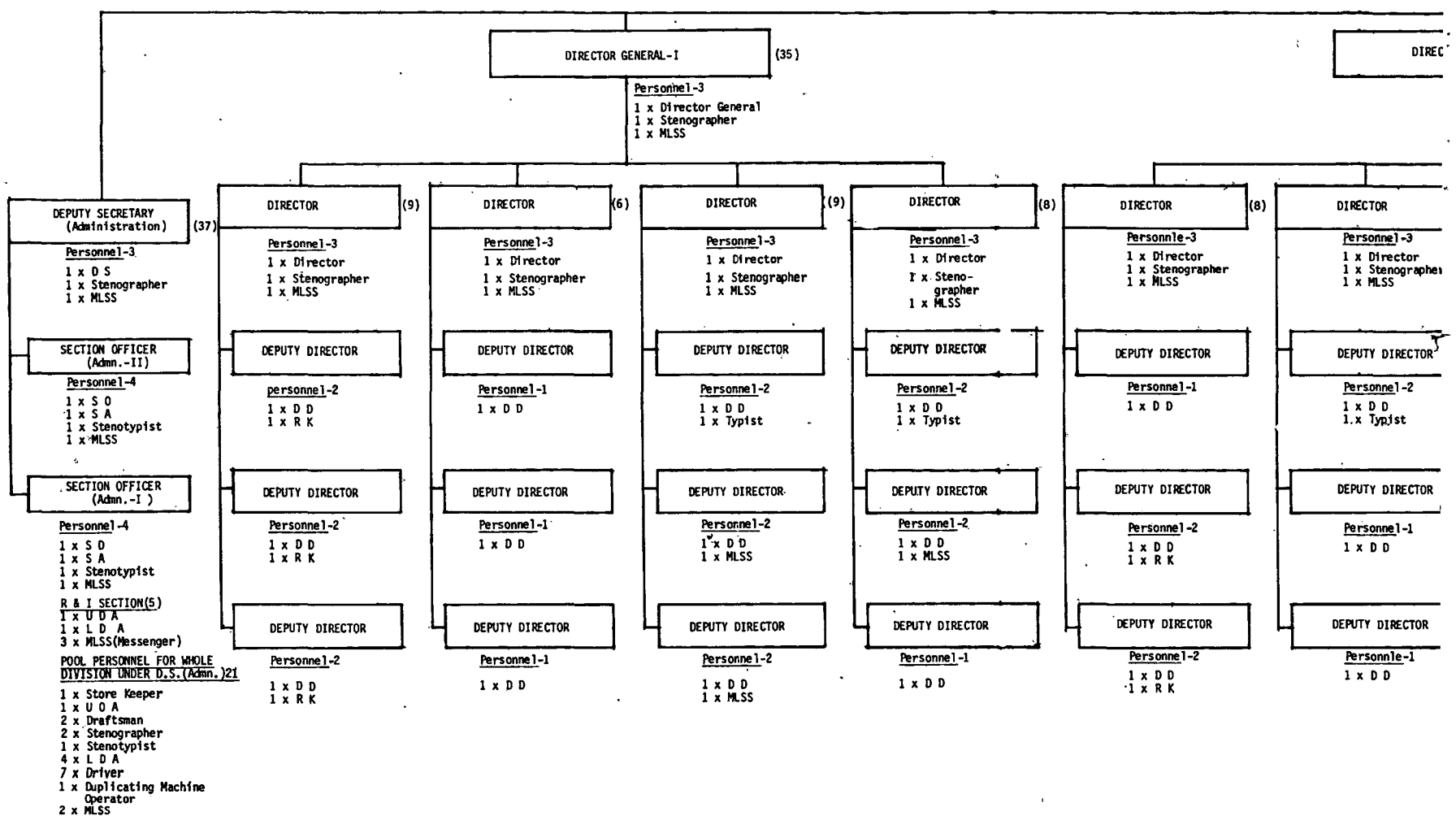
In futuro fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of revenue and development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, PWD as the case may be.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

**CHIEF MARTIAL LAW
IMPLEMENTATION MONITORING**

Allocation of Business

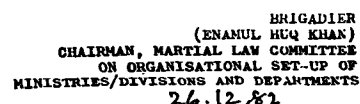
1. Evaluation of the implementation of development projects/schemes/programmes.
2. Collection and compilation of data for preparation of Monthly Progress Reports project-wise for the information of the CMLA/Ministers concerned and other agencies.
3. Rendering such advisory or consultancy services to Ministries/Agencies concerned for implementation of projects as and when necessary.



SUMMARY OF MANPOWER		
Sr. No.	Name of post	Number of post
1.	Secretary	1
2.	D.G.	3
3.	Deputy Secretary	1
4.	Director	12
5.	Deputy Director	34
6.	Systems Analyst	1
7.	Section Officer	3
8.	Programmer	3
Total Class-I		58
9.	Total Class-II	3
10.	Total Class-III	59
11.	Total Class-IV	32
Grand Total:-		152

AND EVALUATION DIVISION

6. Such other functions as may be assigned to the Division by the CMLA from time to time.



CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT
SCIENCE AND TECHNOLOGY DIVISION

Allocation of Business

1. Formulation of policy statements and guidelines on science and technology and the follow-up of their implementation.
2. National bodies on science and technology.
3. Development of geological, geophysical and oceanographic sciences.
4. Environment and ecology.
5. Peaceful uses of outer spaces and atmospheric research.
6. Development of electronics and its coordination amongst various users.
7. Coordination of areas of science and technology in which other Ministries have interests and capabilities.
8. Undertaking of and financially sponsoring of scientific and technological surveys, research, design and development where necessary.
9. Grants to national research institutions, scientific associations and scientific bodies.
10. Matters concerning domestic/appropriate technology particularly the ventures including the commercialisation of such technology.
11. Matters commonly affecting scientific and technological institutions e.g. financial, personnel, purchase and import policies and practices.
12. All other measures needed for the promotion of science and technology and their application to the development and security of the nation.
13. Matters relating to Medical Research Institute, Bangladesh Standard Institute, Central Testing Laboratory, Building Research Institute and Environment Pollution Control.
14. Matters concerning the Museum of Science and Technology.
15. Standardization of weights and measures.
16. Testing and quality control of industrial/commercial products.
17. Research on building materials.
18. Matters relating to scientific and technological documentation including National Science Library.
19. Promotion of new areas of science and technology.
20. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
21. All laws on subjects allotted to this Division.
22. Inquiries and statistics on any of the subjects allotted to this Division.
23. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATION

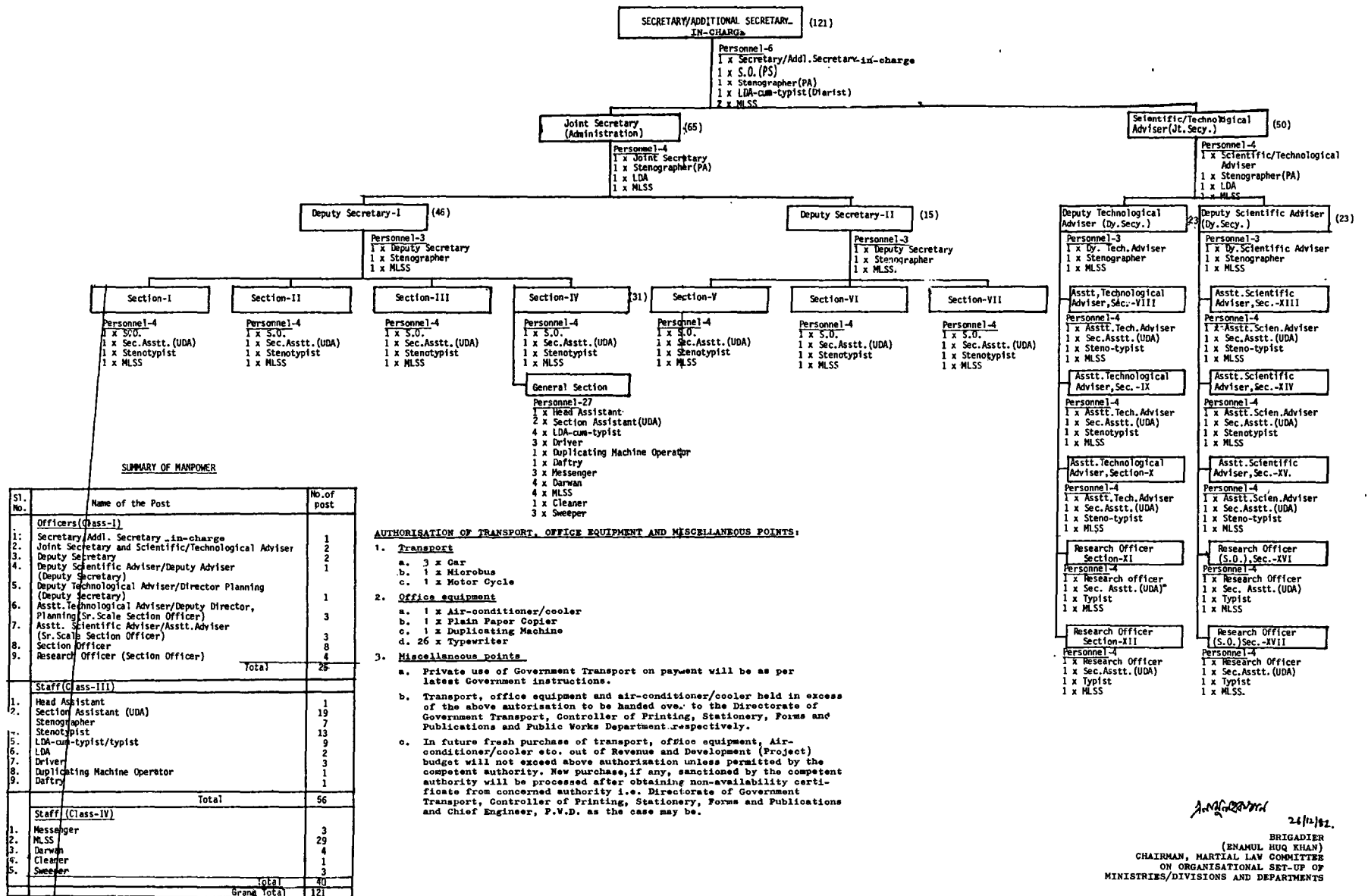
Departments/Offices/Institutes

1. Environment Pollution Control.
2. Central Testing Laboratory.

Autonomous/Semi-Autonomous Bodies

1. Museum of Science and Technology.
2. Bangladesh Medical Research Council.
3. Bangladesh Standard Institute.
4. Building Research Institute.
5. Space Research and Remote Sensing Organisation (SPARRSO).

ORGANISATION
SCIENCE AND TECHNOLOGY DIVISION

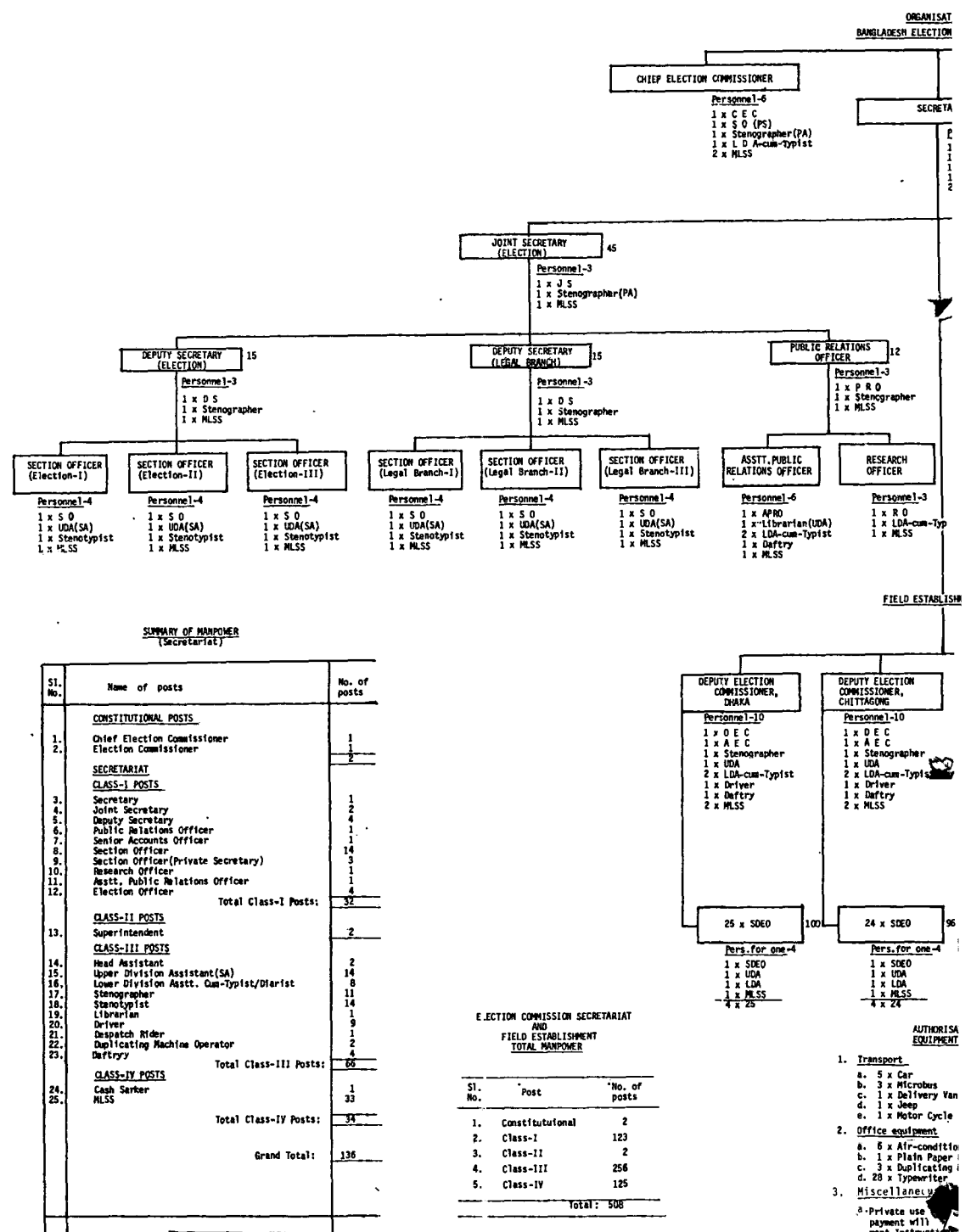


24/11/82.
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

CHIEF MARTIAL LAW ELECTION

Allocation of Business

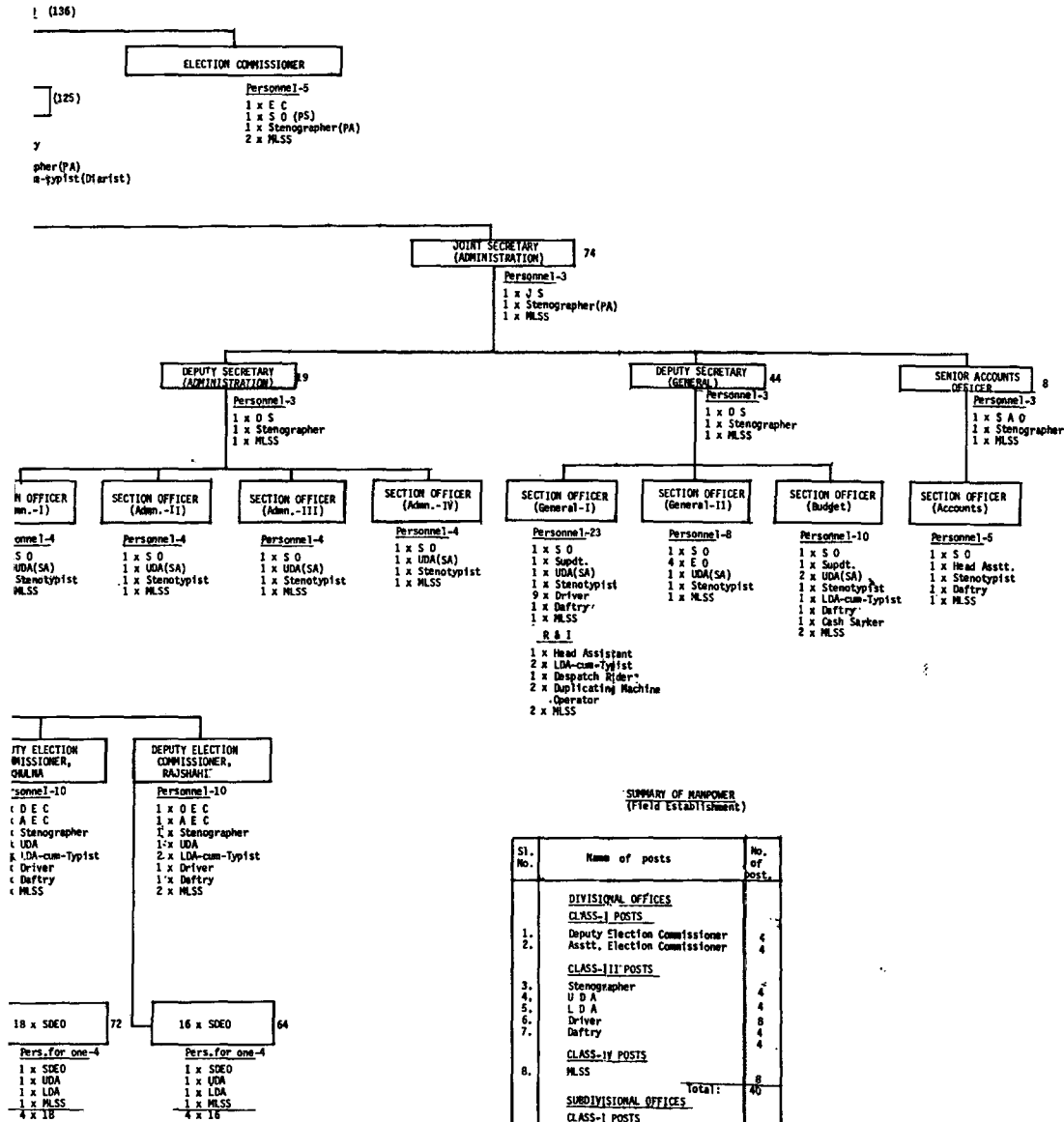
1. Assistance to the Election Commission for preparation of electoral rolls for use in all national and local bodies elections.
2. Delimitation of territorial constituencies for the purposes of election to Parliament.
3. Conduct of referendum and elections (including bye-elections) to the office of President, Parliament, Zilla Parishads, Paurashavas, Municipal Corporations, Union Parishads, etc.
4. Formulation and publication of polling stations of the entire country in the official gazette for the purpose of taking poll in all elections.
5. Reservation and allocation of symbols to political parties/candidates.
6. Supervision of polling arrangements throughout the country on the eve of each election and appointment of polling personnel, namely, Returning Officers, Assistant Returning Officers, Presiding Officers, Assistant Presiding Officers and Polling Officers.
7. Printing and supply of ballot papers to all polling stations located all over the country.
8. Procurement of election materials including ingredients for the manufacture of indelible ink and their distribution amongst the polling stations.
9. Procurement, supply, storage and maintenance of ballot boxes throughout the country.



ADMINISTRATOR'S SECRETARIAT

COMMISSION

10. Setting up of elaborate machinery throughout the country for collection and dissemination of result in relation to elections to the office of President, Parliament, Referendum and local bodies.
11. Consolidations of all election results and their formal publications in the official gazette.
12. Constitution of Tribunal for the disposal of election petitions and performance of such other functions in this regard as may be prescribed by any other law.
13. Framing of publicity policy pertaining to the elections and their implementation.
14. Collection and compilation of election data for research, reference and records.
15. Preparation and publication of comprehensive reports of all types of elections.
16. Regulation and control of officers and staff of the Election Commission Secretariat and its field establishment.
17. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
18. All laws on subjects allotted to this Division.
19. Inquiries and statistics on any of the subjects allotted to this Division.
20. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.



TRANSPORT, OFFICE
CELLANEOUS POINTS:

b. Transport, Office equipment and air-conditioner/ cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.

In future fresh purchase of transport; office equipment Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority: New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

Transport on latest Govern-

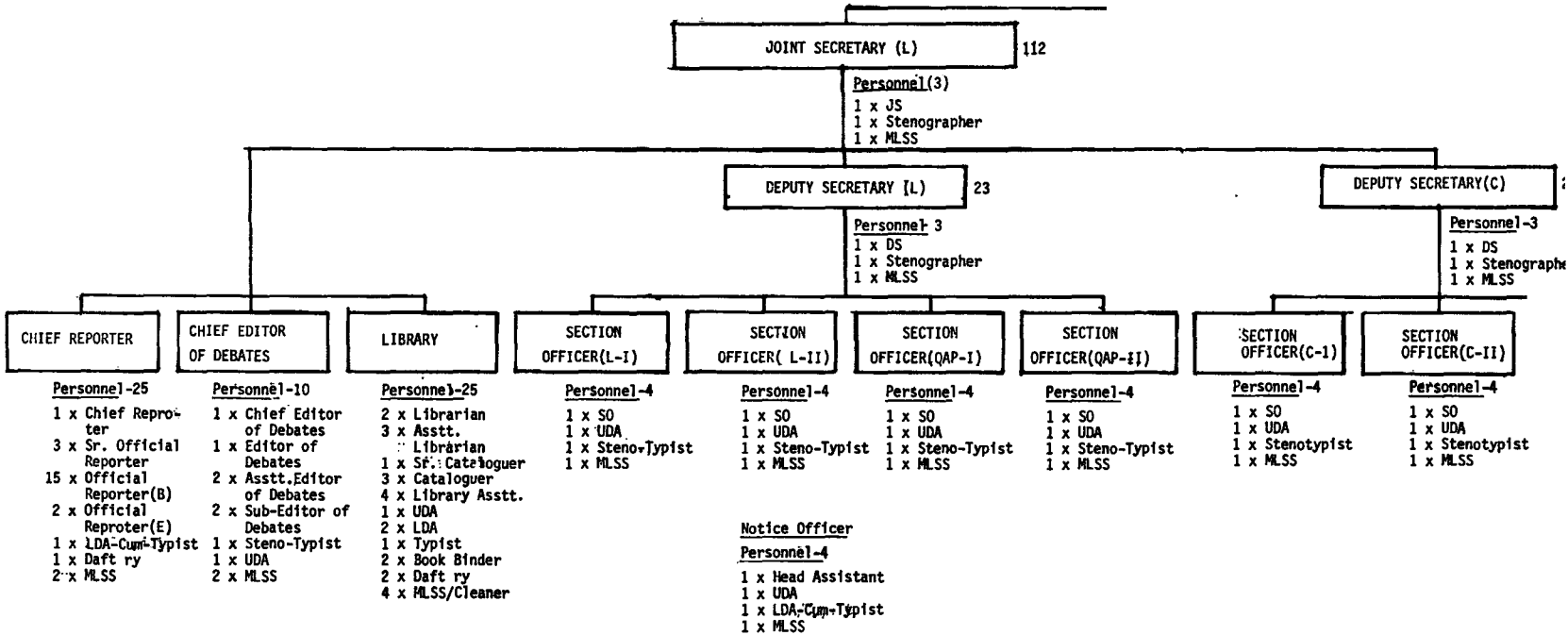
SUMMARY OF MANPOWER (Field Establishment)

Sl. No.	Name of posts	No. of post.
DIVISIONAL OFFICES		
CLASS-I POSTS		
1.	Deputy Election Commissioner	4
2.	Asstt. Election Commissioner	4
CLASS-III POSTS		
3.	Stenographer	2
4.	U D A	4
5.	L D A	4
6.	Driver	8
7.	Dafftry	4
CLASS-IV POSTS		
8.	MLSS	8
Total: 40		
SUB-DIVISIONAL OFFICES		
CLASS-I POSTS		
9.	Sub-Divisional Election Officer	83
CLASS-III POSTS		
10.	U D A	83
11.	L D A	83
CLASS-IV POSTS		
12.	MLSS	83
Total: 332		
GRAND TOTAL: 372		

BRIGADIER
(ENAMUL HASI KHAN)
CHAIRMAN, NATIONAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26-12-92.

Allocation of Business

1. Advice to Ministries and Divisions on Parliamentary procedure and other Parliamentary matters.
2. Extracting from proceedings of Parliament statements involving any assurance, promise or undertaking given by the Government on the floor of the House and ensuring their implementation by the Ministries or Divisions concerned.
3. Obtaining decision of the President regarding assent to a Bill passed by Parliament and conveying it to the Speaker.
4. Matters connected with powers, privileges and immunities of Members of Parliament and conveying it to the Speaker.
5. Remuneration, privileges and terms and conditions of services of the Speaker, Deputy Speaker and Whips.



- ABBREVIATIONS
1. A-Administration
2. C-Committee
3. E-Establishment
4. L-Legislation
5. LDA-Lower Division Assistant
6. MLSS-Members of Lower Subordinate Service
7. QAP-Question, Adjournment Motions and Privilege Motions
8. UDA-Upper Division Assistant.

SUMMARY OF MANPOWER		
Sl. No.	Name of the post	No. of posts
1.	Secretary	1
2.	Joint Secretary	2
3.	Deputy Secretary	4
4.	Other Class-I Officer	43
5.	Class-II Officer	7
6.	Class-III Staff	172
7.	Class-IV Staff	108
Total:		337

LIST OF KEY POST/PERSONNEL REQUIRED FOR MAINTENANCE OF PARLIAMENT SECRETARIAT COMPLEX

Sl. No.	Designation	No. of posts.	Sl. No.	Designation	No. of posts.
1.	Joint Secretary-in-charge	1	22.	LDA	7
2.	Deputy Secretary	1	23.	LDA-cum-Typist	2
3.	Chief Reporter	1	24.	LDA-cum-Diarist	1
4.	Editor of Debates	1	25.	Typist	13
5.	Section Officer	5	26.	Cataloguer	1
6.	Official Reporter (Bengali)	11	27.	Caretaker (Secretariat)	1
7.	Official Reporter (English)	1	28.	Caretaker (Hostel)	3
8.	Librarian	2	29.	Proof Reader	1
9.	Assistant Editor of Debates	2	30.	Copy Holder	1
10.	Assistant Librarian	3	31.	Receptionist	8
11.	Superintendent (Hostel)	1	32.	Driver	2
12.	Assistant Superintendent (Hostel)	1	33.	Staff Car Driver	3
13.	Senior Cataloguer	1	34.	Despatch Rider	1
14.	Stenographer (PA)	1	35.	Dup.Machine Operator	1
15.	Section Assistant (UDA).	11	36.	Room Bearer	7
16.	UDA	1	37.	Guard	6
17.	Library Assistant	2	38.	MLSS	15
18.	Asstt.-cum-Cashier	1	39.	Sweeper	33
19.	UDA-cum-Cashier	2	Grand Total :158		
20.	Senior Proof Reader	1			
21.	Steno-Typist	2			

ADMINISTRATOR'S SECRETARIAT

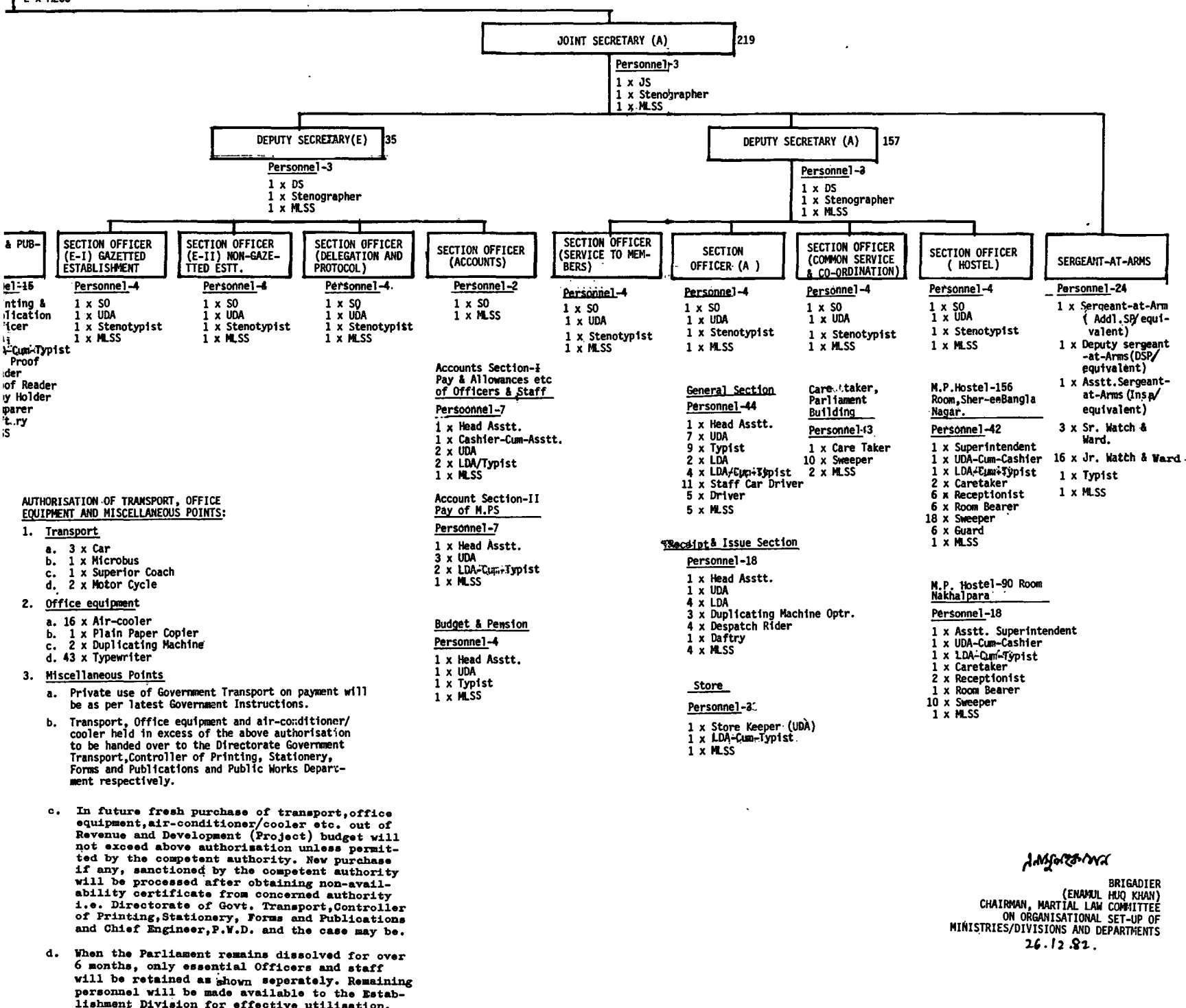
SECRETARIAT

6. Matters relating to Parliament.
7. International parliamentary conventions.
8. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
9. All laws on subjects allotted to this Division.
10. Inquiries and statistics on any of the subjects allotted to this Division.
11. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

SATION
SECRETARIAT

TARY 337

Personnel-6
1 x Secretary
1 x Section Officer(PS)
1 x Stenographer
1 x LDA-Cum-Typist (Diarist)
2 x MLSS



BRIGADIER
(ENAMUL HJQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

Allocation of Business

1. Defence of Bangladesh.
2. Defence Services of Bangladesh and armed forces attached to or operating with any of the Armed Forces of Bangladesh.
3. Army, Naval and Air Force Works.
4. Industries connected with war-like stores, ordnance factories, manufacture of arms, fire-arms, ammunitions and explosives.
5. Production of cypher documents.
6. Stores for defence services including stationery.
7. International Red Cross and Geneva Conventions in so far as these affect belligerents.
8. Gallantry awards and decorations in respect of forces under its control.
9. Welfare of ex-servicemen.
10. Military Lands and Cantonments.
11. Meteorological observations.
12. Pardons, reprieves, and respites, etc., of all personnel belonging to armed forces.
13. National Service and Bangladesh National Cadet Corps (BNCC).
14. Matters relating to Cadet College.
15. Civil Services paid from Defence Estimates.
16. Hydrographic surveys and preparation of navigational charts.
17. Defence research and development, Defence Academies, Staff Colleges and higher military training within and outside Bangladesh.
18. Survey of Bangladesh.
19. Deal with matters related to Muktiyoddha Kalyan Trust in co-operation with various Ministries.
20. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
21. All laws on subjects allotted to this Division.
22. Inquiries and statistics on any of the subjects allotted to this Division.
23. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

DEFENCE
DIVISION

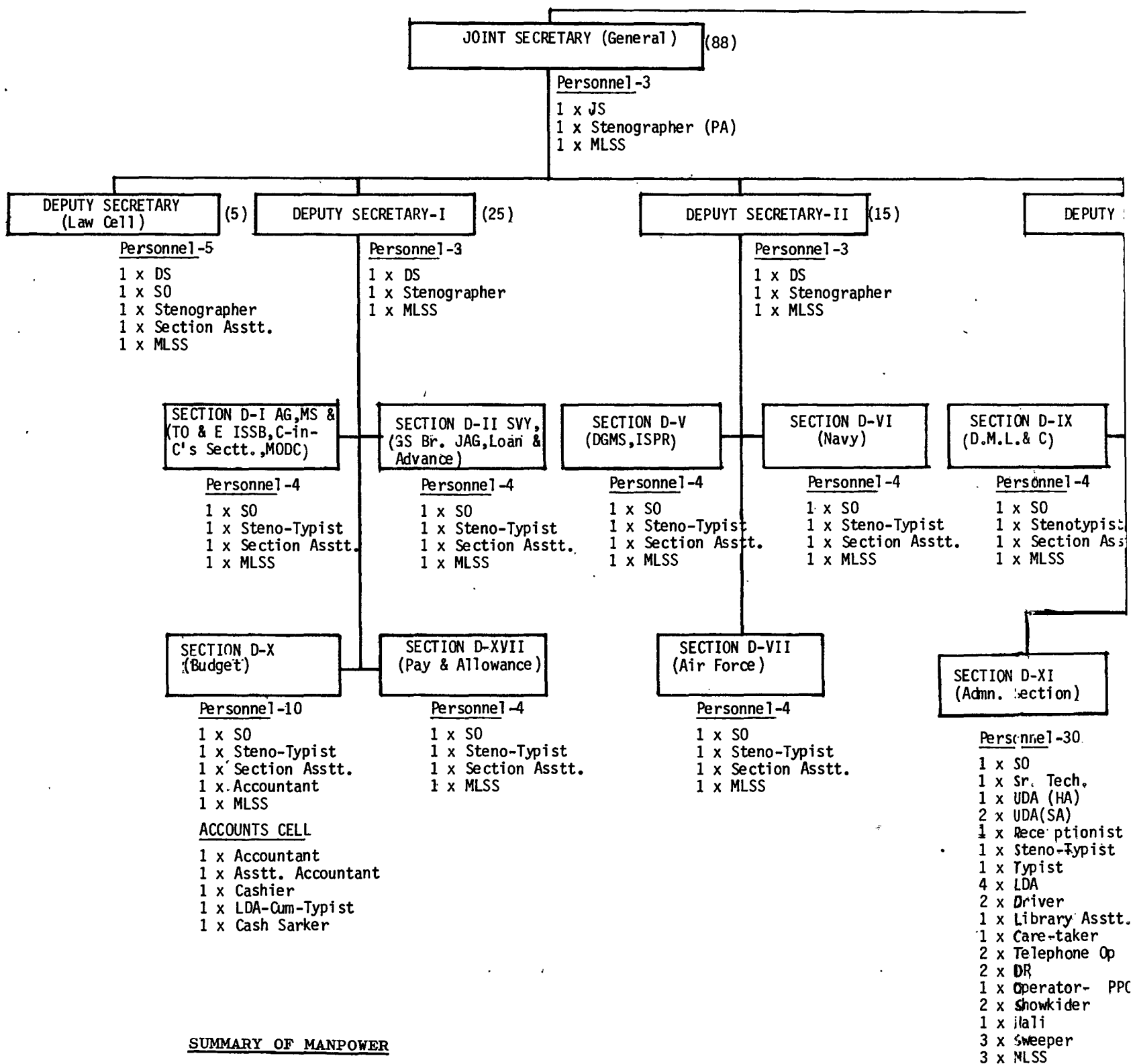
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Directorate General of Forces Intelligence.
2. Directorate General, Medical Services
3. Directorate General of Defence Purchase.
4. Directorate of Bangladesh National Cadet Corps.
5. Bangladesh Ordnance Factories
6. Bangladesh Armed Services Board
7. Survey of Bangladesh
8. Directorate of Military Lands and Cantonments.
9. Defence Science Organisation
10. Bangladesh Meteorological Department.
11. Office of the Chief Administrative Officer.
12. Inter Services Public Relations
13. Department of Cypher

Autonomous/Semi-autonomous Bodies

1. Faujdarhat Cadet College
2. Mirzapur Cadet College
3. Jhenaidah Cadet College
4. Rajshahi Cadet College
5. Rangpur Cadet College
6. Sylhet Cadet College
7. Barisal Cadet College
8. Pabna Cadet College
9. Mymensingh Girls' Cadet College
10. Sena Kalyan Sangstha
11. Freedom Fighter Welfare Trust



SUMMARY OF MANPOWER

Sl No	Name of post	No. of post
Class-I		
1.	Secretary	1
2.	Joint Secretary	2
3.	Deputy Secretary	6
4.	Engineering Adviser	1
5.	Section Officer	19
6.	Research Officer	2
7.	PS to Secretary	1
Class-I Total		32
Class-II		
8.	Sr. Technician	1
9.	Class-III	71
10.	Class-IV	39
GRAND TOTAL		143

ABBREVIATION

AG	=	Adjutant General
BNCC	=	Bangladesh National Cadet Corps
BOF	=	Bangladesh Ordnance Factory
CAO	=	Chief Administrative Officer
DGDP	=	Director General Defence Purchase
DGFI	=	Director General Forces Intelligence
DGMS	=	Director General Medical Service
DML&C	=	Directorate of Military Land and Cantonment
GS Br.	=	General Staff Branch
ISPR	=	Inter Services Public Relation
ISSO	=	Inter Services Selection Board
JAG	=	Judge Advocate General
MGO	=	Master General of Ordnance
Met Dept.	=	Meteorological Department
MODC	=	Ministry of Defence Constabulary
MS	=	Military Secretary
QMG	=	Quarter Master General
Trg.	=	Training
TO&E	=	Table of Organisation and equipment
T&M	=	Training and Maintenance

ORGANISATION

CE DIVISION

SECRETARY (143)

Personnel-6

1 x Secretary
1 x SO (PS)
1 x Stenographer (PA)
1 x LDA-Cum-Typist (Diarist)
2 x MLSS

JOINT SECRETARY (T & M) (49)

Personnel-3

1 x JS
1 x Stenographer (PA)
1 x MLSS

SECRETARY-III (40)

Personnel-3

1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY-IV (15)

Personnel-3

1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY-V (19)

Personnel-3

1 x DS
1 x Stenographer
1 x MLSS

ENGINEERING
ADVISER CELL

Personnel-8

1 x Engineering Adv'r.
1 x SO
1 x Research Officer
1 x Steno-Typist
1 x Section Asstt.
1 x Stenographer.
2 x MLSS

SECTION D-VIII
(F.F.Trust)

Personnel-3

1 x SO
1 x Section Asstt.
1 x MLSS

SECTION D-XIV
(DGDP)

Personnel-4

1 x SO
1 x Steno-Typist
1 x Section Asstt.
1 x MLSS

SECTION D-XV
(Foreign Trg.)

Personnel-4

1 x SO
1 x Steno-Typist
1 x Section Asstt.
1 x MLSS

SECTION D-III
(QMG & MGO)

Personnel-4

1 x SO
1 x Steno-Typist
1 x Section Asstt.
1 x MLSS

SECTION D-IV
(Met. Dept. &
Cadet Colleges)

Personnel-4

1 x SO
1 x Steno-Typist
1 x Section Asstt.
1 x MLSS

PLANNING CELL

Personnel-4

1 x Research Officer
1 x Typist
1 x Section Asstt.
1 x MLSS

SECTION D-XVI
(Procurement)

Personnel-4

1 x SO
1 x Steno-Typist
1 x Section Asstt.
1 x MLSS

SECTION D-XIII
(BOF. & BNCC)

Personnel-4

1 x SO
1 x Steno-Typist
1 x Section Asstt.
1 x MLSS

SECTION D-XVIII
(DGFI, CAO & BNCC)

Personnel-4

1 x SO
1 x Steno-Typist
1 x Section Asstt.
1 x MLSS

AUTHORIZATION OF TRANSPORT, OFFICE
EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport

- 3 x Car
- 1 x Motor Cycle for D/R duty.

2. Office equipment

- 2 x Air-Conditioner
- 1 x Plain Paper Copier
- 1 x Duplicating Machine
- 29 x Type Writer

3. Miscellaneous Points

- Private use of Government Transport on payment will be as per latest Government Instructions.
- Transport, Office equipment and Air-conditioner/ Cooler held in excess of the above authorization to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms & Publications and Public Works Department respectively.
- In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.

26.12.82
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIPMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF DEFENCE
CIVIL AVIATION AND TOURISM DIVISION

Allocation of Business'

1. Civil Aviation—all matters relating to air space control, flight safety, aeronautical inspection, licencing of aircraft, and air crue, administration of airports and aerodromes, etc.
2. Airways and air services.
3. Bangladesh Biman Corporation.
4. Airport Development Authority.
5. All affairs relating to civil aviation and tourism.
6. Coordination and research relating to this Division.
7. Legislation relating to civil aviation and tourism.
8. Matters relating to Bangladesh Services Ltd.
9. Flying Club Ltd.
10. Air priority.
11. Registration of travel agencies.
12. Classification of hotels.
13. National Tourism Council.
14. Matters relating to Hotels International Ltd.
15. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
16. All laws on subjects allotted to this Division.
17. Inquiries and statistics on any of the subjects allotted to this Division.
18. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Department of Civil Aviation

Autonomous/Semi-Autonomous Bodies

1. Bangladesh Parjatan Corporation
2. Bangladesh Biman Corporation
3. Airport Development Agency Ltd.
4. Bangladesh Services Ltd.
5. Hotel Sonargaon

ORGANISATION
MINISTRY OF DEFENCE
CIVIL AVIATION AND TOURISM DIVISION

SECRETARY/ADDL. SECRETARY

75

Personnel-6
1 x Secy./Addl. Secy.
1 x SO (PS)
1 x Stenographer (PA)
1 x LDA-cum-Typist (Diarist)
2 x MLSS

JOINT SECRETARY

69

Personnel-3
1 x Joint Secretary
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY
(Biman) 11

Personnel-3
1 x D.S.
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY
(Civil Aviation & Administration) 29

Personnel-3
1 x D.S.
1 x Stenographer
1 x MLSS

DEPUTY CHIEF (D.S.)
(Planning, Implementation & Monitoring Cell) 15

Personnel-3
1 x Dy. Chief (D.S.)
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY
(Tourism) 11

Personnel-3
1 x OS
1 x Stenographer
1 x MLSS

SECTION OFFICER
(Biman-I)

Personnel-4
1 x S.O.
1 x UDA
1 x Stenotypist
1 x MLSS

SECTION OFFICER
(Biman-II)

Personnel-4
1 x S.O.
1 x UDA
1 x Stenotypist
1 x MLSS

SECTION OFFICER
(Civil Aviation-I)

Personnel-4
1 x S.O.
1 x UDA
1 x Stenotypist
1 x MLSS

SECTION OFFICER
(Civil Aviation-II)

Personnel-4
1 x S.O.
1 x UDA
1 x Stenotypist
1 x MLSS

SECTION OFFICER
(Administration)

Personnel-1-16
1 x S.O.
1 x HA
1 x UDA
2 x LDA
3 x LDA
1 x Stenotypist
1 x Typist
1 x Duplicating
Machine Operator
3 x MLSS

ACCOUNTS CELL

1 x Accountant
1 x Asstt. Accountant
1 x Cashier
1 x LDA-cum-Typist
1 x Cash Sarker

SECTION OFFICER
(Planning & Implementation)

Personnel-4
1 x S.O.
1 x UDA
1 x Stenotypist
1 x MLSS

RESEARCH OFFICER

Personnel-4
1 x R.O.
1 x UDA
1 x Typist-cum-LDA
1 x MLSS

RESEARCH OFFICER

Personnel-4
1 x R.O.
1 x UDA
1 x Typist-cum-LDA
1 x MLSS

SECTION OFFICER
(Regulation & Promotion of service)

Personnel-4
1 x SO
1 x UDA
1 x Steno-Typist
1 x MLSS

SECTION OFFICER
(Development & Research)

Personnel-4
1 x SO
1 x UDA
1 x Steno-Typist
1 x MLSS

SUMMARY OF MANPOWER

Sl. No.	Name of posts	No. of posts.
1.	Class-I	
1.	Secretary/Addl. Secretary	1
2.	Joint Secretary	1
3.	Deputy Secretary	3
4.	Dy. Chief (Planning Cell)	1
5.	Evaluation Officer/Redesignated Research Officer	2
6.	Section officer/Asst. Secy. to Secretary/Addl. Secretary	9
7.	Class-III staff	18
8.	Class-IV staff	20
	Total:	75

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport
 - 2 x Car.
 - 1 x Microbus.
 - 1 x Motor Cycle for D/R duty.
- Office equipment
 - 1 x Air-Conditioner.
 - 1 x Plain Paper Copier.
 - 1 x Duplicating Machine.
 - 1 x Electric Typewriter.
 - 18 x Typewriter.
 - 6 x Calculating Machine.
- Miscellaneous Points
 - Private use of Government Transport on payment will be per latest Government Instructions.
 - Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms, & Publication and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer P.W.D. as the case may be.

26/12/82
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF HOME AFFAIRS

Allocation of Business

1. Security and Intelligence, Police, Armed Police, Railway Police, Port Police, Border Security Force, National Militia and Para Military Forces.
2. Recruitment to and administration of Bangladesh Civil Service (Enforcement: Police).
3. Internal security matters relating to public security arising out of dealings and agreements with other countries, INTERPOL.
4. Preventive detention of non-nationals.
5. Domicile, citizenship and naturalisation of foreigners and aliens.
6. Admission of persons to and departure of persons from Bangladesh including policy regarding :
 - a. Immigration,
 - b. Passports, visa, permits, etc.
7. Administration of Press and Publication Law.
8. Proscription of books and publications.
9. Security measures of the Secretariat.
10. Arms Act.
11. Pardons and reprieves excluding personnel belonging to Armed Forces.
12. Police Commission.
13. Police awards.
14. Civil defence.
15. Fire service.
16. Externment, extradition and repatriation.
17. Anti-smuggling and border security.
18. Administration of funds raised by public subscription or donations lying dormant.
19. Control of carnivals, fairs, melas, gambling, betting, etc.
20. Goonda Act.
21. Prisons and reformatories.
22. Forensic Laboratory.
23. Civil Uniform Rules.
24. War Injuries Scheme and War Injuries Compensation Insurance.
25. Gallantry awards and decorations in respect of forces under its control.
26. Matters relating to the emergency provisions of the Constitution (other than those relating to financial emergency)
27. National festivals.
28. Political Pensions.
29. Prevention of the bringing into Bangladesh of undesirable literature under Customs Act.
30. Poisons.
31. Offences against laws with respect to any of the matters dealt with in the Ministry.
32. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
33. All laws on subjects allotted to this Ministry.
34. Inquiries and statistics on any of the subjects allotted to this Ministry.
35. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

LIST OF ATTACHED ORGANIZATIONS

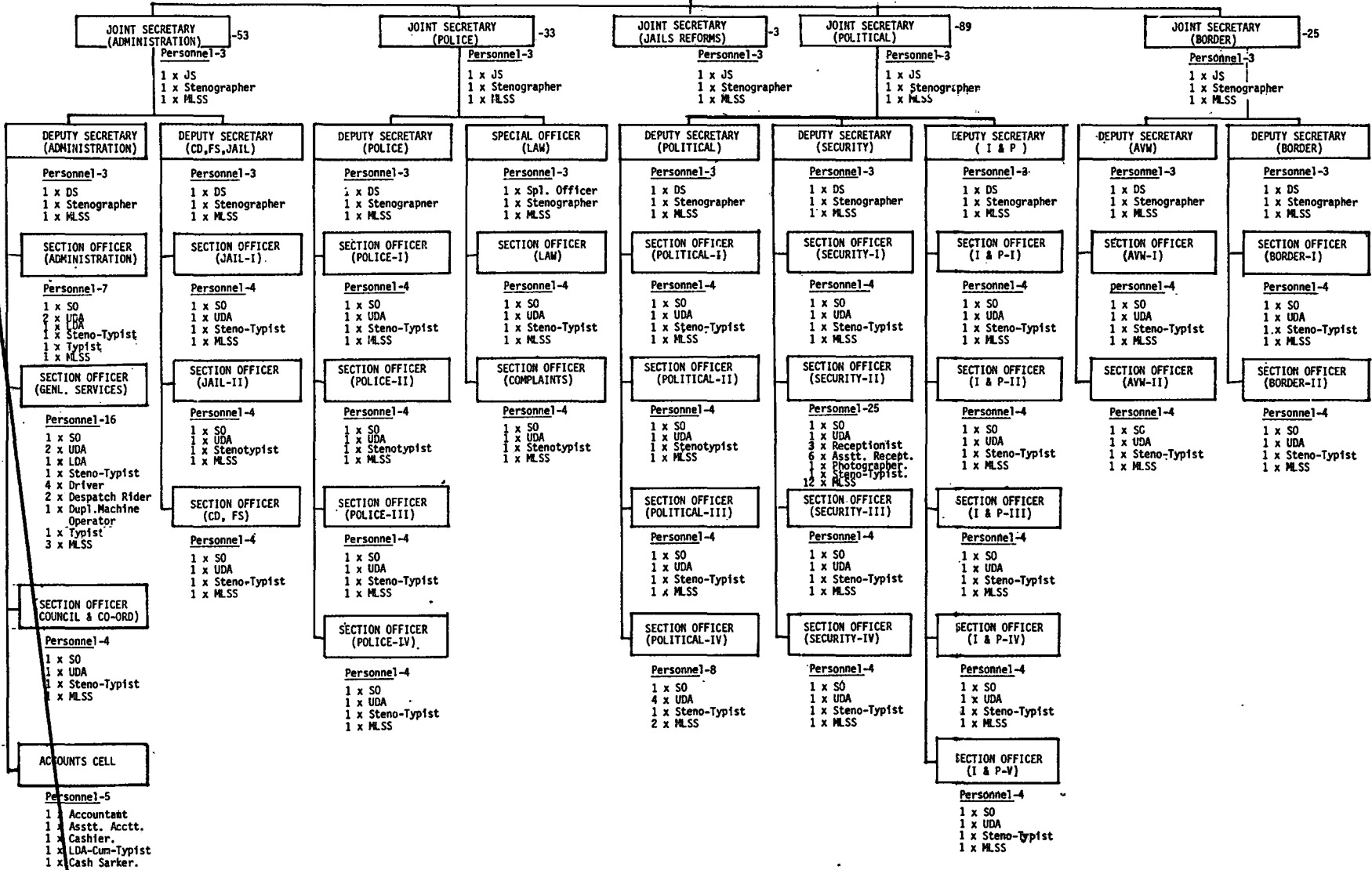
Departments/Offices/Institutes

- | | |
|--|---|
| 1. Police Directorate | 7. Metropolitan Magistrate, Dhaka |
| 2. Bangladesh Rifles | 8. Metropolitan Magistrate, Chittagong. |
| 3. Department of Prisons | |
| 4. Department of Immigration and Passport | |
| 5. Department of Ansars and Village Defence | |
| 6. Department of Fire Services and Civil Defence | |

**ORGANISATION
MINISTRY OF HOME AFFAIRS**

SECRETARY 209

Personnel-6
1 x Secretary
1 x Section Officer (PS)
1 x Stenographer (PA)
1 x LDA-Cum-Typist (Diarist)
2 x MLSS



SUMMARY OF MANPOWER

Sl. No.	Name of Post	No. of post
Class-I		
1.	Secretary	1
2.	Joint Secretary	5 (One Joint Secretary sanctioned for one year only)
3.	Deputy Secretary	8
4.	Special Officer (Law) (ex-Officio D.S.)	1
5.	Section Officer	29
6.	Section Officer (PS)	1
7.	Class-II	Total: 45
7.	Class-III staff including Driver	102
8.	Class-IV staff	62
		Grand total: 209

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport**
 - 6 x Car.
 - 1 x Microbus.
 - 1 x Jeep.
 - 2 x Motor Cycle for D/R duty.
- Office equipment**
 - 2 x Air-conditioner
 - 1 x Plain Paper Copier.
 - 2 x Duplicating Machine.
 - 48 x Typewriter.
- Miscellaneous Points**
 - Private use of Government Transport on payment will be as per latest Government Instructions.
 - Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing Stationery, Forms & Publications and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.

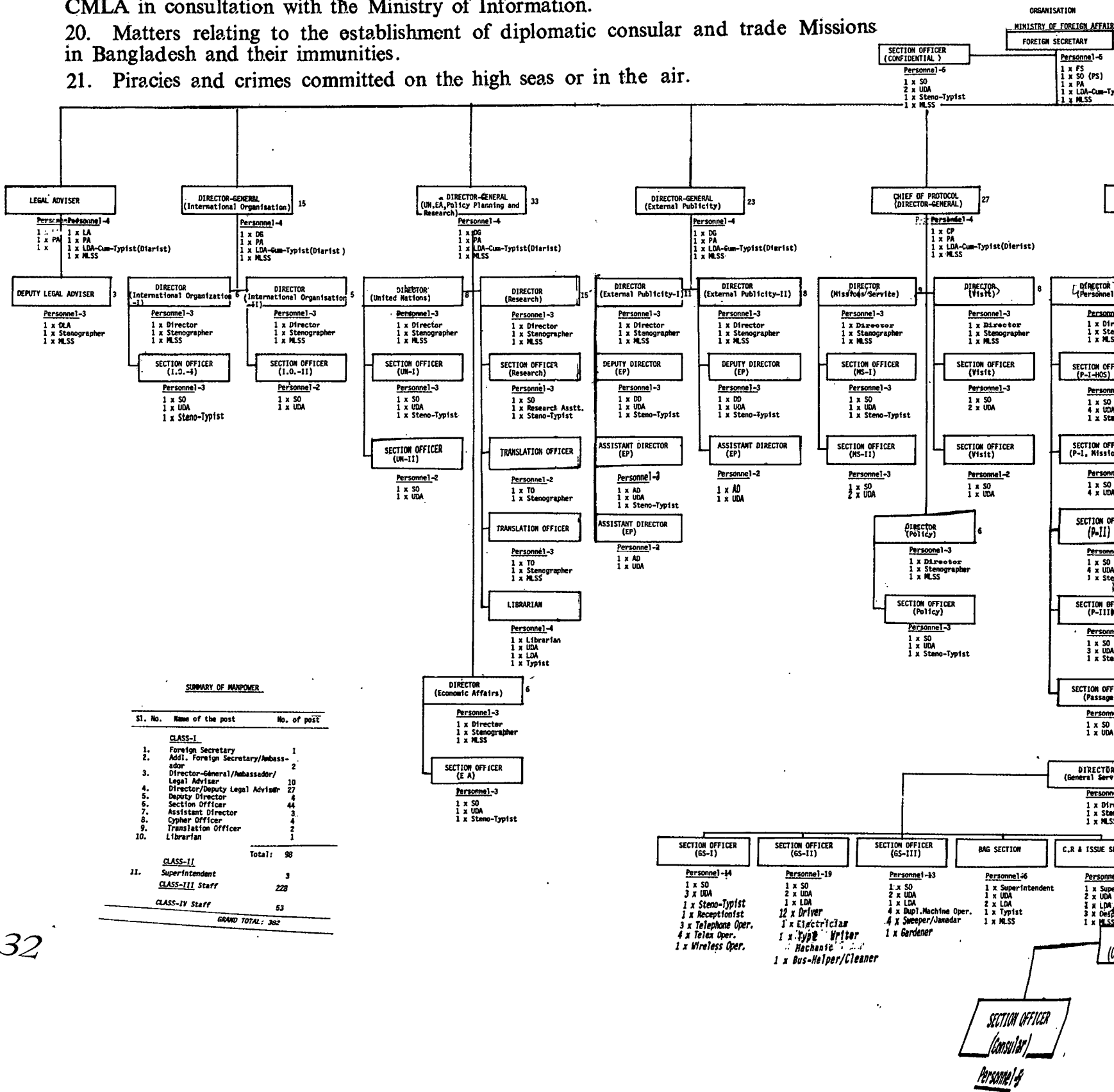
ABBREVIATION

Civil Defence
Fire Service
Immigration and Passport
Ansar, Village Defence & Welfare.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

Allocation of Business:

1. Relations and dealings with other countries.
2. Matters relating to international organisations, world bodies and their decisions.
3. Agreements and treaties with other countries and international organisations and treatment, custody and preservation of State documents connected therewith.
4. Diplomatic and consular representations.
5. Making peace with other countries.
6. Offences against laws of nations.
7. Foreign and extra-territorial jurisdictions.
8. Bangladesh Missions abroad and personnel serving in those Missions.
9. Visits of and protocol connected with foreign representatives and other protocol matters.
10. Protocol and ceremonial matters relating to foreign and Commonwealth visitors and diplomatic and consular representatives.
11. Tours of the President and the CMLA in foreign countries.
12. Policy regarding extradition to and from other countries and repatriation of Bangladesh nationals from abroad.
13. Security and operation of cypher traffic.
14. Foreign awards of Bangladesh nationals.
15. Relations with Commonwealth countries.
16. Council for cultural relations.
17. Political pensions paid to foreign refugees and descendants of those who rendered services abroad.
18. External publicity in collaboration with the Ministry of Information.
19. Press release on news/comments published in the foreign press about the President and CMLA and on matters having a direct bearing on President and CMLA in consultation with the Ministry of Information.
20. Matters relating to the establishment of diplomatic consular and trade Missions in Bangladesh and their immunities.
21. Piracies and crimes committed on the high seas or in the air.



22. Hospitality grant of the Government of Bangladesh.
23. Diplomatic flight clearances for non-scheduled chartered flights of foreign civil and military aircrafts transiting Bangladesh.
24. Matters relating to continental shelf territorial waters, contiguous zones and questions of fishery rights in the high seas and other questions of international law.
25. Training of diplomatic personnel and maintenance of Foreign Affairs Training Institute, Dhaka.
26. Matters pertaining to Bangladesh Institute for International and Strategic Studies (BISS).
27. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
28. All laws on subjects allotted to this Ministry.
29. Inquiries and statistics on any of the subjects allotted to this Ministry.
30. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

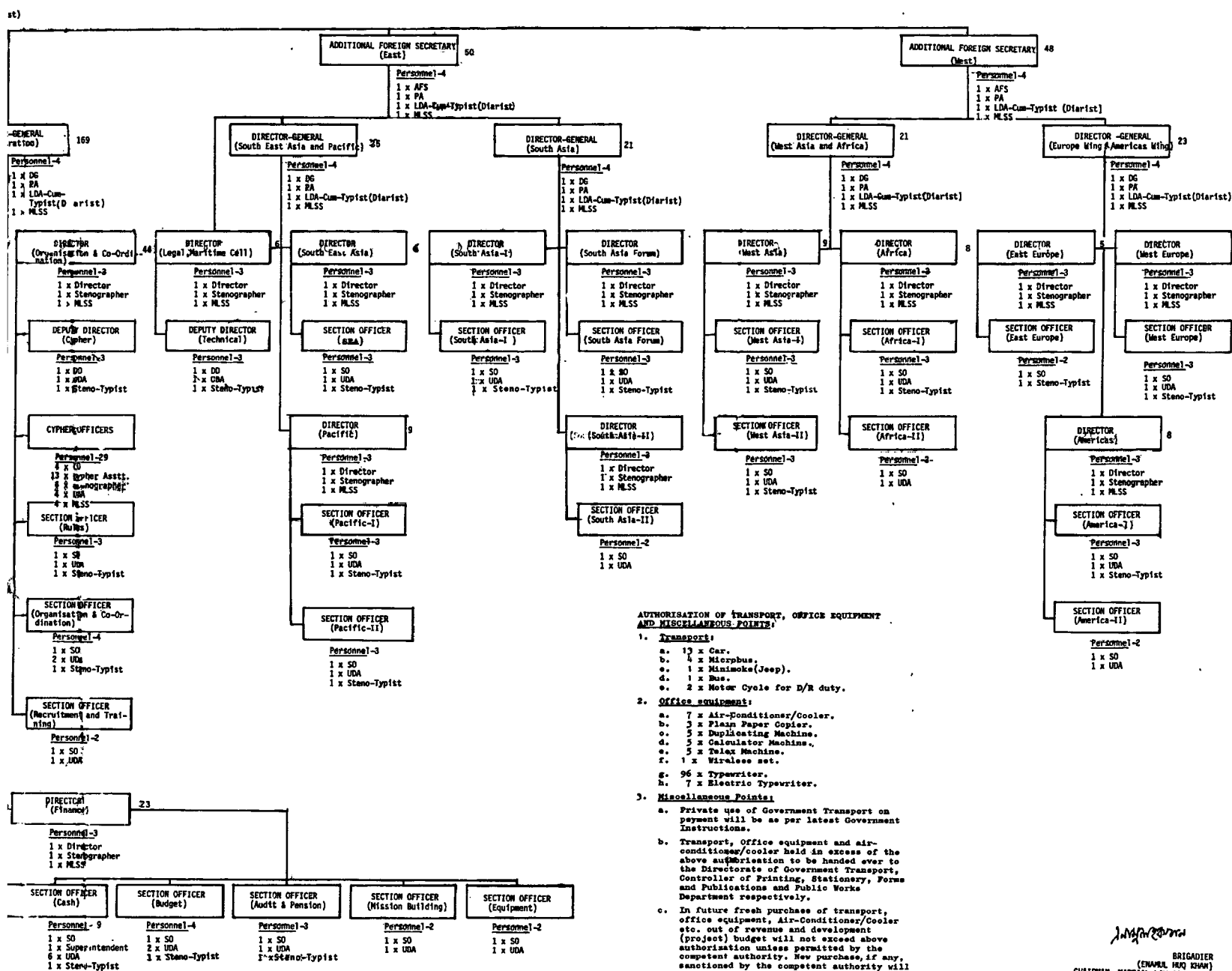
LIST OF ATTACHED ORGANIZATIONS

Departments/Offices/Institutes

1. 50 × Bangladesh Missions abroad.
2. State Guest House (Padma and Meghna).
3. Foreign Affairs Training Institute.

Autonomous/Semi Autonomous Bodies.

1. Bangladesh Institute for International and Strategic Studies.



Allocation of Business

1. Formulation of fiscal and monetary policies in consultation with other Divisions, if necessary.
2. Review of fiscal and monetary policies.
3. Analysis of and research on financial policies, collection of data relating thereto and publication of documents like the Economic Survey, Economic Analysis of the Budget, and Resume of activities of Financial Institutions and autonomous bodies under the Ministry of Finance.
4. Finance of the Bangladesh Government and matters relating to audit and accounts.
5. Budget and ways and means; appropriations and re-appropriations.
6. Scrutiny and approval of the budget of autonomous bodies/corporations in the following manner, namely:—
 - a. The budget of autonomous bodies/corporations which show no loss on invested capital shall be approved by the Administrative Ministry and sent to Finance Division for the purpose of compilation only;
 - b. The budget of autonomous bodies/corporations which show a deficit shall be scrutinised and approved by Ministry of Finance in consultation with the Administrative Ministry; and
 - c. The budget of autonomous bodies/corporations in which loans/grants are including shall be sent to Ministry of Finance for its concurrence.
7. Misc. Rules :
 - a. Scales of pay/fixation of pay/special pay/technical pay/additional pay, etc. and framing rules regarding the same.
 - b. Leave rules and orders made thereunder.
 - c. Rules regarding pension/gratuity and retirement benefit and orders thereunder.
 - d. T.A. rules and sanction of all allowances and fringe benefits.
 - e. G. P. Fund Rules.
8. Expenditure Control.
9. Inter-country/Inter-Government financial settlement.
10. Money supply, currency, coinage and legal tender.
11. Import and Export of gold and silver.
12. Negotiable instruments of all kinds: mint and security printing press.
13. Foreign exchange budgeting for cash resources.
14. Foreign exchange regulation.
15. Exchange rate policy.
16. Matter related to IMF.
17. Borrowing and floatation of market loans.
18. Examination of financial aspects of all development schemes.
19. Accounts, procedures and rules, treasuries, sub-treasuries.
20. Public Accounts Committee.

AND PLANNING

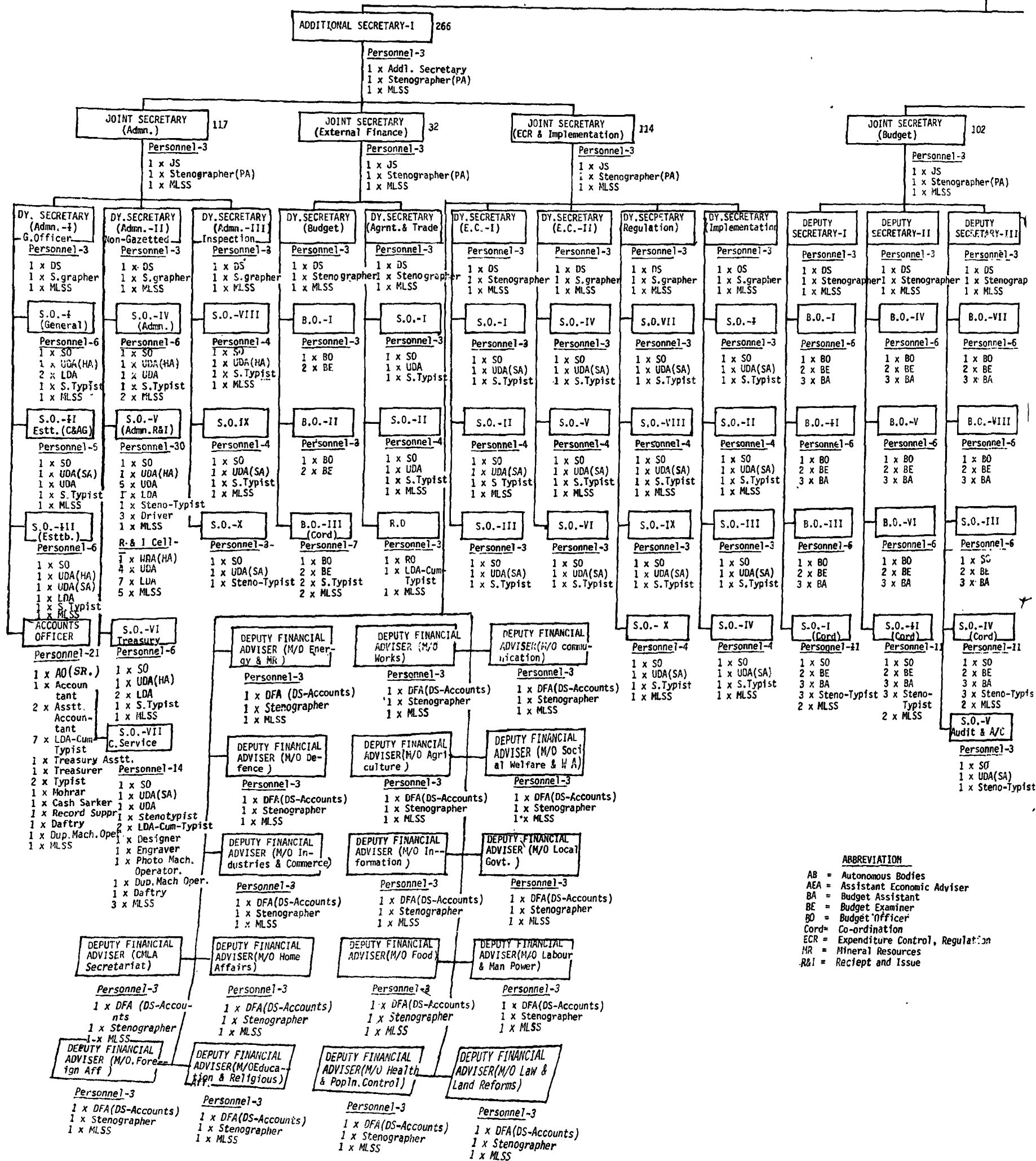
DIVISION

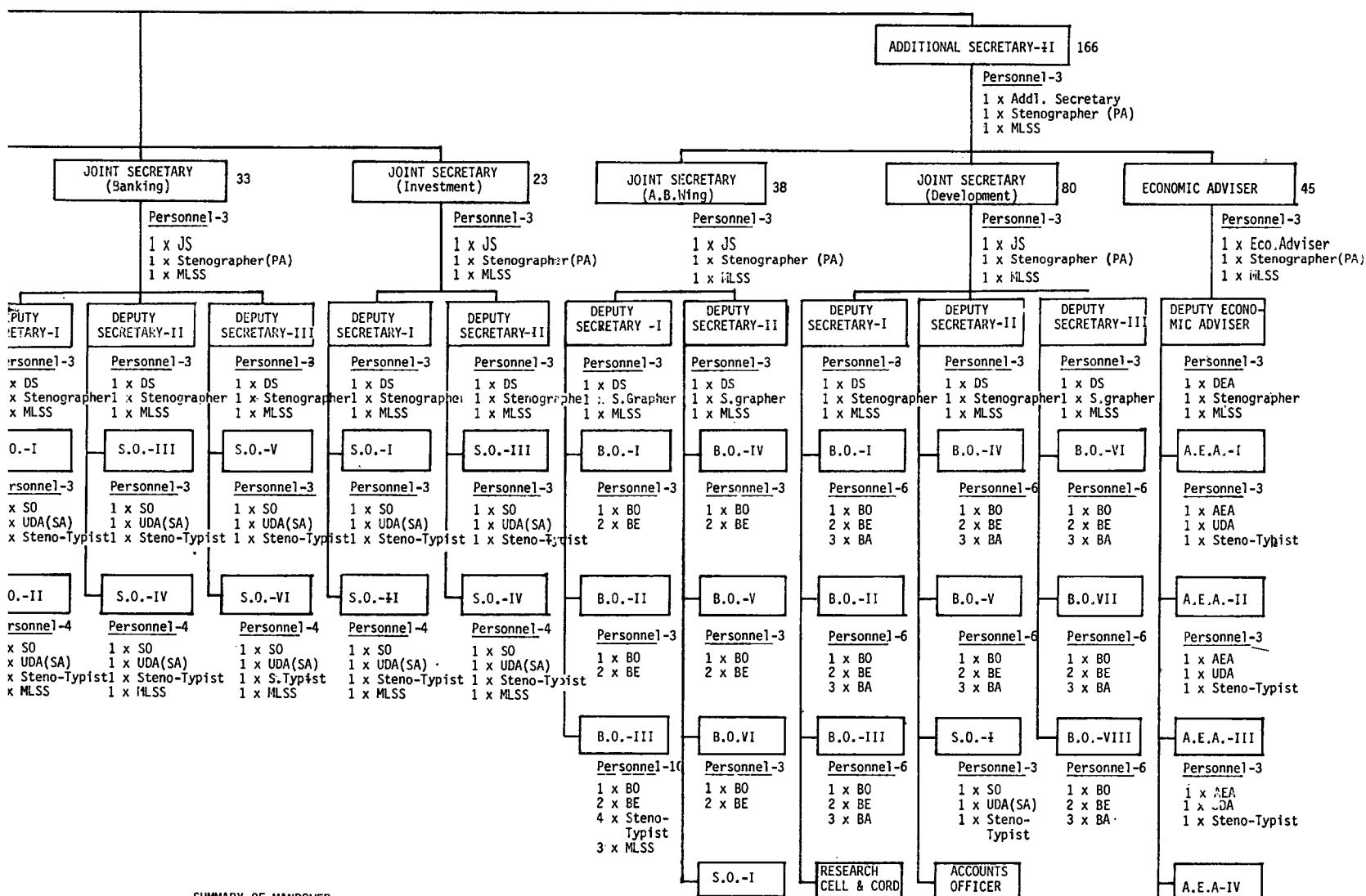
21. Scrutiny of creation of new posts and examination of schemes of new expenditure.
22. Remuneration of Comptroller and Auditor-General.
23. Administration of public debt including loans and aids.
24. Provident Fund.
25. Matters relating to borrowing by public bodies such as Corporations, Municipalities, etc.
26. Administration of audit and account services.
27. Institutional finance for development of industry, trade, agriculture and housing.
28. Administration and interpretation of the Bangladesh Banks (Nationalisation) Order, 1972/Act (P.O. No. 26 of 1972), the Bangladesh Bank Order, 1972/Act (P.O. No. 127 of 1972) and orders relating to specialised banks and other matters relating to banks and other financial institutions.
29. Regulation of share market and future markets.
30. Capital issue.
31. Credit policy.
32. Interest rate policy.
33. Matters relating to cooperative banking.
34. Review of investment policies and programmes.
35. Implementation of national unified grades and scales of pay and dealing with matters connected therewith.
36. Provision of secretariat service to the Cabinet Committee on implementation of Pay and Services reports and dealing with any other matters connected therewith.
37. Provision of secretarial assistance to the working group on Pay and Services.
38. Inspection of Government offices and autonomous bodies/corporations :
 - a. To examine if financial discipline and propriety, etc. are observed by them ;
 - b. To examine whether Government funds are properly utilized and appropriate measures taken to avoid wastage of Government properties/resources; and
 - c. To fix responsibility for irregularities, carelessness, etc. resulting in the loss of Government properties/resources.
39. Suggestion of measures for improvement in the organisational set up and financial procedures for better enforcement of financial discipline and accountability and for attaining better economy.
40. Examination of reasons for loss or low profit in the nationalised sectors and suggestions for remedies thereof.
41. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
42. All laws on subjects allotted to this Division.
43. Inquiries and statistics on any of the subjects allotted to this Division.
44. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

ORGANISATION
FINANCE DIVISION

SECRETARY

Personnel-3
1 x Sec
1 x SO
1 x Ste
1 x LDA
2 x MLSS





SUMMARY OF MANPOWER

Sl. No.	Name of post	No. of Post
CLASS-I		
1.	Secretary	1
2.	Additional Secretary	2
3.	Joint Secretary	8
4.	Economic Adviser	1
5.	Deputy Secretary	22
6.	Deputy Financial Adviser	17
7.	Deputy Economic Adviser	1
8.	Assistant Economic Adviser	5
9.	Section Officer (PS)	1
10.	Section Officer	43
11.	Budget Officer	25
12.	Research Officer	7
13.	Statistician	2
14.	Accounts Officer (Sr.)	1
		Total: 136
CLASS-II		
15.	Accounts Officer	1
		Total: 1
CLASS-III		
16.	Stenographer (PA)	12
17.	Accountant	1
18.	Designer	1
19.	Engraver	1
20.	Draftsman	1
21.	U.D.A. (H.A.)	6
22.	Budget Examiner	58
23.	Treasurer	1
24.	Assistant Accountant	2
25.	UDA (SA)	31
26.	U.D. Assistant	29
27.	Stenographer	40
28.	Steno-Typist	65
29.	Driver	3
30.	L.D. Assistant	13
31.	Budget Assistant	60
32.	Treasury Assistant	1
33.	LDA-Cum-Typist	11
34.	LDA-Cum-Typist (Diarist)	1
35.	Typist	8
36.	Photo Machine Operator	1
37.	Duplicating Machine Operator	2
38.	Monar	1
39.	Record Supplier	1
		Total: 350
CLASS-IV		
40.	Cash Sarker	1
41.	Daffry	2
42.	MLSS	106
		Total: 109
GRAND TOTAL		596

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport:**
 - 12 x Car.
 - 2 x Microbus.
 - 1 x Motor Cycle.
- Office equipment:**
 - 2 x Air-Cooler.
 - 119 x Typewriter.
 - 1 x Plain Paper Copier.
 - 1 x Photostat Machine.
 - 2 x Duplicating Machine.
 - 72 x Calculating Machine.
- Miscellaneous Points:**
 - Private use of Government Transport on payment will be as per latest Government Instructions.
 - Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

MINISTRY OF FINANCE AND PLANNING

INTERNAL RESOURCES DIVISION

Allocation of Business

1. Raising of necessary domestic revenue for the Government.
2. Matters relating to all taxes, customs duties, fees, etc. other than land revenue.
3. Administration of all Excise, Customs and Taxation Services.
4. Lotteries.
5. All Committees and Commissions on taxation and internal resources mobilisation.
6. National Savings.
7. Stamps duties.
8. Supply and distribution of all kinds of stamps and administration of the Stamps Act, 1899 (II of 1899), and the rules made thereunder.
9. Administration of all matters relating to :
 - a. Alcoholic liquor for human consumption.
 - b. Opium, ganja, hemp and narcotic drugs and narcotics.
10. Medical and toilet preparations containing alcohol or any substance containing opium, ganja, hemp, narcotic drugs and narcotics.
11. Opium and ganja as regards cultivation, manufacture and sale for export.
12. Any other matters relating to internal resources mobilisation.
13. Matters relating to administration of the Income Tax Appellate Tribunal including appointments and terms and conditions of its chairman and members.
14. Matters relating to National Board of Revenue.
15. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
16. All laws on subjects allotted to this Division.
17. Inquiries and statistics on any of the subjects allotted to this Division; and
18. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

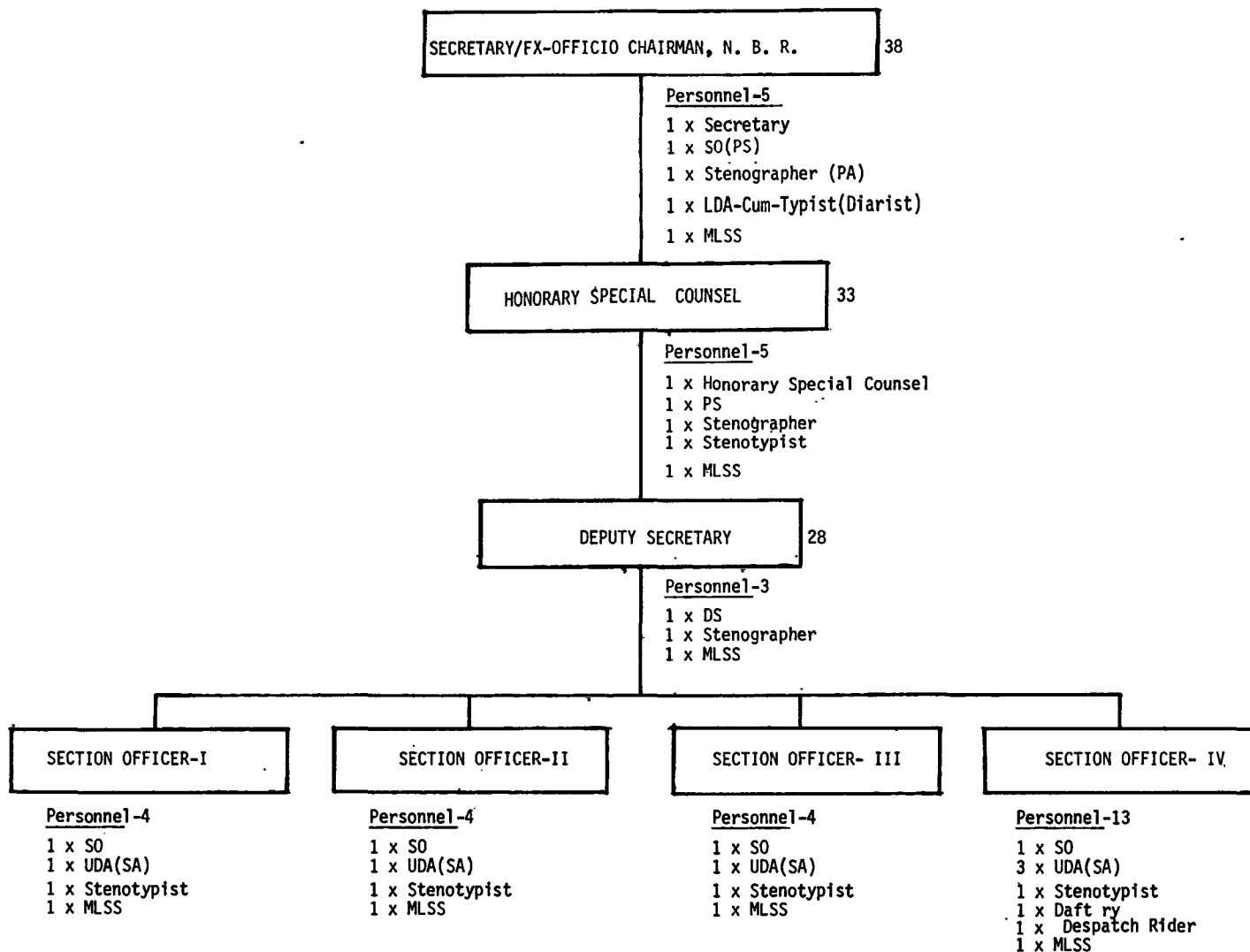
Constitutional Bodies, Commissions, etc.

National Board of Revenue

Departments/Offices/Institutes

1. Income Tax Appellate Tribunal
2. Directorate of National Savings
3. Collectorate of Customs, Customs House, Chittagong.
4. Collectorate of Customs and Excise, Dhaka
5. Collectorate of Customs and Excise, Chittagong
6. Collectorate of Customs and Excise, Khulna
7. Collectorate of Customs and Excise, Appeal, Dhaka.
8. Collectorate of Customs and Excise, Appeal, Chittagong.
9. Directorate of Customs Intelligence and Investigation, Dhaka.
10. Office of the Controller of Customs Valuation, Chittagong.
11. Office of the Commissioner of Taxes, North Zone, Dhaka.
12. Office of the Commissioner of Taxes, South Zone, Dhaka.
13. Office of the Commissioner of Taxes, East Zone, Dhaka.
14. Office of the Commissioner of Taxes, West Zone, Dhaka.
15. Office of the Commissioner of Taxes, North Zone, Chittagong.
16. Office of the Commissioner of Taxes, South Zone, Chittagong.
17. Office of the Commissioner of Taxes, Khulna Zone, Khulna.
18. Office of the Commissioner of Taxes, Rajshahi Zone, Rajshahi.
19. Office of the Taxes Intelligence and Investigation, Dhaka.
20. Directorate of Inspection and Training (Taxes)
21. Directorate of Complaints (Investigation), Chittagong
22. Directorate of Inspection and Training (Customs and Excise), Dhaka.

ORGANISATION
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE & PLANNING



SUMMARY OF MANPOWER

SL.NO.	Name of Post	Number of Post
<u>Class-I</u>		
1.	Secretary	1
2.	Honorary Special counsel	1
3.	Deputy Secretary	1
4.	Section Officer	5
5.	Private Secretary	1
	Total =	9
	Class - II	Nil
	Class - III	Total.. 19
	Class - IV	Total.. 10
	Grand Total:	38

ACCOUNTS CELL

1 x Accountant
1 x Asstt. Accountant
1 x Cashier
1 x LDA-Cum-Typist
1 x Cash Sarker.

N.B. The Honorary Special Counsel with supporting staff to continue till the expiry of contract period.

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

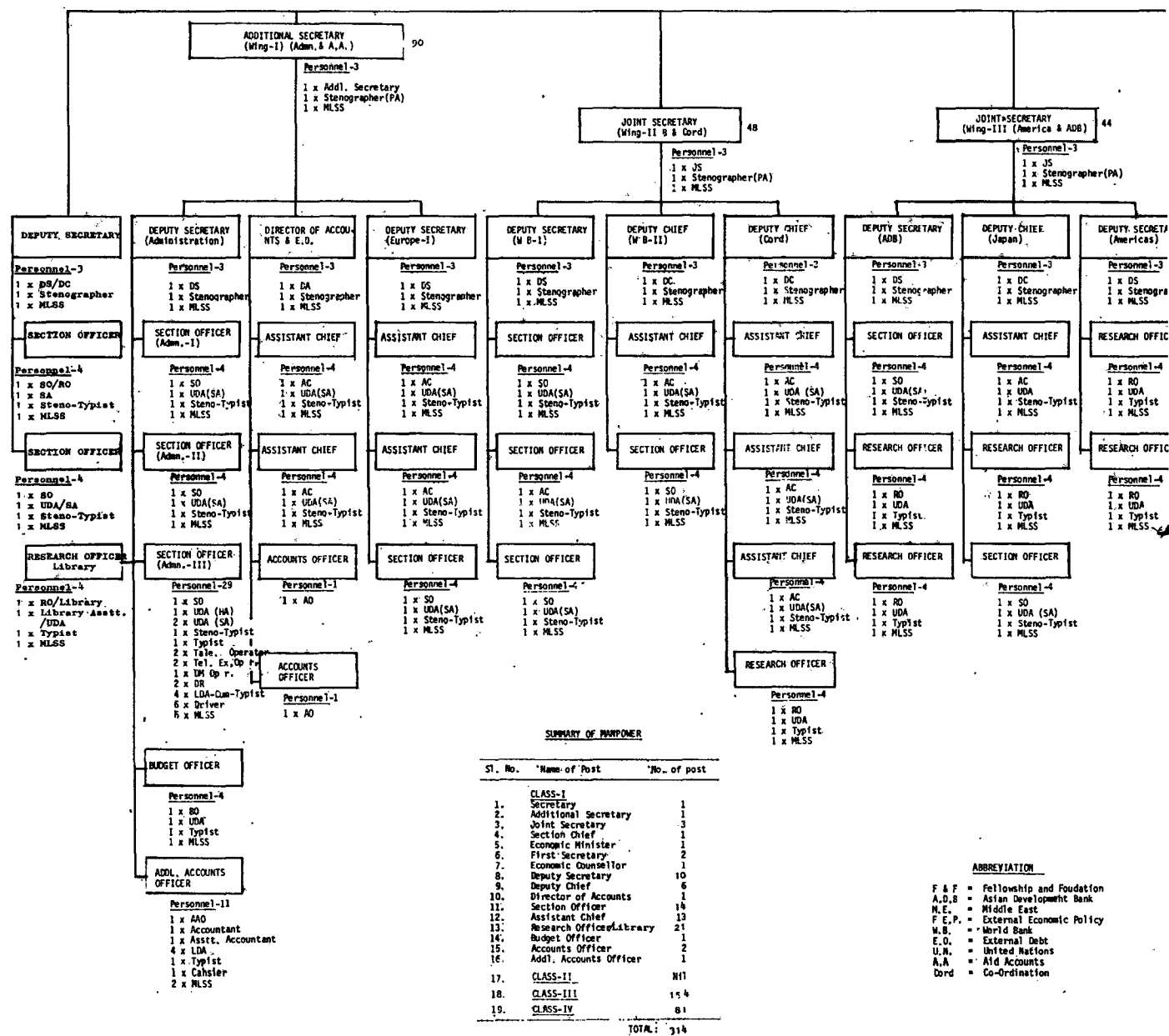
1. Transport
 - a. 2 x Car.
 - b. 1 x Motor Cycle.
2. Office equipment
 - a. 1 x Air-Cooler.
 - b. 9 x Typewriter.
 - c. 1 x Duplicating Machine
 - d. 1 x Calculating Machine.
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller Printing, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

Enamul Huq Khan
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

**MINISTRY OF FINANCE,
EXTERNAL RESOURCES**

Allocation of Business

1. Assessment of foreign exchange requirements on the basis of the Five Year Plan and Annual Development Plan and negotiations for securing economic aid from foreign Governments and organisations.
2. Scrutiny of proposals for allocation of foreign exchange resources from loans/credits/grants.
3. Assessment of requirements and negotiations for securing technical assistance for Bangladesh from foreign Government and international organisations and *vice versa*.
4. Review of the utilisation of foreign aid/credit of aided projects.
5. Servicing of foreign debts and maintenance of accounts thereof.
6. Disposal of property by foreign nationals and foreign organisations.
7. Foreign Exchange budgeting other than cash foreign exchange budgeting.
8. Control of foreign exchange for development budget.
9. Work relating to international development agencies IBRD, IDA, IFC, ADB, UNDP, UNICEF, UNCDF, Commonwealth, F.M. Conference, CFTC, OPEC Special Fund IFAD, Colombo Plan, Ford Foundation, IDRC, ADC, Asia Foundation, etc.
10. All international agreements involving financial or economic issues.
11. Foreign Voluntary Agencies-control of flow of funds and approval of plans of operation.



DIVISION

12. Administration of Economic Wings of Bangladesh Missions abroad (which are under the control of Ministry of Finance) and appointment of officers and staff thereof provided that selection of officers for such posts shall be made by a Committee consisting of representatives from Establishment Division, Ministry of Foreign Affairs, Finance Division, Commerce Division and External Resources Division and headed by the Cabinet Secretary.

13. Resident Aid Missions of donor countries and agencies.

14. Offer of technical assistance by Bangladesh.

15. External economic policy. Matters relating to technical economic cooperation between developing countries and between developed and developing countries, specially issues of development financing, transfer of resources, external debt and technology transfer.

16. Economic and operational matters pertaining to the Economic and Social Council of the United Nations and its regional and functional commissions.

17. Preparation of briefs and submission of materials on financial and economic questions relating to Bangladesh's participation in the UN and Allied Organisations, Commonwealth Secretariat, Non-aligned Conference, Islamic Conference, etc.

18. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.

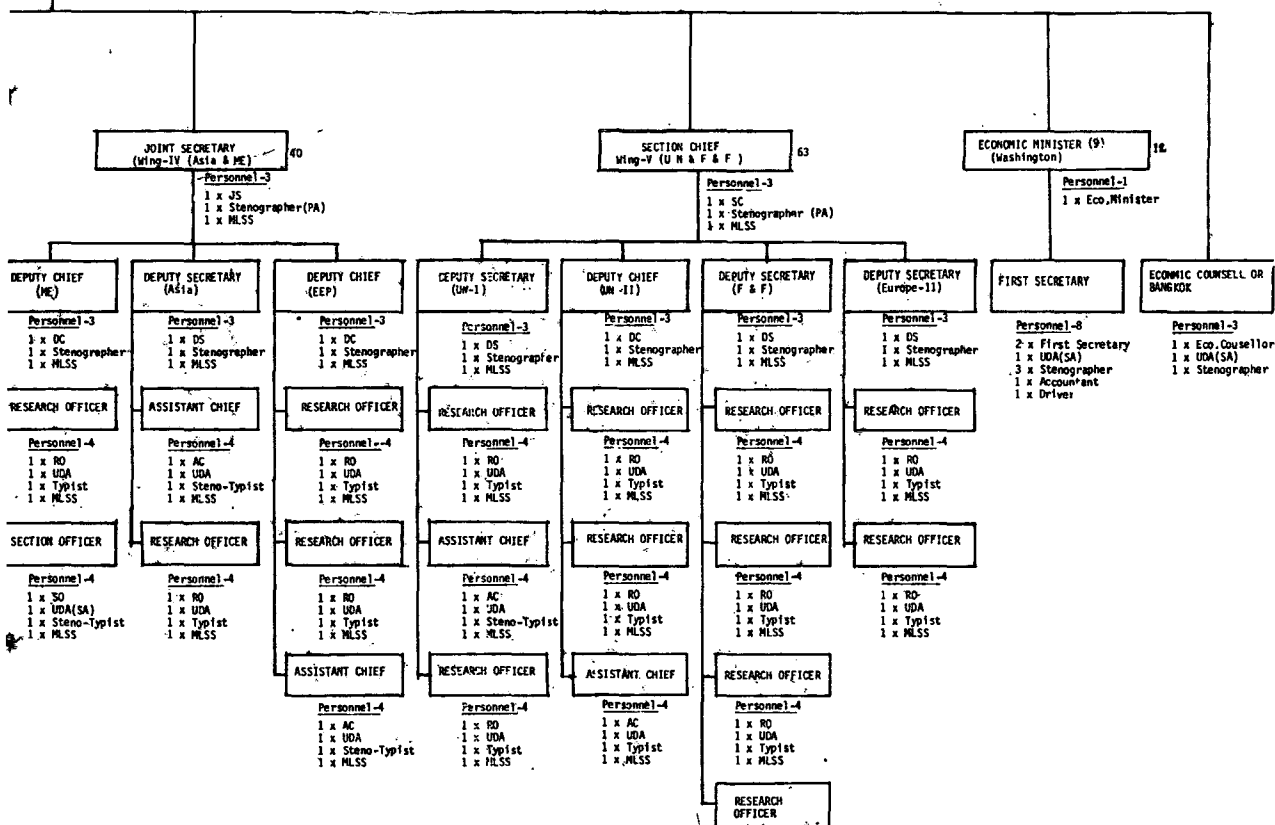
19. All laws on subjects allotted to this Division.

20. Inquiries and statistics on any of the subjects allotted to this Division.

21. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

ORGANISATION
OF FINANCE AND PLANNING

SECRETARY 314
Personnel-6
1 x Secretary
1 x SO (PS)
1 x Stenographer (PA)
1 x LDA-Com-Typist (Diarist)
2 x MLSS



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

1. Transport
 - a. 6 x Car
 - b. 1 x Microbus
 - c. 1 x Mini Moke
 - d. 1 x Motor Cycle
2. Office equipment
 - a. 3 x Air-conditioner/cooler
 - b. 2 x Pinin Paper Copier
 - c. 2 x Duplicating Machine
 - d. 2 x Electric Typewriter
 - e. 76 x Typewriter
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government instructions.
 - b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. Now purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

BRIGADIER
(ZAMUL HOQ KHAN)
CHAIRMAN, MANPOWER LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82

MINISTRY OF FINANCE AND PLANNING

STATISTICS DIVISION

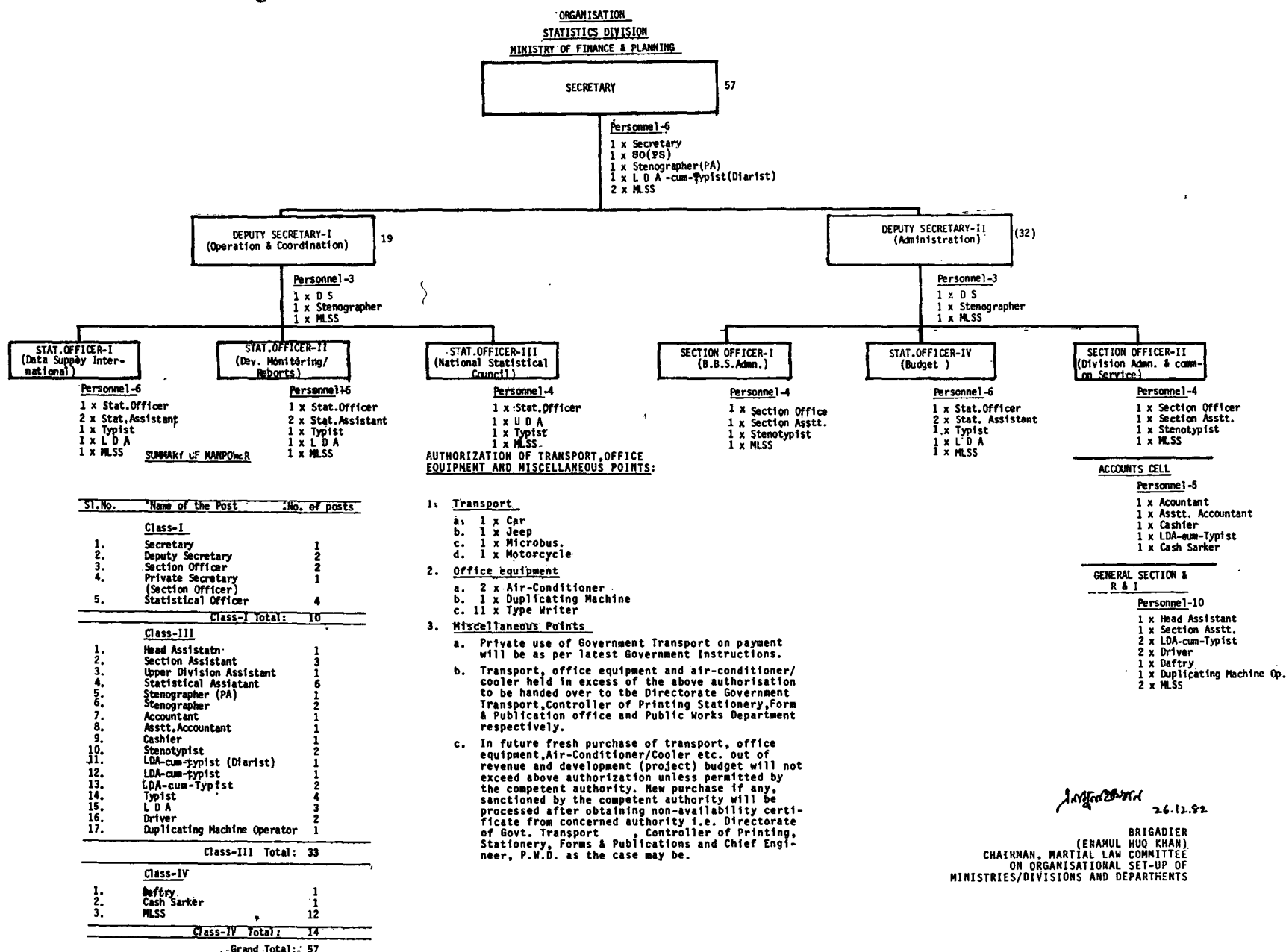
Allocation of Business

1. All matters relating to statistics.
2. Promotion, improvement, development and coordination of statistics and elimination of duplication of efforts in statistical field.
3. Assessment of statistical requirement for the country in line with international standards, provide general direction to statistical activities, designating statistics collecting agency and authorising products.
4. Conduct periodic censuses on population, agriculture, livestock and industries; conduct socio-economic and demographic surveys and collect, compile and publish current official statistics on all economic activities, namely, agriculture, manufacture, foreign trade, Government statistics, and others; estimate national and social accounts, compile and analyse those statistics and publish reports thereof.
5. Coordinate and advise on methods used by various Ministries/Divisions in data collection establish standardisation and impartial objectivity in official statistics. Accord clearance to statistics generated/collected by any Government agency for national and international use.
6. Organise and establish data bank and electronic data processing system.
7. Administer the Statistics Act and Rules framed thereunder.
8. Provide secretariat services for the National Statistical Council and Standing Committee.
9. Promote research and training in statistics, organise and administer unified statistical services.
10. Liaison with international organisations and matter relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
11. All laws on subjects allotted to this Division.
12. Inquiries and statistics on any of the subjects allotted to this Division.
13. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Bangladesh Bureau of Statistics



MINISTRY OF AGRICULTURE
AGRICULTURE AND FORESTS DIVISION

Allocation of Business

1. Agricultural research and education, including Bangladesh Agricultural University.
2. Agricultural extension and training.
3. Soil Survey.
4. Specifications of agricultural implements and machinery.
5. Communication with international organisations.
6. Development of crops, viz., cotton, tobacco, vegetables and fruits, wheat, etc.
7. Marketing of agricultural products.
8. Agricultural credit and taccavi loan.
9. Agricultural assistance and rehabilitation.
10. Agriculturist associations and agricultural co-operatives.
11. Planning Cell—preparation, evaluation, preservation and supply of seeds, fertilizers and insecticides.
12. Agricultural inputs, viz., procurement, installation, management and maintenance of tube-wells and power-pumps.
13. Production and preservation of seeds.
14. Survey for irrigational purpose.
15. Import, management and maintenance of agricultural implements and machineries.
16. Preservation of crops.
17. Conservation of forests and development of forest resources (Government and private), forest inventory, grading and quality control of forest products.
18. Afforestation and regeneration of forest extraction of forest produce.
19. Plantation of exotic cinchona and rubber.
20. Botanical Gardens and Botanical Surveys.
21. Tree plantation.
22. Planning Cell—preparation of schemes and coordination in respect of forests.
23. Research and training in forestry.
24. Mechanised forestry operations.
25. Protection of wild birds and animals and establishment of sanctuaries.
26. Matters relating to marketing of forest produce.
27. Matters relating to the Jute Research Institute and the Institute of Nuclear Agriculture.
28. Matters relating to:
 - a. Bangladesh Agriculture Development Corporation.
 - b. Bangladesh Agricultural Research Council.
 - c. Bangladesh Forests Industries Development Corporation.
29. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
30. All laws on subjects allotted to this Division.
31. Inquiries and statistics on any of the subjects allotted to this Division.
32. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

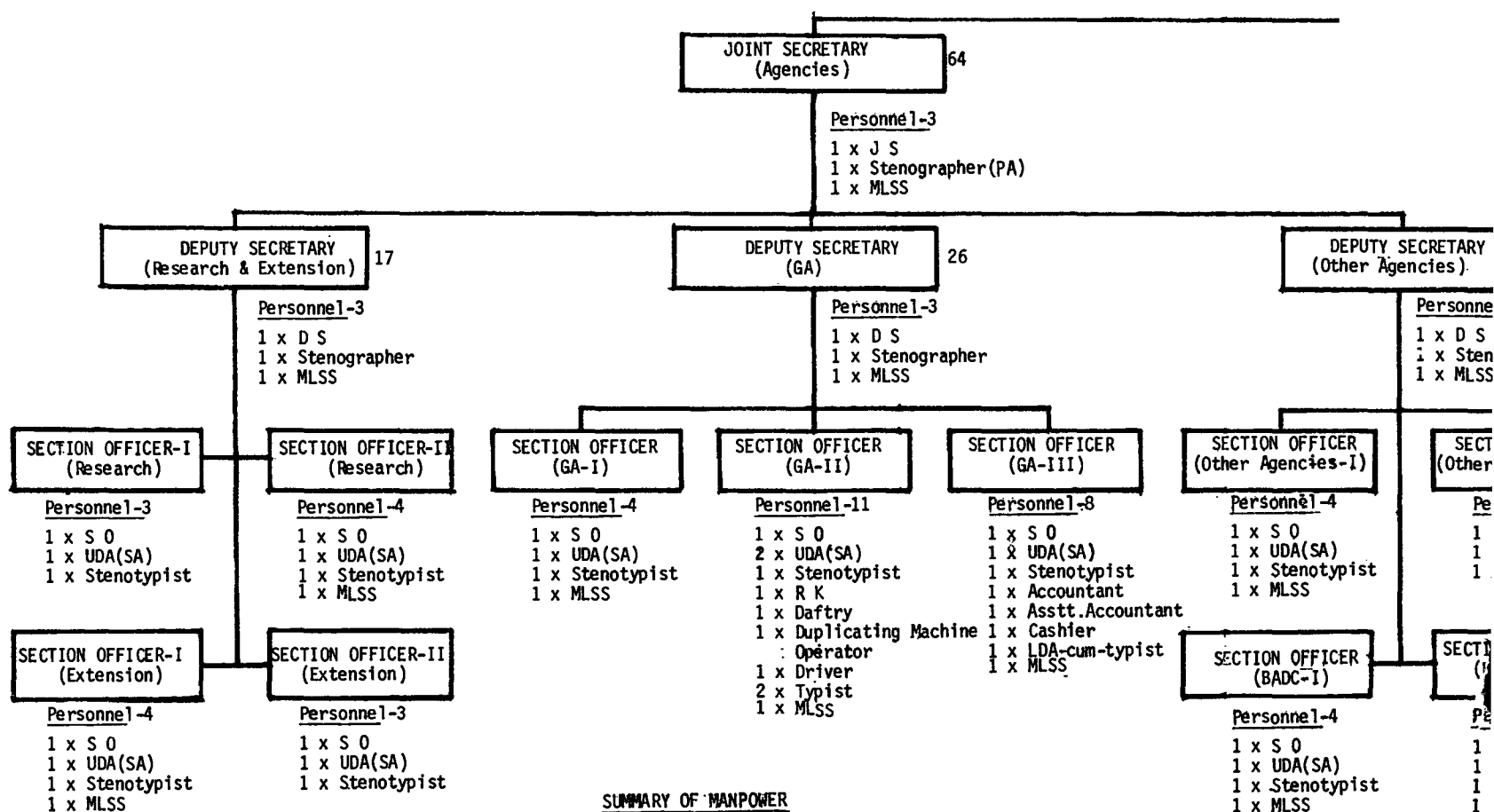
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Department of Agricultural Extension
2. Department of Agriculture Marketing and Information.
3. Department of Soil Survey
4. Chief Conservator of Forests
5. Seed Certification Agency

Autonomous/Semi-Autonomous Bodies

1. Bangladesh Agriculture Development Corporation.
2. Bangladesh Rice Research Institute
3. Bangladesh Agricultural Research Institute.
4. Bangladesh Agricultural Research Council.
5. Bangladesh Forest Industrial Development Corporation.
6. Bangladesh Jute Research Institute
7. Institute of Nuclear Agriculture



SUMMARY OF MANPOWER

Sl. No.	Name of posts	No. of post
	Class-I	
1.	Secretary	1
2.	Addl. Secretary	1
3.	Joint Secretary	2
4.	Sec. Chief (Planning)	1
5.	Deputy Secretary	5
6.	Deputy Chief	3
7.	Section Officer	17
8.	Agri. Economist	8
9.	Research Officer	12
10.	Librarian	1
	Total:-	51
11.	Class-III	67
12.	Class-IV	24
	Grand Total:-	142

AUTHORISATION OF TRANSPORT

- Transport:**
 - 5 x Car.
 - 1 x Microbus.
 - 1 x Motor Cycle
- Office equipment:**
 - 2 x Air-Cooler.
 - 24 x Typewriter.
 - 1 x Plain Paper Copier.
 - 1 x Duplicating Machine.
- Miscellaneous Points:**
 - Private use of Government Transport on payment will be as per latest Government Instructions.
 - Transport, office equipment air conditioner/cooler held excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms Publications and Public Works Department respectively.

N
S DIVISION
CULTURE

142

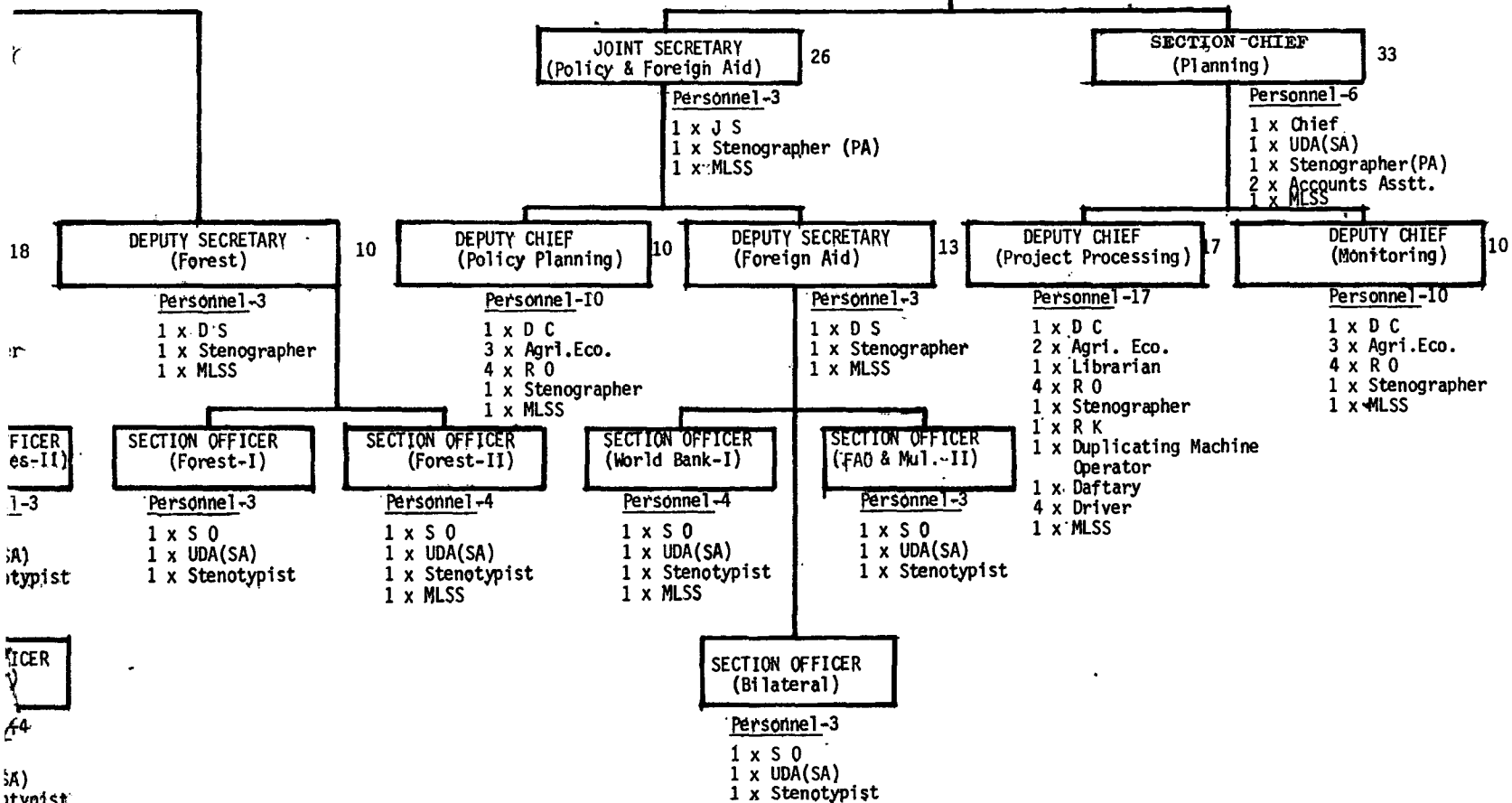
Personnel-6

Secretary
S O (PS)
Stenographer (PA)
LDA-cum-typist (Diarist)
MLSS

SECRETARY 77

Personnel-3

Addl. Secretary
Stenographer (PA)
MLSS



ICE EQUIPMENT AND MISCELLANEOUS POINTS:

- c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

Amir Khan

26.12.82.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP-OF
MINISTRIES, DIVISIONS AND DEPARTMENTS.

MINISTRY OF AGRICULTURE
FISHERIES AND LIVESTOCK DIVISION

Allocation of Business

1. Preparation of schemes and coordination of national policy in respect of Fisheries.
2. Prevention and control of fish diseases.
3. Utilisation of fish and fish wastes and development of fisheries resources and fishing.
4. Control, management and development of Government Fisheries, excluding tank fisheries with less than two acres of bottom area and fisheries vested in the Government under Act XLV of 1974.
5. Fish farms—management and conservation of fish and other population of aquatic organisms of economic importance.
6. Refrigeration and cold storage facilities for fish.
7. Improvement and augmentation of aquaculture and cultivation of pink pearls.
8. Marine Fishery.
9. Fishing and fisheries beyond territorial waters (including deep-sea fishing), fish harbour, fish quality-testing, laboratories and other ancillary organisations.
10. Zoological research, Zoological gardens and Zoological surveys.
11. Veterinary education (other than Agricultural University) and development of animal resources.
12. Improvement of cattle wealth.
13. Coordination and determination of standards in institutions of higher veterinary education (other than Agricultural University).
14. Prevention and control of animal and poultry diseases.
15. Poultry—management of poultry farm, grading and quality control.
16. Dairies—management of cattle farm.
17. Animal nutrition.
18. Artificial insemination.
19. Professions : veterinary practice.
20. Prevention of cruelty to animals.
21. Livestock census and cattle insurance.
22. Planning Cell—preparation of schemes and coordination in respect of fisheries and livestock.
23. Research and training in fishery and livestock.
24. Mechanised fishery and livestock operations.
25. Participation in relevant internal conference, associations, other bodies and implementation of decisions made thereof.
26. Matters relating to Bangladesh Fisheries Development Corporation.
27. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
28. All laws on subjects allotted to this Division.
29. Inquiries and statistics on any of the subjects allotted to this Division.
30. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

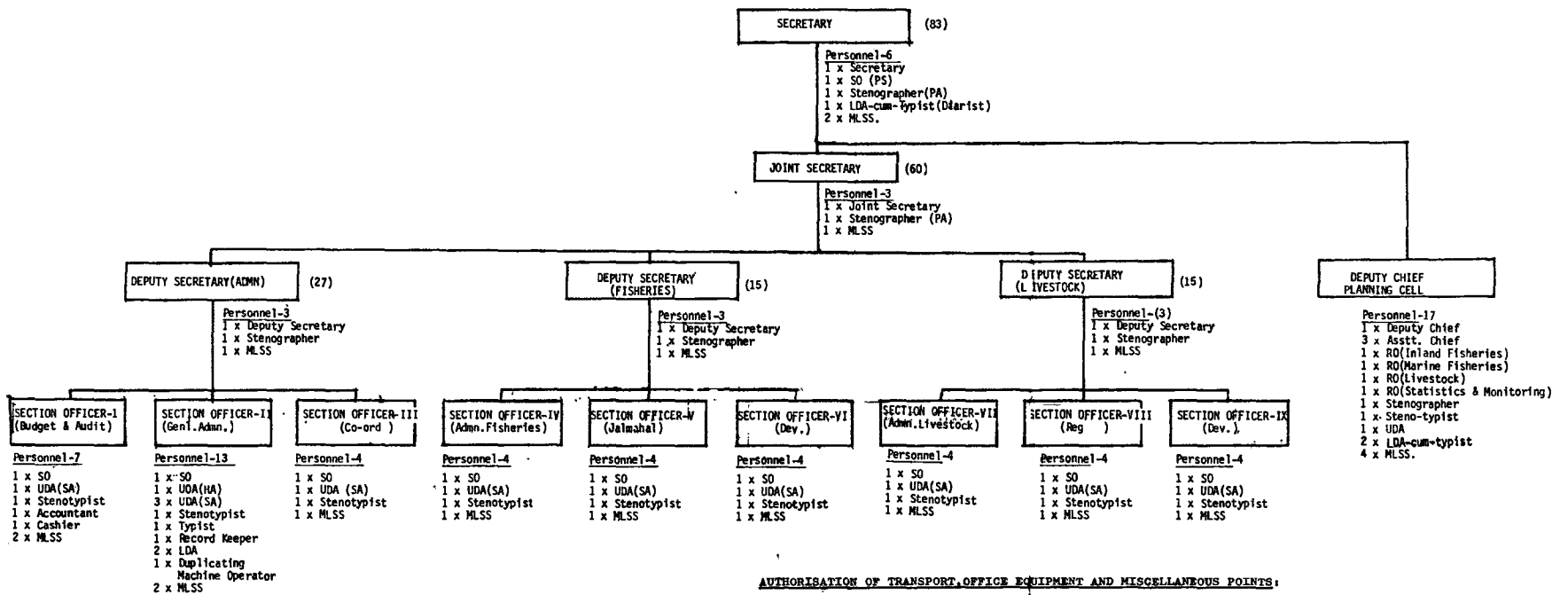
Departments/Offices/Institutes

1. Department of Fisheries
2. Department of Livestock Services

Autonomous/Semi-Autonomous Bodies

1. Bangladesh Fisheries Development Corporation

ORGANISATION
FISHERIES AND LIVESTOCK DIVISION
(MINISTRY OF AGRICULTURE)



SUMMARY OF MANPOWER

Sl.No.	Name of Posts	No. of posts
1.	Secretary	1
2.	Joint Secretary	1
3.	Deputy Secretary	3
4.	Section Officer	10
5.	Deputy Chief	1
6.	Asstt. Chief	3
7.	Research Officer	4
8.	Class-III	39
9.	Class-IV	21
Total		83

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport:**
 - 2 x Car.
 - 1 x Microbus.
 - 1 x Motor Cycle.
- Office equipment:**
 - 2 x Air-Conditioner.
 - 20 x Typewriter.
 - 1 x Plain Paper Copier.
 - 1 x Duplicating Machine.
- Miscellaneous Points:**
 - Private use of Government Transport on payment will be as per latest Government Instructions.
 - Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.
 - In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF AGRICULTURE

IRRIGATION, WATER DEVELOPMENT AND FLOOD CONTROL DIVISION

Allocation of Business

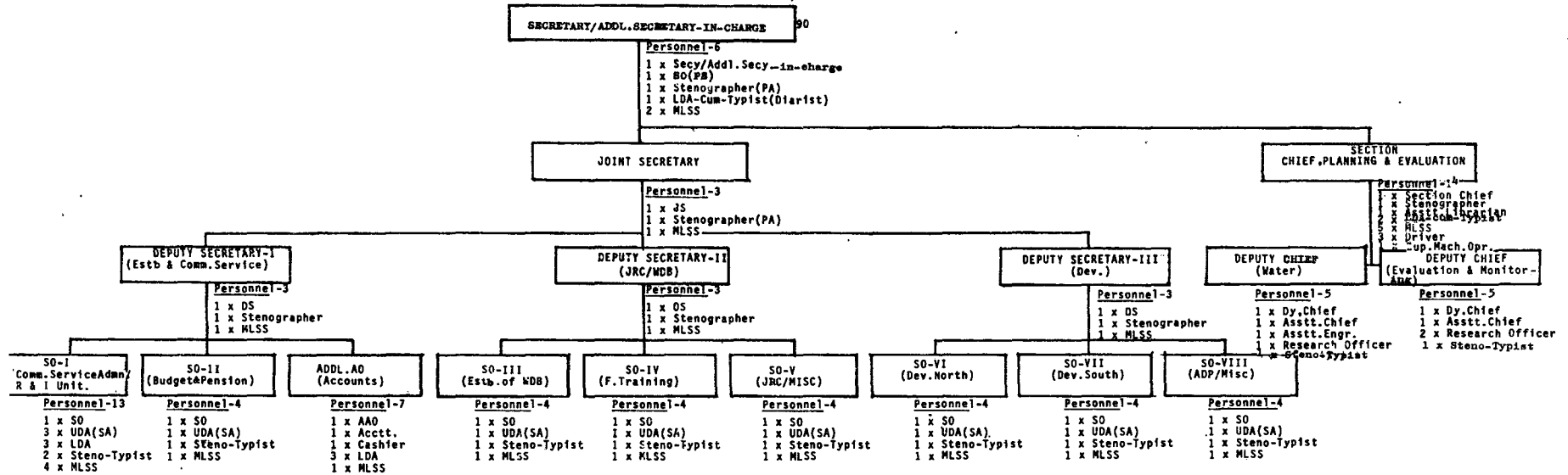
1. Regulation and development of rivers and river valleys.
2. General policy and technical assistance in the field of irrigation, flood control, anti-water-logging, drainage, and anti-erosions.
3. All matters relating to irrigation, flood control, flood control works, causes of floods and damage caused by floods to irrigation projects, embankments, etc.
4. Basic, fundamental and applied research on river valley projects and flood control works.
5. International cooperation in the field of flood control and development of water resources.
6. International commissions and conferences relating to irrigation and flood control.
7. Administration of Bangladesh Water Development Board.
8. Construction and maintenance of canals under W.D.B. project; construction and maintenance of water control structures for the canals executed under the Canal Digging Programme.
9. Soil conservation, drainage and water-logging.
10. Storage of water and construction of reservoirs, embankments and barrages.
11. Land reclamation, estuary control.
12. Anti-salinity measures and anti-desertification.
13. Hydrological survey and data collection.
14. Matters relating to Joint Rivers Commission, Joint Committee, Standing Committee, etc. and Common/Border Rivers.
15. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
16. All laws on subjects allotted to this Division.
17. Inquiries and statistics on any of the subjects allotted to this Division.
18. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Autonomous/Semi-Autonomous Bodies

Bangladesh Water Development Board

ORGANISATION
MINISTRY OF AGRICULTURE
(IRRIGATION, WATER DEVELOPMENT & FLOOD CONTROL DIVISION)



SUMMARY OF MANPOWER

Sl. No.	Name of Post	Number of Post
CLASS-I		
1.	Secretary/Addl. Secy.	1
2.	Joint Secretary	1
3.	Section Chief	1
4.	Deputy Secretary	3
5.	Deputy Chief	2
6.	Section Officer	6
7.	PS to Secretary	1
8.	Asstt. Chief	2
9.	Research Officer	3
10.	Asstt. Engineer	1
		Total: 23
CLASS-II		
11.	Addl. Accounts Officer	1
		Total: 48
CLASS-III		
		Total: 23
		Grand Total: 90

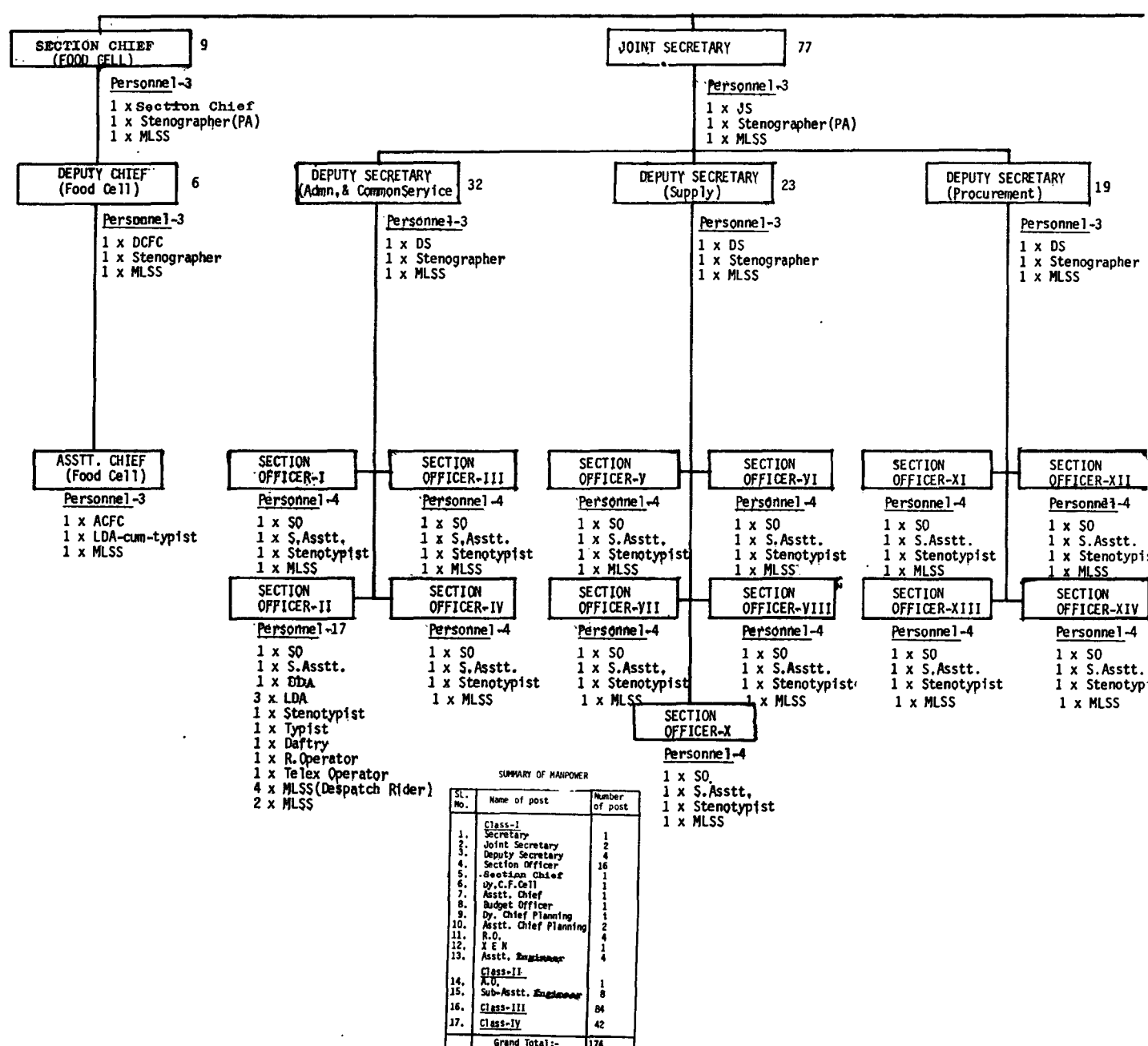
AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT
AND MISCELLANEOUS POINTS:

- Transport**
 - 3 x Car
 - 1 x Microbus
 - 1 x Motorcycle
- Office equipment**
 - 2 x Air-cooler
 - 1 x Photocopy machine
 - 1 x Duplicating machine
 - 7 x Calculator
 - 19 x Typewriter
- Miscellaneous Points**
 - Private use of Government transport on payment will be as per latest Government instructions.
 - Transport, Office equipment and Air-Conditioner/Cooler etc. held in excess of the above authorization to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms & Publications and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

26.12.82
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

Allocation of Business

1. Management and operation of country's overall food system.
2. Implementation of national food policy strategies.
3. Establishment of a dependable national food security system.
4. Import and export of foodstuff and civil supplies.
5. Preparation and execution of various development schemes in the food sector.
6. Watch over food supply position in the country.
7. Procurement and distribution of foodgrains and other food items including sugar, edible oil, salt, etc.
8. Rationing.
9. Inspection of analysis of foodgrains and foodstuff and maintenance of standards of quality of imports, exports and local commodities.
10. Price stabilisation and fixation of prices of foodgrains and foodstuff.
11. Collection of statistics regarding production, consumption, price, imports and exports of foodgrains and other civil supplies.
12. Purchase of foodstuff for civil and military requirements and their disposal.
13. Movement and storage.
14. Maintenance of stock and preservation of adequate food reserve.
15. Matters relating to food budget, accounts and finance.



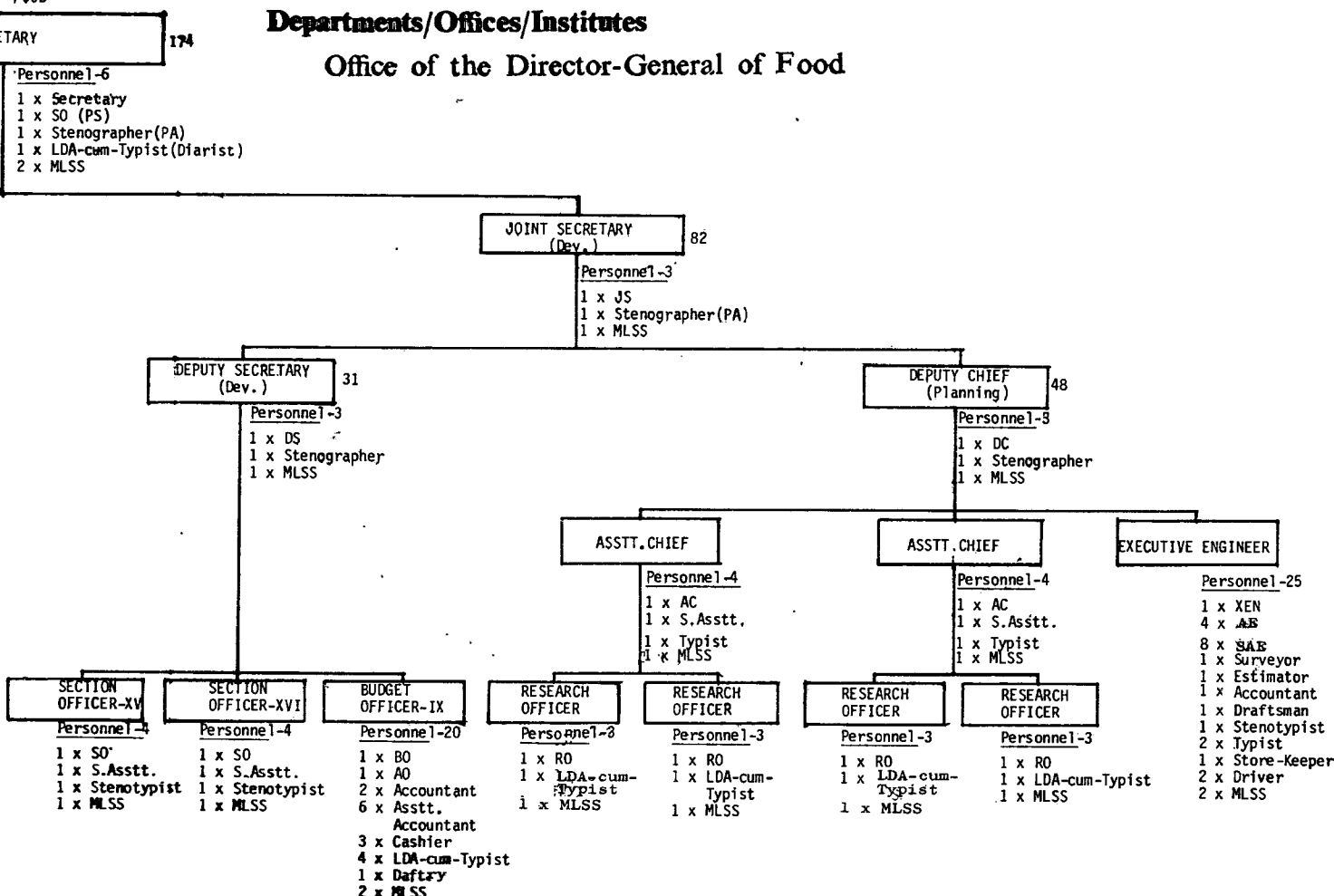
FOOD DIVISION

16. Hiring and acquisition of godowns for storage of foodgrains including sugar; taking on lease or acquiring land for construction of foodgrains godowns.
17. Matters relating to loss of human life due to drought, scarcity and famine.
18. Food planning, research and monitoring.
19. Inventory control and food management information systems.
20. Administration of Bangladesh Civil Service (Administration : Food).
21. Administration of Technical Engineering Services under Food Division.
22. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
23. All laws on subjects allotted to this Division.
24. Inquiries and statistics on any of the subjects allotted to this Division.
25. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

Office of the Director-General of Food



AUTHORISATION OF TRANSPORT OFFICE EQUIPMENT AND PURCHASEABLE EXPENDITURE

1. Transport:
 - a. 4 x Car.
 - b. 1 x Microbus.
 - c. 1 x Motor Cycle.
 2. Office equipment:
 - a. 2 x Air-Conditioner.
 - b. 38 x Typewriter.
 - c. 1 x Photostat Machine.
 - d. 1 x Duplicating Machine.
 - e. 1 x Telex Machine.
 - f. 9 x Calculating Machine.
 3. Miscellaneous Points:
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
- b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- c. In fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

26-11-81

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

1. Formulation and implementation of all policies relating to planning, coordination, monitoring and evaluation of all relief and development oriented relief programmes.
2. Formulation of policies and preparation of national disaster preparedness plan and co-ordination of relief measures.
3. Formulation and implementation of all projects for the purpose of settlement of distressed/displaced persons.
4. Administration of all relief work and sanction of funds for—
 - a. Distribution of gratuitous relief.
 - b. Distribution of house building grants and loans.
 - c. Execution of test relief work.
5. Administration of aids, loans, grants and technical assistance from abroad in connection with relief and rehabilitation.
6. Operation of relief agreements with foreign countries and other similar agreements and matters connected with distribution of relief supplies coming thereunder.



'St. No.	'Name of Post	'Number of Post
	<u>CLASS-I</u>	
1.	Director-General	1
2.	Director	4
3.	Deputy Director	8
4.	DRRO	20
5.	Sr. Inspecting Officer	1
6.	Inspecting Officer	2
7.	FOCR	1
8.	Asstt. Engineer	2
9.	SDRRO	64
	<u>Total; 103</u>	
	<u>CLASS-II</u>	
10.	TDPO	400
11.	Superintendent	3
	<u>Total; 403</u>	
	<u>CLASS-III</u>	570
	<u>CLASS-IV</u>	114
	<u>Grand Total:1190</u>	

ABBREVIATIONS:

CARE - Co-Operative American
WFP - World Food Programme
VGF - Vulnerable Group Fee
G.R. - Gratuitous Relief
FOCR - Finance Officer Civil
D.G. - Director General
D.D. - Deputy Director
DRRO - District Relief and
SDRRO - Sub-Divisional Relief
TPIO - Thana Project
FFW - Food For Works.

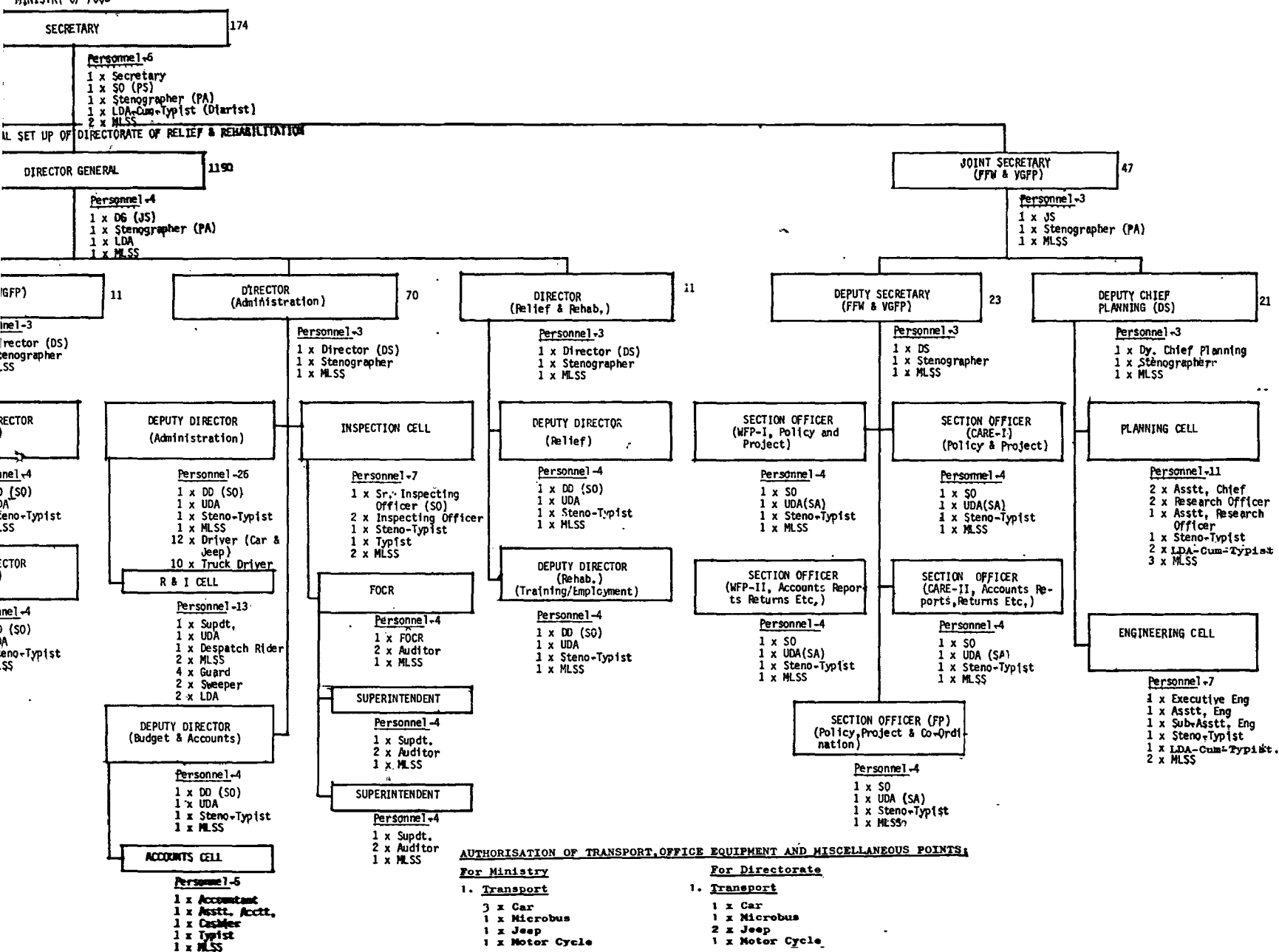
7. All other matters relating to relief and rehabilitation.
8. Food for Work Programme.
9. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
10. All laws on subjects allotted to this Division.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Directorate of Relief and Rehabilitation.

ORGANISATION
OF RELIEF AND REHABILITATION DIVISION
MINISTRY OF FOOD



ABBREVIATIONS:

CARE - Co-Operative American Relief Everywhere.
 WFP - World Food Programme.
 VGFP - Vulnerable Group Feeding Programme.
 G.R. - Gratuitous Relief.
 FOCR - Finance Officer Civil Relief.
 D.G. - Director General.
 D.D. - Deputy Director.
 DRRO - District Relief and Rehabilitation Officer.
 SDRRO - Sub-Divisional Relief and Rehabilitation officer.
 TPIO - Thana Project Implementation Officer.
 FFW - Food For Works.

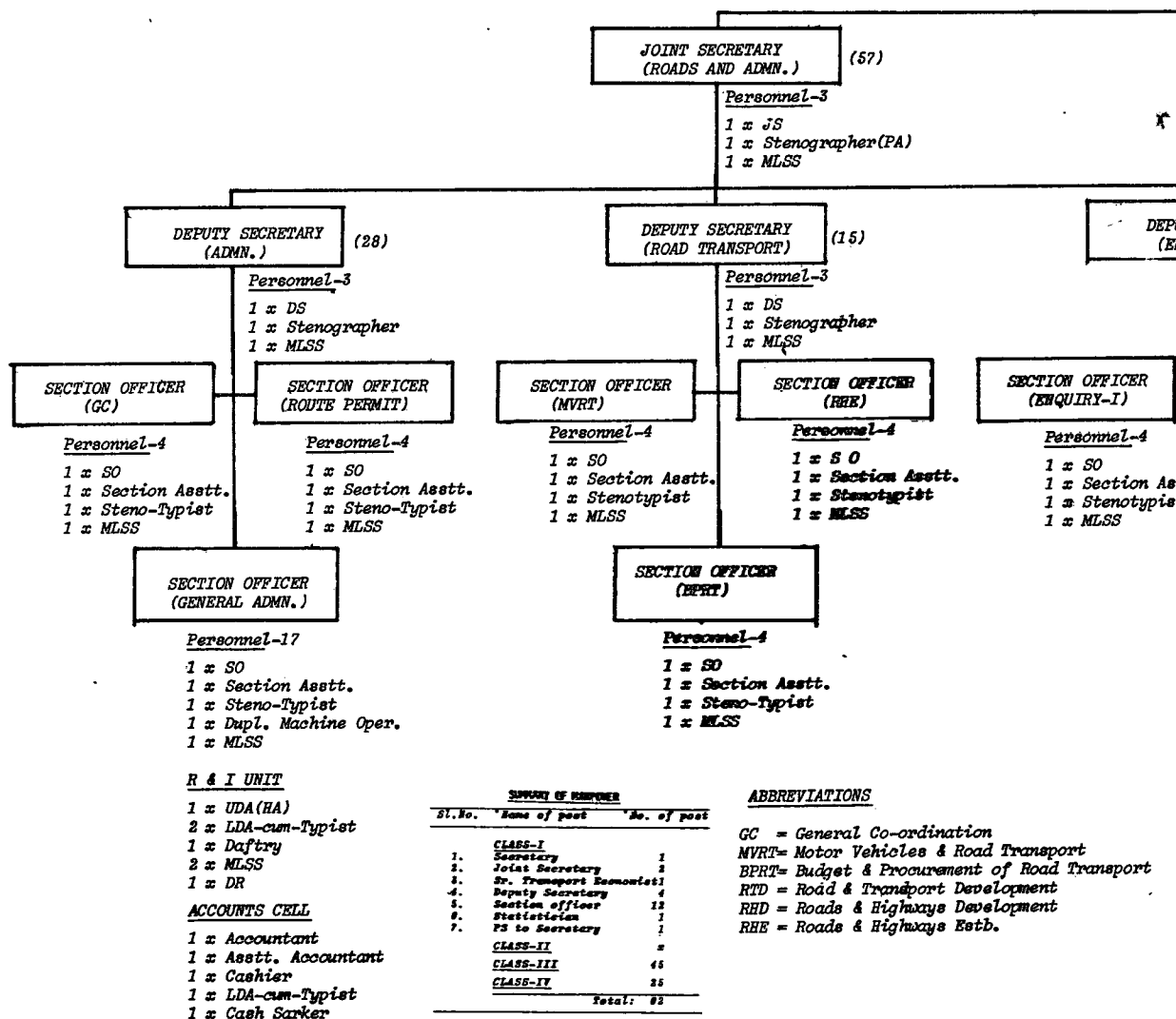
- a. Private use of Government Transport on payment will be as per latest Government Instructions.
- b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorization to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

BRIGADIER
(ENAMUL HUG KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

**MINISTRY OF
ROADS AND ROAD**

Allocation of Business :

1. Roads, highways and road transport.
2. Development, improvement and maintenance of national highways, regional highways, district roads and other important roads including bridges and culverts thereof.
3. Overseeing management, operation and development of the Bangladesh Road Transport Corporation.
4. Transport coordination and coordination of traffic needs of various agencies.
5. Survey in the field of rail and road transport.
6. Administration of Motor Vehicles Act and Rules made thereunder.
7. Compulsory insurance of Motor Vehicles.
8. All mechanically propelled vehicles.
9. Motor Vehicles legislation.
10. Promotion of transport cooperative.



COMMUNICATIONS

TRANSPORT DIVISION

11. Inquiries and discipline matters in respect of officers and employees under this Division.
12. Matters relating to Bangladesh Road Transport Corporation.
13. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
14. All laws on subjects allotted to this Division.
15. Statistics on any of the subjects allotted to this Division.
16. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

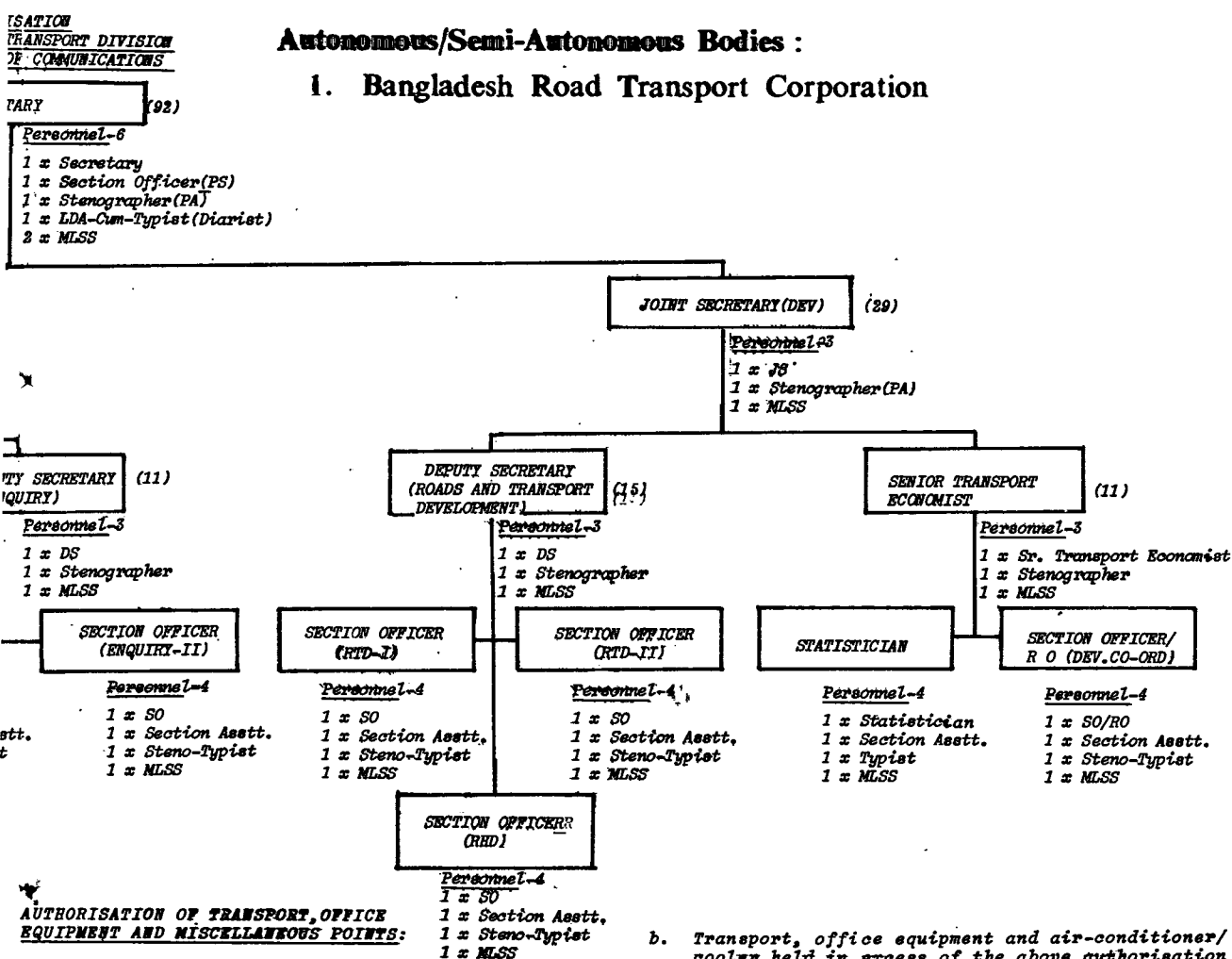
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Roads and Highways Departments (including Road Research Laboratory).
2. Directorate of Road Transport Maintenance

Autonomous/Semi-Autonomous Bodies :

1. Bangladesh Road Transport Corporation



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport
 - a. 3 x Car.
 - b. 1 x Jeep.
 - c. 1 x Microbus.
 - d. 1 x Motor Cycle.
2. Office equipment
 - a. 3 x Air-Conditioner/Cooler.
 - b. 1 x Plain Paper Copier.
 - c. 1 x Duplicating Machine.
 - d. 21 x Typewriter.
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government instructions.

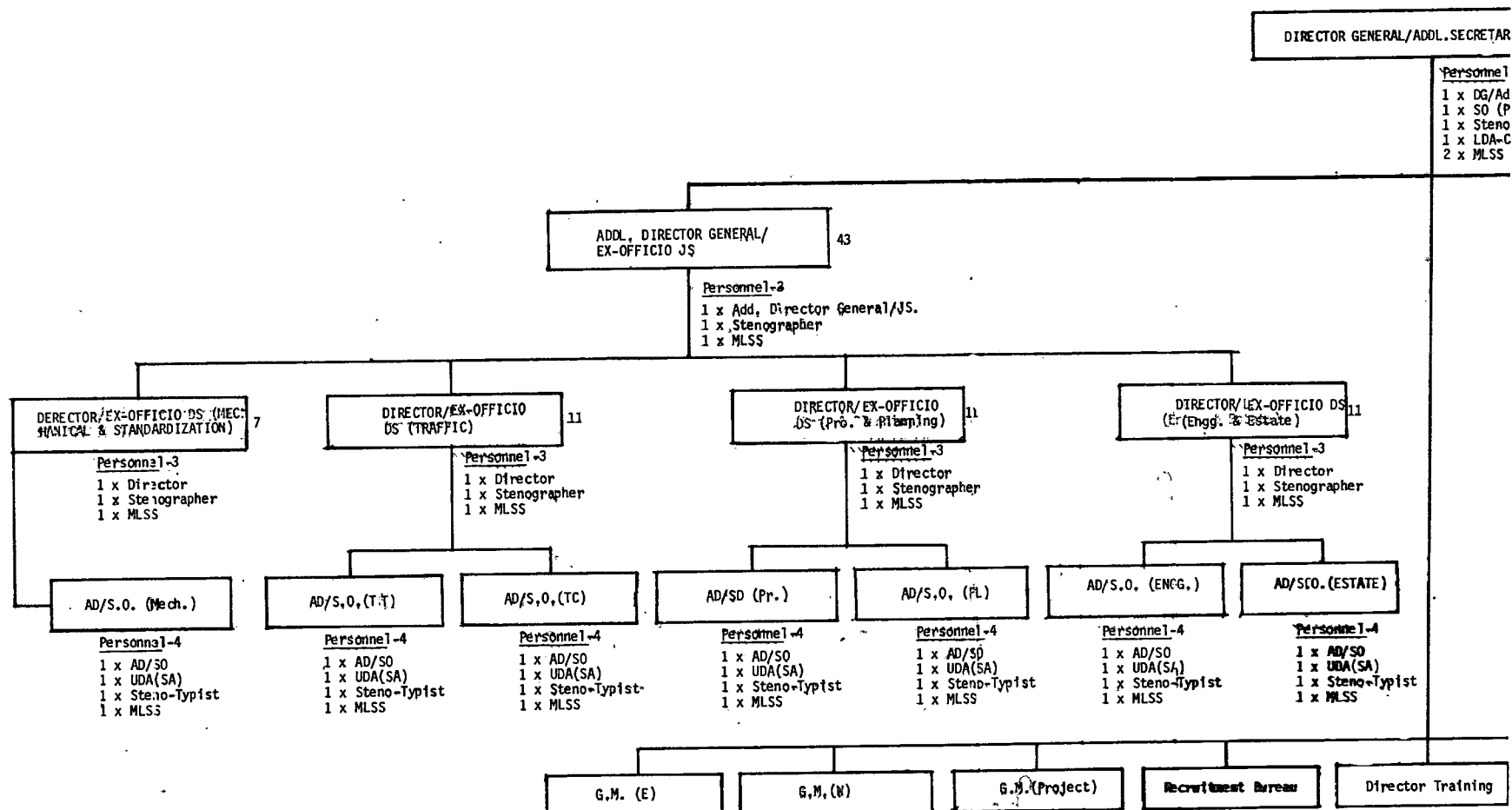
- b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller Printing Stationery, Forms and Publications and Public Works Department respectively.
- c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase of any, sanctioned by competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

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CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

Allocation of Business :

1. Railway traffic including interchange of traffic between Bangladesh and India, in transit traffic to and from Nepal, commercial matters, claims, revision of fare and freight rates.
2. Railway engineering and stores.
3. Railway establishment and administration.
4. Railway labour and land problems including connected Acts/Ordinances/Rules and Regulations.
5. Development of Railway, including standardisation of equipment and rolling stock and connected research and design.
6. Monitoring external procurement for development and rehabilitation of Railway.
7. Formation of the Development and Revenue Budget of the Railway.

ORGANIZATION
RAILWAY DIVISION
MINISTRY OF COMMUNICATIONS



SUMMARY OF MANPOWER

Sl.No.	Name of post	No. of post
<u>CLASS-I</u>		
1.	Director General/Addl. Secretary-in-charge.	1
2.	Addl. Director General/Ex-Officio Joint Secy.	2
3.	Director/Deputy Secy.	7
4.	Deputy Director	1
5.	AD/Section Officer	15
6.	<u>CLASS-II</u>	"
7.	<u>CLASS-III</u>	45
8.	<u>CLASS-IV</u>	29
Total:-		100.

ABBREVIATION:

AD	= Asstt. Director.
Admn.	= Administration.
CPLO	= Chief Planning Officer.
CCS	= Chief Controller of Stores.
Cord	= Co-ordination.
DD	= Deputy Director.
DHO	= Duplicating Machine Operator.
Etab.	= Establishment.
Engg.	= Engineering.
GM	= General Manager.
GIBB	= Government Inspector of Bangladesh Railway.
Mech.	= Mechanical.
Pr.	= Procurement.
Pl.	= Planning.
SO	= Section Officer.
TCC	= Transport Co-ordination Committee.
TT	= Traffic Transportation.
TC	= Traffic & Commercial.

COMMUNICATIONS

DIVISION

8. Liaison with international organisation and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.

9. All laws on subjects allotted to this Division.

10. Statistics on any of the subjects allotted to this Division.

11. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

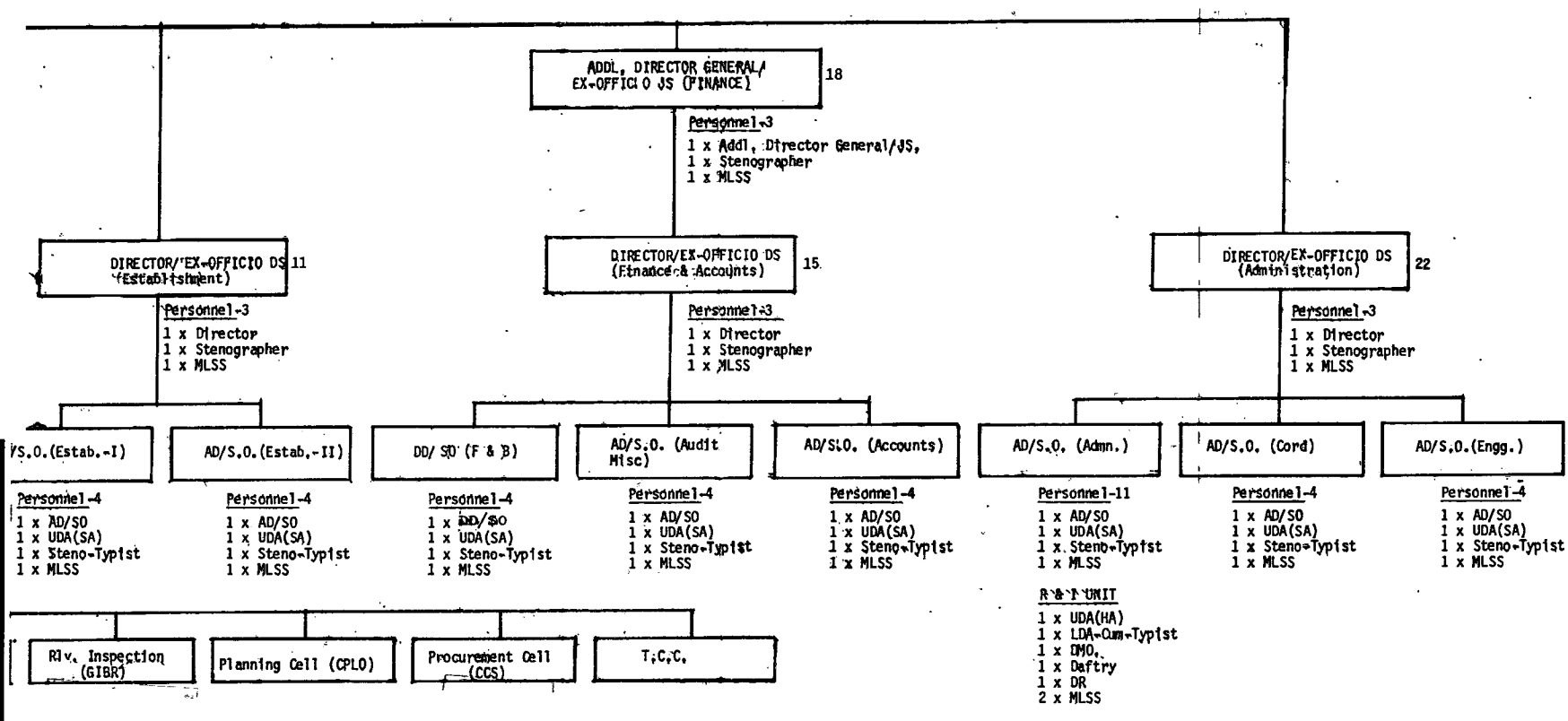
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Department of Railways Inspection

Autonomous/Semi-Autonomous Bodies :

1. Bangladesh Railway Board



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

Transport

- 3 x Car
- 1 x Microbus
- 1 x Jeep
- 1 x Motor Cycle

Office equipment

- 2 x Air-Conditioner
- 1 x Duplicating Machine
- 27 x Typewriter

Miscellaneous points

- Private use of Government Transport on payment will be as per latest Government instructions.
- Transport, office equipment and air conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

26.12.82.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF COMMUNICATIONS
PORTS, SHIPPING AND IWT DIVISION

Allocations of Business :

1. Ports.
2. Light-house and light ships.
3. Navigation, Shipping, Maritime Administration of safety.
4. Mercantile marine.
5. Admiralty jurisdiction, offences committed on high seas.
6. Inland Water Transport and Shipping, marine service and elimination of danger to shipping.
7. Inland Waterways.
8. Administration of all inland ships.
9. Engineer and ship surveyors and registrar of inland shipping.
10. Education, training, standards and certification for Mercantile Marine and Inland Water Transport.
11. Organisation and maintenance of mainland, islands and inter-island shipping services.
12. Matters relating to marine pollution from ships and crafts.
13. Registration and safety administration of fishing vessels.
14. Hydrographic services in Bangladesh waters.
15. Marine search and rescue.
16. Coordination and research relating to this Division.
17. Legislation relating to shipping and navigation.
18. Matters relating to :
 - a. Chittagong Port Authority.
 - b. Bangladesh Shipping Corporation.
 - c. Bangladesh Inland Water Transport Corporation.
 - d. Port of Chalna Authority.
19. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
20. All laws on subjects allotted to this Division.
21. Inquiries and statistics on any of the subjects allotted to this Division.
22. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

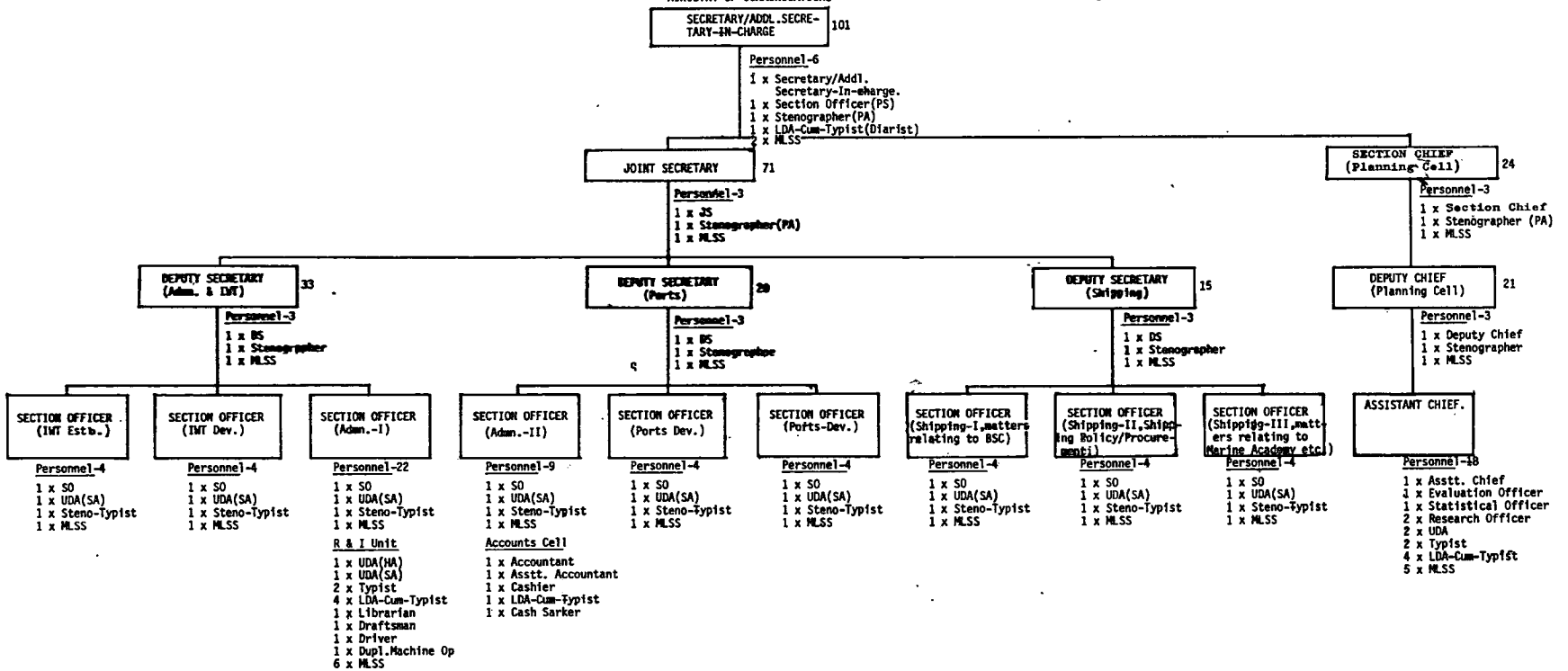
Departments/Offices/Institutes

1. Department of Shipping.
2. Mercantile Marine Department.
3. Marine Academy, Chittagong.
4. Government Shipping Office.
5. Seamen's Training School, Chittagong.
6. Inspectorate of Inland Ships.

Autonomous/Semi-Autonomous Bodies :

1. Chittagong Port Authority.
2. Bangladesh Shipping Corporation.
3. Bangladesh Inland Water Transport Corporation.
4. Bangladesh Inland Water Transport Authority.
5. Port of Chalna Authority.
6. Dock Labour Management Board.

ORGANISATION
PORTS, SHIPPING AND IWT DIVISION
MINISTRY OF COMMUNICATIONS



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

1. Transport.
 - a. 3 x Car.
 - b. 1 x Motor Cycle.
2. Office equipment
 - a. 1 x Air-Conditioner.
 - b. 1 x Plain Paper Copier.
 - c. 26 x Typewriter.
3. Miscellaneous Points.
 - a. Private use of Government Transport on payment will be as per latest Government instructions
 - b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

SUMMARY OF MANPOWER

Sl. No.	Name of Post	No. of Post
<u>CLASS-I</u>		
1.	Secretary/Adl. Secretary	1
2.	Joint Secretary	1
3.	Section Chief	1
4.	Deputy Secretary	3
5.	Deputy Chief	1
6.	Section Officer	10
7.	Assistant Chief	1
8.	Evaluation Officer	1
9.	Statistical Officer	1
10.	Research Officer	2
<u>CLASS-III</u>		50
<u>CLASS-IV</u>		29
Total:		101

ABBREVIATION

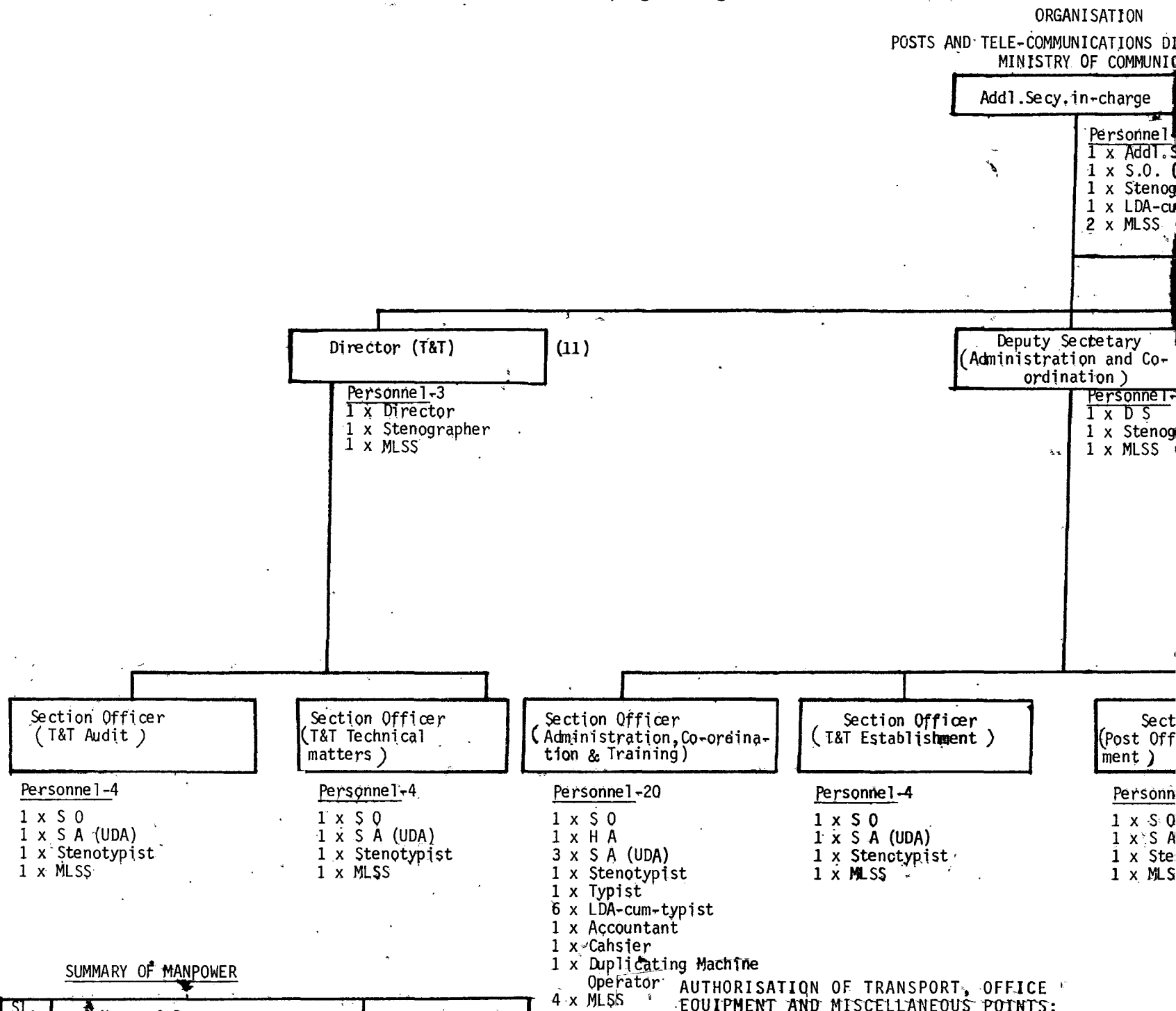
BSC = Bangladesh Shipping Corporation.
IWT = Inland Water Transport Authority.
MLSS = Member of the Lower Subordinate Service.
P.S = Private Secretary.
HA = Head Assistant.
SA = Section Assistant.
UDA = Upper Division Assistant.
RAI = Receipt and Issue.

Amul Huq Khan 26.12.82
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

**MINISTRY OF
POSTS AND TELE-COM-**

Allocation of Business :

1. Postal services.
2. Post Office Savings Banks.
3. Postal Life Insurance.
4. Tele-communication services : telegraphs and telephones.
5. Telephone industries.
6. Administration of Bangladesh Civil Service (Postal).
7. Administration of Bangladesh Civil Service (Engineering: Tele-communication).



SUMMARY OF MANPOWER

Sl. No.	Name of Posts	No. of Posts
Class-I		
1.	Addl. Secy. in-charge	1
2.	Deputy Secretary	1
3.	Director	2
4.	Section Chief	1
5.	Asstt. Chief	2
6.	Section Officer	8
7.	Research Officer	2
	Total	17
8.	Class-II	
9.	Class-III	41
10.	Class-IV	20
	Grant Total	78

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport
 - a. 2 x Car.
 - b. 1 x Micro-bus
 - c. 1 x Motor Cycle.
2. Office equipment
 - a. 1 x Air-Conditioner.
 - b. 1 x Photostate Machine.
 - c. 1 x Telex Machine.
 - d. 1 x Duplicating Machine.
 - e. 22 x Typewriter.
3. Miscellaneous Points.
 - a. Private use of Government Transport, will be as per latest Government instr.

8. Liaison with international organisations, and protocols and agreements with other countries and international bodies, relating to Postal and Tele-communication services.
9. All laws on subjects allocated to this Division.
10. Inquiries and statistics on any of the subjects allotted to this Division.
11. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

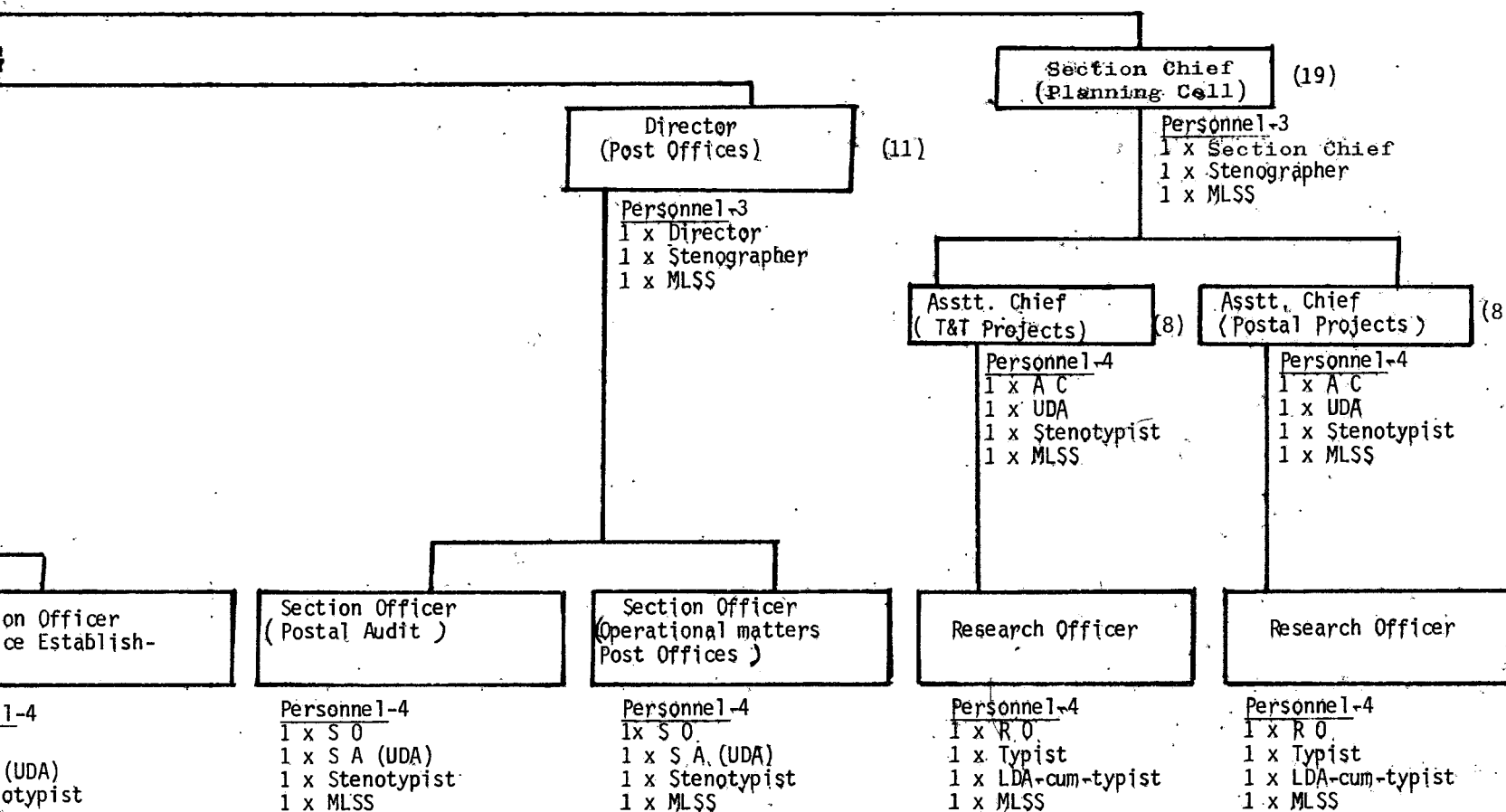
Departments/Offices/Institutes

1. Bangladesh Post Office.
2. Bangladesh Telegraph and Telephone Board.

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(78)

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-Typist (Diarist)



- b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department, respectively.
- c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

26.12.82

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF LOCAL GOVERNMENT

LOCAL GOVERNMENT DIVISION

Allocation of Business :

1. Local Government including Swanirvar Gram Sarker.
2. Financing, regulation and inspection of authorities, established for Local Government and village administration.
3. Rural Police.
4. Burial and burial grounds; cremation and cremation grounds.
5. Pound and the prevention of cattle trespass.
6. Public Health Engineering.
7. Rural water supply, water and sewerage development.
8. Inns and inn-keepers.
9. Public parks and arboriculture except in the areas which are under development authorities.
10. Matters relating to Muktiyoddha Cell:
 - a. Rehabilitation of freedom fighters through implementation of schemes at thana level on co-operative basis;
 - b. Training of freedom fighters in different trades and at appropriate levels commensurate with the national requirements;
 - c. Providing freedom fighters with jobs in various Government, autonomous and semi-autonomous bodies and abroad;
 - d. Development and establishment, through planning and research of various trades and rural based industries for integration within the national requirement with a view to rehabilitating the freedom fighters;
 - e. Preparation of gazetted list of genuine freedom fighters in consultation with the Bangladesh Muktiyoddha Sangshad;
 - f. To enquire into and resolve other miscellaneous problems of freedom fighters.
11. Works programme.
12. Matters relating to National Institute of Local Government.
13. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
14. All laws on subjects allotted to this Division.
15. Inquiries and statistics on any of the subjects allotted to this Division.
16. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes :

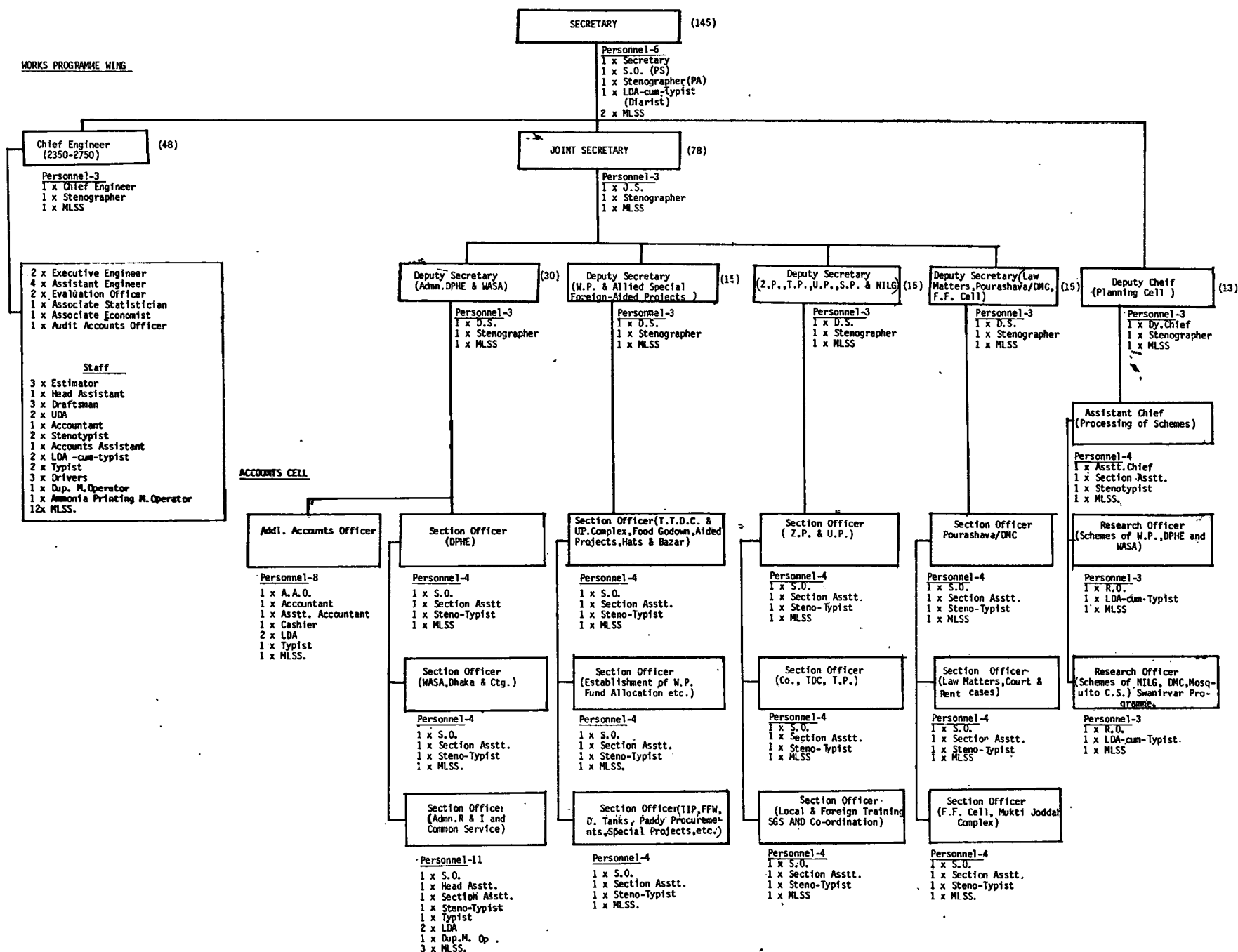
1. Department of Public Health Engineering.

Autonomous/Semi-Autonomous Bodies :

1. WASA, Dhaka.
2. WASA, Chittagong.
3. National Institute of Local Government.

ORGANISATION
LOCAL GOVERNMENT DIVISION
MINISTRY OF LOCAL GOVERNMENT

WORKS PROGRAMME WING



SUMMARY OF MANPOWER

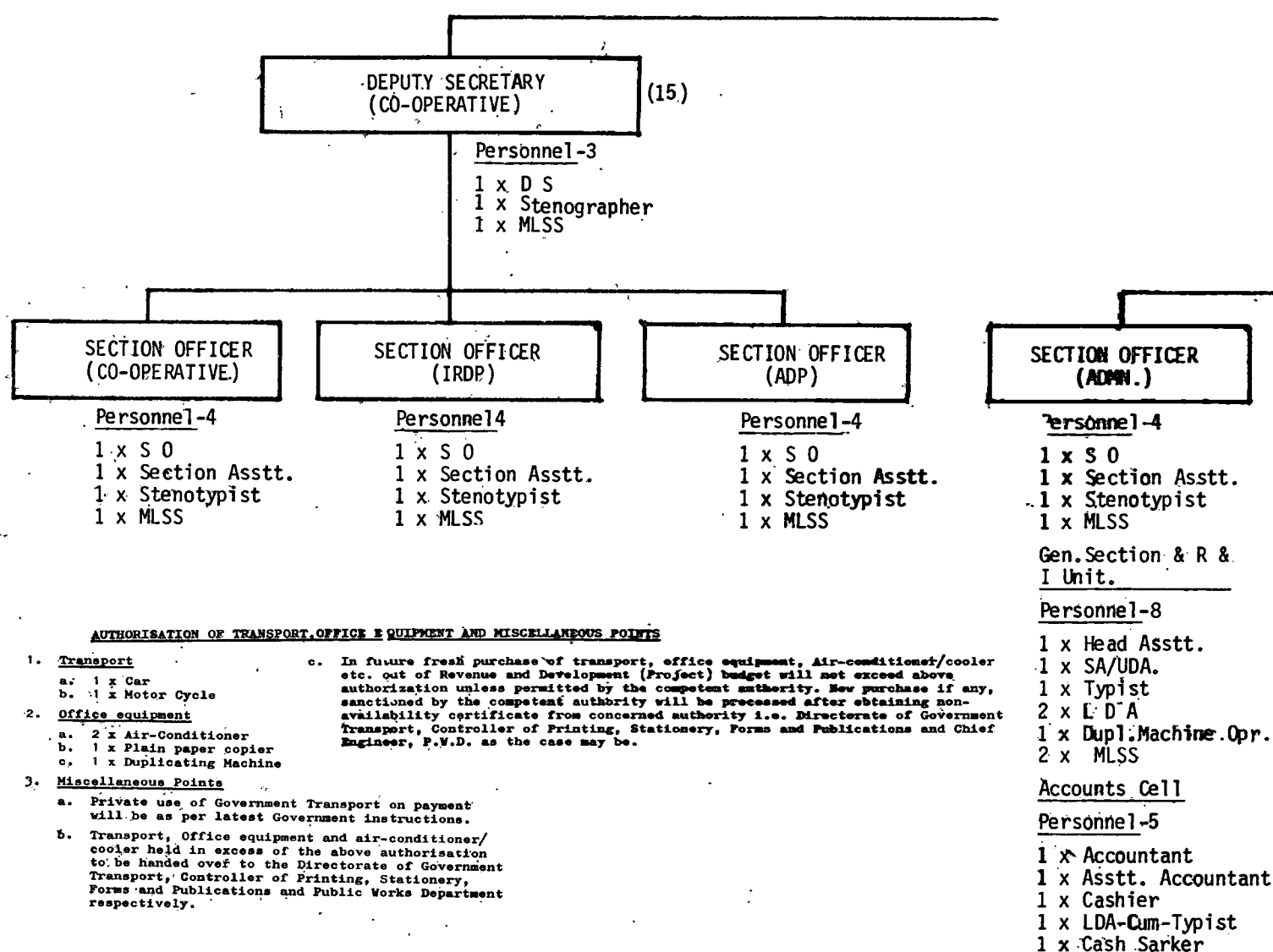
Sl. No.	Name of posts	No. of posts
Class-I		
1.	Secretary	1
2.	Joint Secretary	1
3.	Deputy Secretary	4
4.	Deputy Chief	1
5.	Section Officer	13
6.	Research Officer	2
(WORKS PROGRAMME WING)		
8.	Chief Engineer	1
9.	Executive Engineer	2
10.	Assistant Engineer	4
11.	Evaluation Officer	2
12.	Associate Statistician	1
13.	Associate Economist	1
14.	Audit & Accounts Officer	1
Class-II		
		1
Class-III		
		67
Class-IV		
		42
Total		145

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport**
 - 2 x Car
 - 1 x Microbus
 - 2 x Jeep
 - 1 x Motor Cycle
- Office equipment**
 - 2 x Air-Conditioner
 - 1 x Plain paper Copier
 - 1 x Duplicating Machine
 - 1 x Ammonia Printing Machine
 - 4 x Calculating Machine
 - 30 x Typewriter
- Miscellaneous Points**
 - Private use of Government Transport on payment will be as per latest Government instructions.
 - Transport, office equipment and air-conditioner/cooler held in excess of the above authorization to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications, and Chief Engineer, P.W.D. as the case may be.

Allocation of Business

1. Preparation of schemes and implementation of policies in the following sectors;
 - a. Rural Development;
 - b. Cooperative Societies;
 - c. Agricultural Credit and Co-operative Banking;
 - d. Co-operative marketing;
 - e. Cooperative farming;
 - f. Small scale industries including cottage industries on cooperative basis;
 - g. Debt settlement;
 - h. Relief and indebtedness;
 - i. Integrated Rural Development Programme.
2. Co-operative training and education.
3. International Cooperative Union and alliances.
4. Affairs relating to Academies for Rural Development.



LOCAL GOVERNMENT
COOPERATIVES DIVISION

- 5. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
- 6. All laws on subjects allotted to this Division.
- 7. Inquiries and statistics on any of the subjects allotted to this Division.
- 8. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

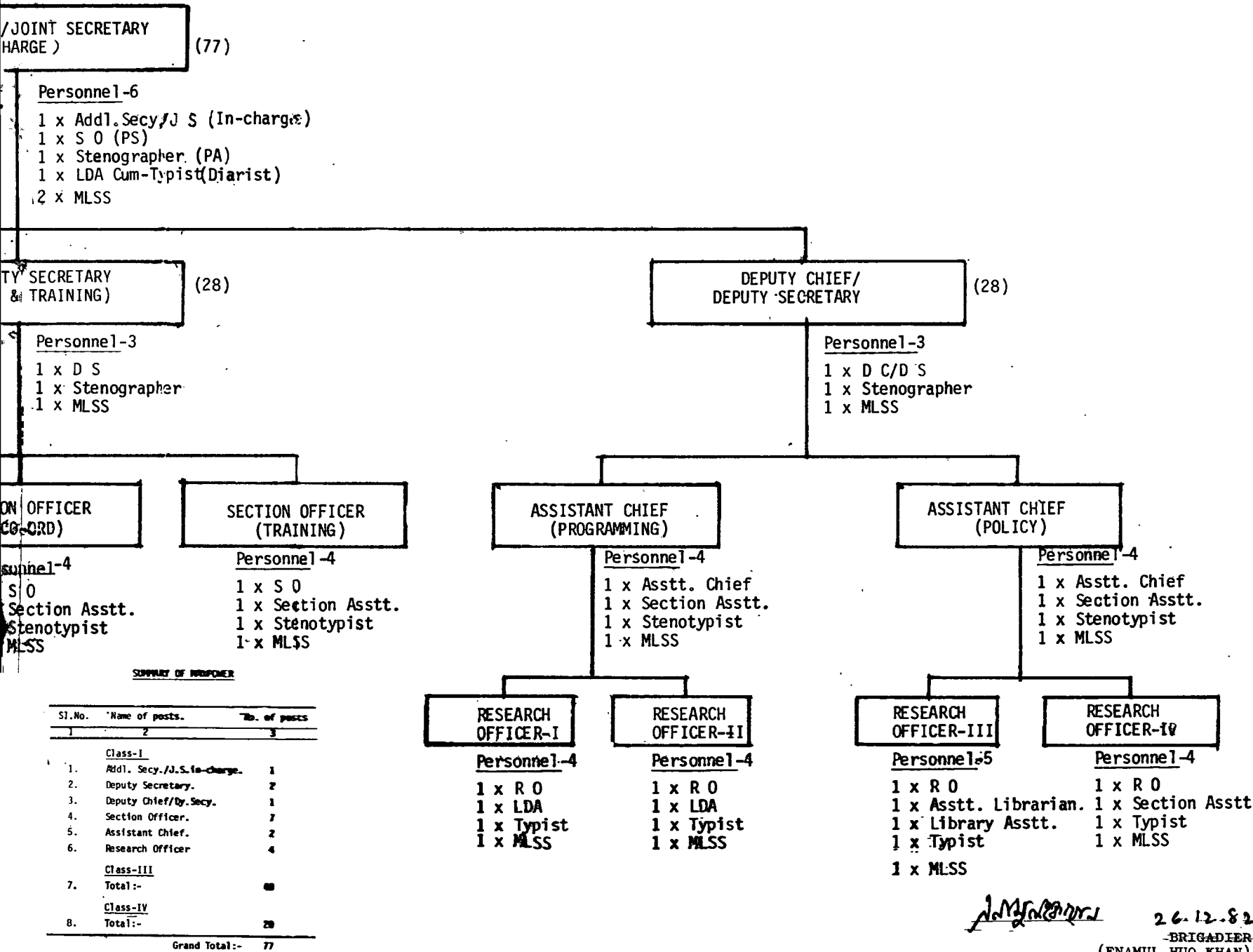
Departments/Offices/Institutes :

- 1. Cooperative Department.

Autonomous/Semi-Autonomous Bodies :

- 1. Bangladesh Academy for Rural Development, Comilla.
- 2. Rural Development Academy, Bogra.
- 3. Bangladesh Rural Development Board.

SATION
CO-OPERATIVES DIVISION
CAL GOVERNMENT



26.12.82
-BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF LAW AND LAND REFORMS
LAW AND PARLIAMENTARY AFFAIRS DIVISION

Allocation of Business

1. Advice to all Ministries, Divisions and offices of all legal and constitutional questions arising out of any case and on the interpretation of the Constitution and any law including international law.
2. Drafting, scrutiny and examination of Bills, Ordinances and Constitutional Orders and other statutory orders, rules, regulations, bye-laws, resolutions and notifications.
3. Drafting, scrutiny and examination of all contracts and agreements, including international contracts and agreements and all other legal and other instruments.
4. International conventions and international legal affairs.
5. Conventions with other countries in judicial matters, including questions relating to the International Court of Justice and references from United Nations Organisation relating to traffic in women and children and obscene publications and prevention of crime and treatment of offenders.
6. Dealings and agreements with other countries and International Organisations in judicial and legal matters.
7. Translation of laws and other statutory rules and orders.
8. Copyrights in Government law publication.
9. Publication of Acts, Ordinances and Constitutional Orders and other statutory orders, rules and regulations.
10. Publication of authorised translation in Bengali of Acts, Ordinances and Constitutional Orders and Statutory Orders, rules and regulations.
11. Compilation and publication of unrepealed Acts and Ordinances and Constitutional and President's Orders and other statutory orders, rules and regulations.
12. Codification, consolidation, adaptation and technical amendment of laws.
13. Law Commission and commissions on legal matters.
14. Summoning, prorogation and dissolution of Parliament.
15. Maintaining liaison between Ministries or Divisions and Parliament in respect of Legislative and Parliamentary business.
16. Franchise policy.
17. Administration of justice.
18. Organisation of all courts (except revenue courts) and tribunals under any law; prize courts.
19. Jurisdiction and powers of all courts (except revenue courts) and tribunals; Contempt of courts.
20. Appointments and terms and conditions of service of chairman and members of courts and judicial tribunals.
21. Matters relating to the Supreme Court, appointments and terms and conditions of service of Chief Justice and other Judges.
22. Fees taken in courts and tribunals; Judicial Stamps; court fees and stamp duties.
23. Legal proceedings and advice thereon.
24. Matters relating to Government law officers; appointment and terms and conditions of service of Attorney-General, Additional Attorney-General, Deputy Attorney-General, Assistant Attorney-general, Government Pleaders, Public Prosecutors, Special Prosecutors and Legal Advisers to all statutory corporations and bodies.
25. Conduct of cases on behalf of the Government in all courts and tribunals.
26. Civil procedures.
27. Criminal law and criminal procedure.

28. Evidence and oath.
29. Will, intestacy and succession.
30. Trusts and trustees.
31. Arbitration and Imitation.
32. Bankruptcy and insolvency.
33. Money-lending and money-lenders.
34. Legal profession and notaries.
35. Legal aid to the poor, defence of paupers and undefended accused.
36. Marriage and divorce, infants and minors, adoption, joint family and partition.
37. Transfer of property.
38. Registration.
39. Charitable and religious endowments and religious institutions.
40. Appointment and terms and conditions of service of Administrator-General and Official Trustee; Official Receiver.
41. Reciprocal agreements with foreign countries for the services of summons in civil-suits and for the execution of decrees of civil courts, for the enforcement of main tenance orders and for the administration of the estates of foreigners dying in Bangladesh.
42. Authorisation of officers to sign and verify claims or written statements in suits by or against the Government.
43. Posting, transfer, etc. of Senior Judicial Officers.
44. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
45. All laws on subjects allotted to this Division.
46. Inquiries and statistics on any of the subjects allotted to this Division.
47. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

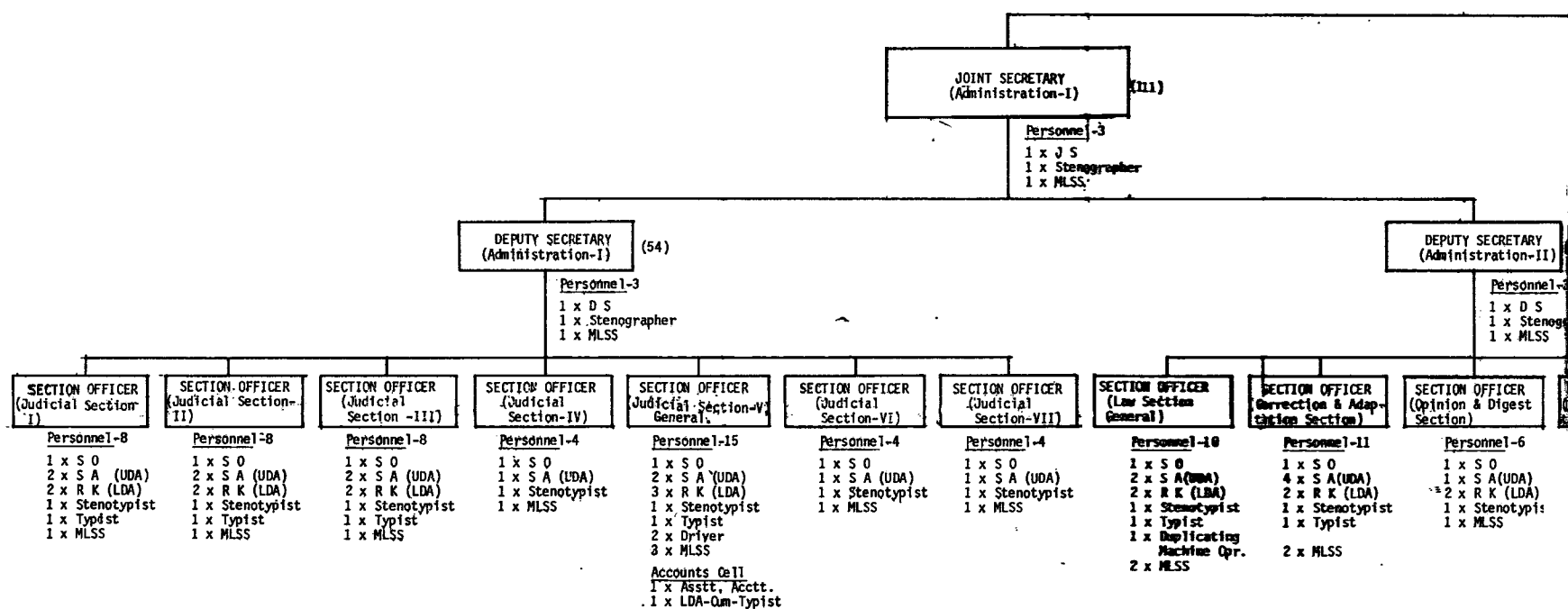
LIST OF ATTACHED ORGANISATIONS

Constitutional Bodies, Commissions, etc:

1. Supreme Court of Bangladesh and 4 × High Court Benches.
2. Attorney General of Bangladesh.

Departments/Offices/Institutes :

1. Office of the Inspector-General of Registration.
2. Office of the Receiver, Supreme Court and Office of the Administrator-General and Official Trustees.
3. Appellate Tribunal, Dhaka.
4. Appellate Tribunal, Chittagong.



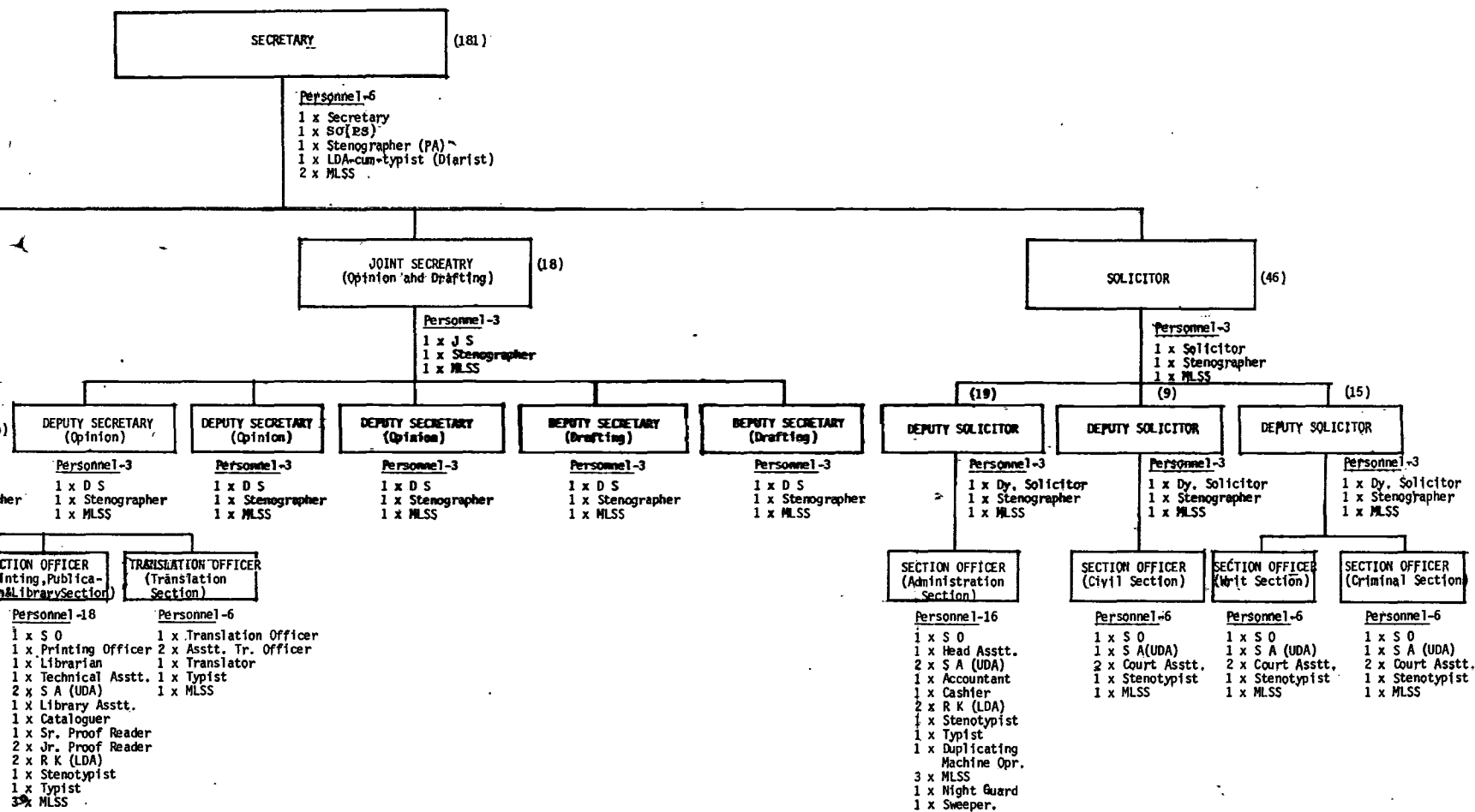
SUMMARY OF MANPOWER

Sl.No.	Name of Posts	Number of posts
Class-I		
1.	Secretary	1
2.	Joint Secretary	2
3.	Solicitor	1
4.	Deputy Secretary	5
5.	Deputy Solicitor	3
6.	Deputy Secretary (Drafting)	2
7.	Section Officer	16
8.	Translation Officer	1
Class-II		
9.	Asstt. Translation Officer	2
10.	Librarian	1
11.	Printing Officer	1
Class-III		
12.	Total	105
Class-IV		
13.	Total	41
Grand Total		181

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

- Transport.**
 - 3 x Car.
 - 1 x Microbus.
 - 1 x Motor Cycle.
- Office equipment.**
 - 1 x Air-Conditioner.
 - 2 x Duplicating Machine.
 - 3 x Calculator.
 - 40 x Typewriter.
- Miscellaneous Points.**
 - Private use of Government Transport on payment will be as per latest Government instructions.
 - Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - In future purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

ORGANISATION
LAW AND PARLIAMENTARY AFFAIRS DIVISION



Amir Khan
2-12-92
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

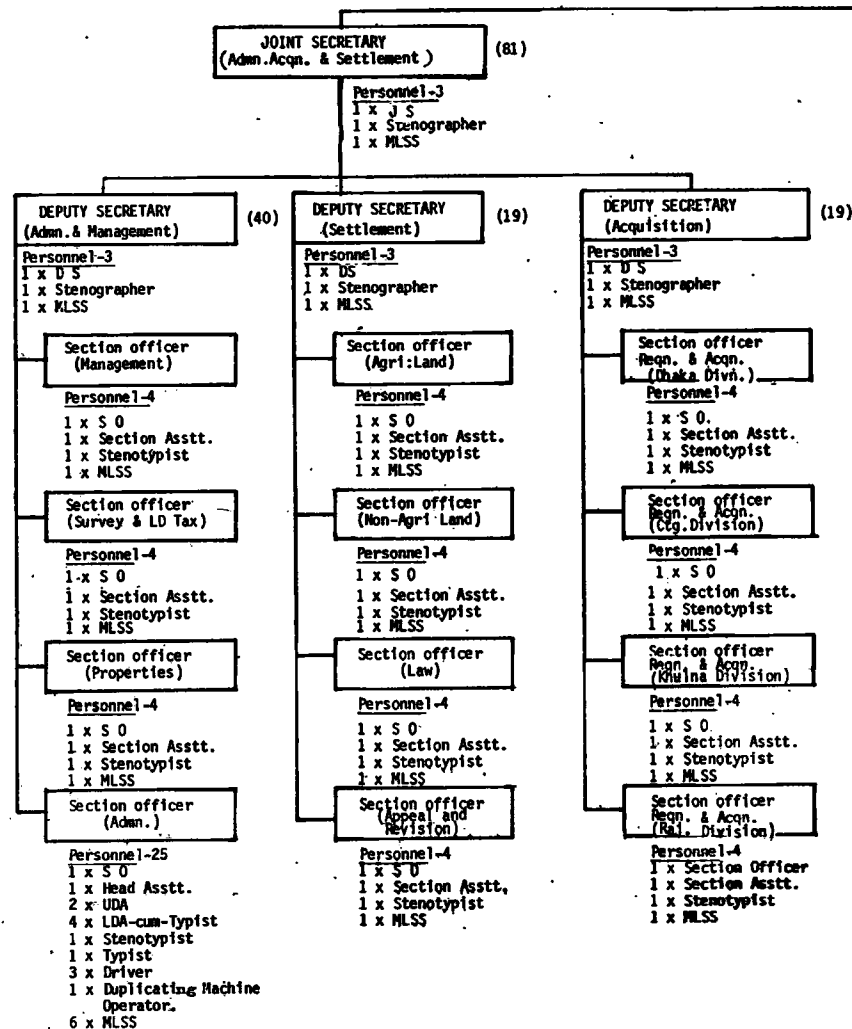
MINISTRY OF LAW
LAND ADMINISTRATION AND

Allocation of Business :-

1. Rights in and over land and water and laws regarding land tenure (Minus control, Management and Development of Government fisheries as allocated to the Fisheries and Livestock Division.)
2. State acquisition and management.
3. Transfer, alienation of Government land, devolution of land by escheat and otherwise.
4. Constitution, organisation, jurisdiction and power of land procedure in rent and revenue courts and fees taken therein.
5. Disposal of Government land and alienation of land revenue.
6. Residences of officers employed in settlement and khas mahal work.
7. Demarcation of boundaries and maintenance of boundary marks.
8. Assessment and collection of land revenue and rents.
9. Maintenance of land records, survey for revenue purposes and record-of-rights and survey and settlement operations.
10. Management of Government land.
11. Waste land.
12. Court of Wards and encumbered and attached estates.
13. Revenue sales.
14. Certificate procedure under Public Demands Recovery Act.
15. Land revenue, tauji and accounts.
16. Road and public works cess, education cess and local rates.
17. Alluvial lands.
18. Establishments relating to settlement, Khashmahal, partition and road cess and local rates, valuation and revaluation offices.

ORGANISATION
LAND ADMINISTRATION AND LAND
MINISTRY OF LAW AND LAND

SECRETARY



ACCOUNTS CELL

1 x Accountant
1 x Asstt. Accountant
1 x Cashier
1 x LDA-cum-Typist
1 x Cash Sarker.

AND LAND REFORMS

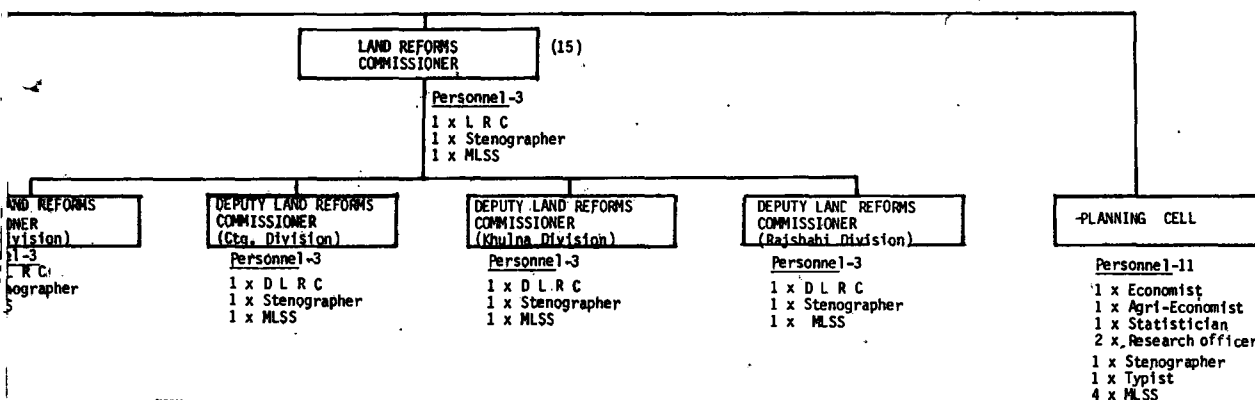
LAND REFORMS DIVISION

19. Loans to land holders and other notables.
20. Treasury troves, escheats and revenue agents.
21. Recovery of loans.
22. State purchase operation.
23. Requisition and compulsory acquisition of land.
24. Reclamation and colonisation of waste land in general.
25. Pre-1947 compensation claims.
26. Vested and non-resident property.
27. Unclassed state forests.
28. Miscellaneous revenue matters not administered by any other Ministry/Division.
29. Liaison with international organisations and matters relating to treaties and Agreements with other countries and world bodies relating to subjects allotted to this Division.
30. All laws on subjects allotted to this Division.
31. Inquiries and statistics on any of the subjects allotted to this Division.
32. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices Institutes :

1. Board of Land Administration.
2. Directorate of Land Records and Surveys.
3. Office of the Controller of Accounts (Revenue).



SUMMARY OF MANPOWER

Name of post	Number of post
Class-I	
Secretary	1
Joint Secretary	1
Land Reforms Commissioner	1
Deputy Secretary	3
Dy. Land Reforms Commissioner	4
Section officer	13
Economist	1
Agricultural Economist	1
Statistician	1
Research officer	2
Class-II	-
Class-III	
Total	52
Class-IV	
Total	33
Grand total	113

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport
 - a. 3 x Car
 - b. 1 x Mini Moke
 - c. 1 x Motor Cycle
2. Office equipment
 - a. 2 x Air-Conditioner
 - b. 1 x Duplicating Machine
 - c. 3 x Calculating Machine
 - d. 29 x Typewriter
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government instructions.
 - b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase, if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer P.W.D. as the case may be.

26.12.82
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF ENERGY AND MINERAL RESOURCES
ENERGY DIVISION

Allocation of Business :

1. Regulation and development for electrical energy.
2. General policy relating to generation, transmission and distribution of electricity including Thermal Power, Hydel and Mini Hydro-electricity.
3. Determination of electricity tariff for supply of electricity to consumers.
4. Acquisition and revocation of licences for electric undertakings.
5. Administration of Electricity Act, rules made thereunder and allied matters.
6. Administration and control of :
 - a. Bangladesh Power Development Board.
 - b. Rural Electrification Board.
 - c. Atomic Energy Commission.
7. Formulation and administration of national power policy.
8. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
9. All laws on subjects allotted to this Division.
10. Inquiries and statistics on any of the subjects allotted to this Division.
11. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes :

1. Office of the Electrical Adviser and Chief Electrical Inspector.

Autonomous/Semi-Autonomous Bodies:

1. Bangladesh Power Development Board, WAPDA.
2. Rural Electrification Board.
3. Bangladesh Atomic Energy Commission.

ORGANISATION
MINISTRY OF ENERGY & MINERAL RESOURCES
ENERGY DIVISION

SECRETARY/ADDL. SECRETARY-IN-CHARGE (58)

Personnel-6
1 x Secretary/Adl. Secretary-In-Charge
1 x SO (PS)
1 x Stenographer (PA)
1 x LDA-Cum-Typist (Diarist)
2 x MLSS

SECTION CHIEF/JOINT SECRETARY
(DEVELOPMENT & PLANNING) (25)

Personnel-3
1 x SC/JS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY
(ADMINISTRATION) (27)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY
(DEVELOPMENT) (11)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY CHIEF
(PLANNING CELL) (11)

Personnel-3
1 x Dy. Chief
1 x Stenographer
1 x MLSS

SECTION OFFICER
(Trg. & Adm. of attached Deptt.)

Personnel-4
1 x SO
1 x UDA
1 x Stenotypist
1 x MLSS

SECTION OFFICER
(Adm n. of PDB & REB)

Personnel-4
1 x SO
1 x UDA
1 x Stenotypist
1 x MLSS

SECTION OFFICER
(Genl. Adm., Pay & Pension, etc.)

Personnel-4
1 x SO
2 x UDA
2 x LDA
1 x Stenotypist
1 x Typist
1 x Duplicating Machine Oper.
3 x MLSS

ACCOUNTS CELL-(5)

1 x Accountant
1 x Asstt. Accountant
1 x Cashier
1 x LDA-cum-Typist
1 x Cash Sarker.

SECTION OFFICER
(DEV. OF PDB)

Personnel-4
1 x SO
1 x UDA
1 x Stenotypist
1 x MLSS

SECTION OFFICER
(DEV. OF REB & OTHERS)

Personnel-4
1 x SO
1 x UDA
1 x Stenotypist
1 x MLSS

RESEARCH OFFICER

Personnel-4
1 x RO
1 x UDA
1 x Typist
1 x MLSS

RESEARCH OFFICER

Personnel-4
1 x RO
1 x UDA
1 x Typist
1 x MLSS

SUMMARY OF MANPOWER

Sl. No.	Name of Post.	No of Post
1.	Secretary/Adl. Secretary -in-charge	1.
2.	Section Chief/JS-1	1
3.	Deputy Secretary	2
4.	Dy. Chief, Planning Cell	1
5.	Section Officer	6
6.	Research Officer	2
7.	Class-III staff	30
8.	Class-IV Staff	16
Total:		58

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport
 - a. 2 x Car.
 - b. 1 x Motor Cycle.
2. Office equipment
 - a. 1 x Air-Conditioner/Cooler.
 - b. 1 x Duplicating Machine.
 - c. 15 x Typewriter.
3. Miscellaneous Point
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms & Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.

ABBREVIATION

PDB = Power Development Board
REB = Rural Electrification Board

BRIGADIER
(ENANUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

MINISTRY OF ENERGY AND MINERAL RESOURCES
PETROLEUM AND MINERAL RESOURCES DIVISION

Allocation of Business:

1. Policy relating to petroleum.
2. Preparation of budget, all administrative matters and control of financial matters.
3. Subjects mentioned in the Petroleum Ordinance, 1974 (XVI of 1974), where Government is concerned.
4. Policy relating to mineral resources other than petroleum and petroleum products.
5. Subjects mentioned in the Bangladesh Mineral Exploration and Development Corporation Order, 1972 (President's Order No. 120 of 1972) where Government is concerned.
6. Planning, programme and policy relating to geological survey.
7. Administration of Geological Survey Department.
8. Matters relating to:
 - a. Bangladesh Petroleum Corporation;
 - b. Bangladesh Oil and Gas Corporation;
 - c. Bangladesh Mineral Exploration and Development Corporation;
 - d. Department of Explosives.
9. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
10. All laws on subjects allotted to this Division.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATION

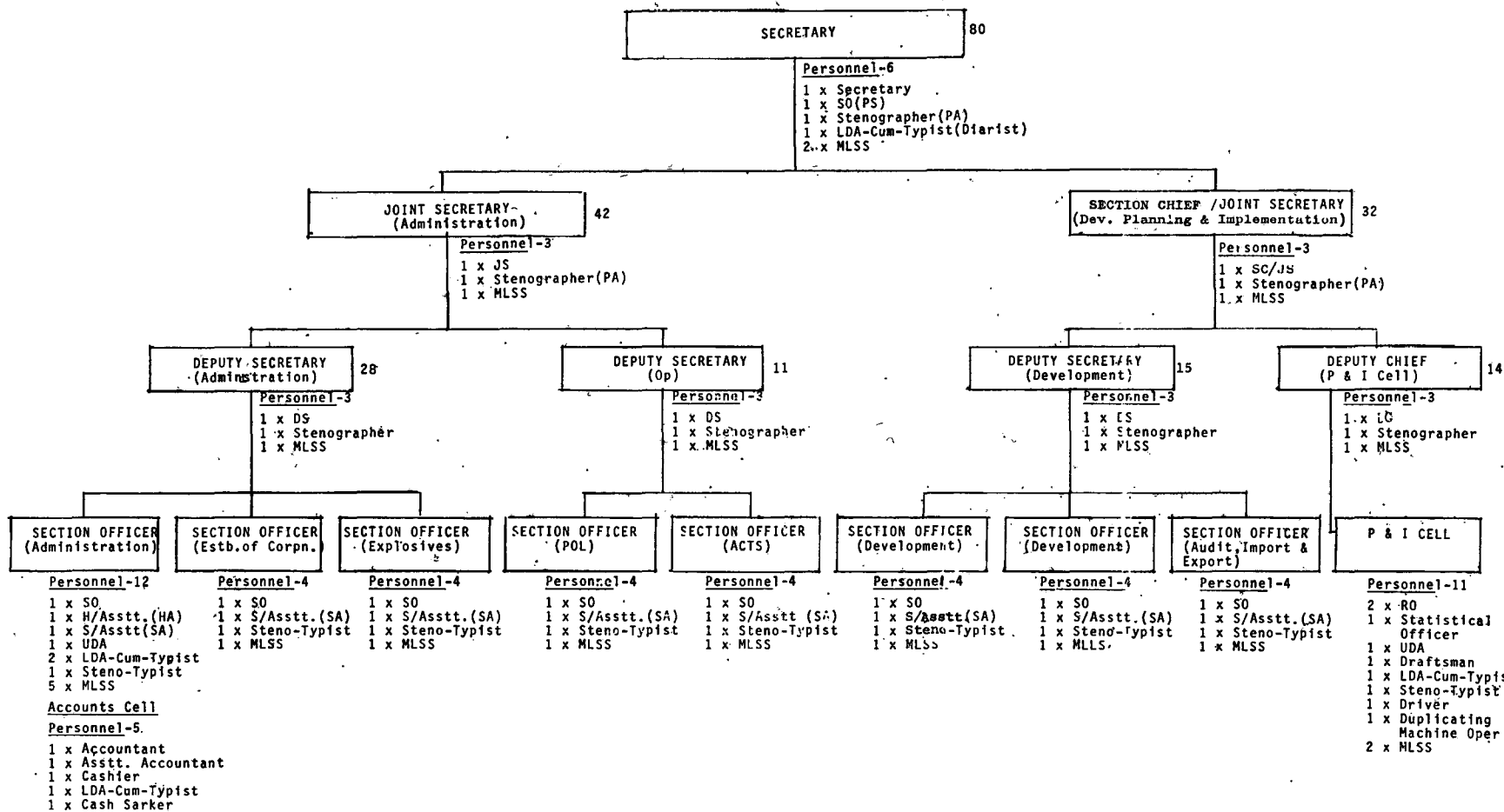
Departments/Offices/Institutes :

1. Geological Survey of Bangladesh.
2. Bureau of Mineral Development.
3. Department of Explosives

Autonomous/Semi-Autonomous Bodies

1. Bangladesh Petroleum Corporation.
2. Petrobangla.
3. Bangladesh Mineral Exploration and Development Corporation.

ORGANISATION
PETROLEUM AND MINERAL RESOURCES DIVISION



SUMMARY OF MANPOWER

Sl.No.	Name of post	No. of post
CLASS-I		
1.	Secretary	1
2.	Joint Secretary	1
3.	Section Chief/Jt.Secy.	1
4.	Deputy Secretary	3
5.	Deputy Chief	1
6.	Section Officer/PS	9
7.	Research Officer	2
8.	Statistical Officer	1
		TOTAL: 19
CLASS-III		TOTAL: 38
CLASS-IV		TOTAL: 23
GRAND TOTAL:		80

ABBREVIATION

OP = Operation
POL = Petrol, Oil and Lubricant
P&I = Planning & Implementation

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport**
 - 3 x Car
 - 1 x Microbus
 - 1 x Motor Cycle
- Office equipment**
 - 2 x Air-Conditioner/Cooler
 - 1 x Duplicating Machine
 - 1 x Photostate Machine
 - 18 x Typewriter
- Miscellaneous Points**
 - Private use of Government Transport on payment will be as per latest Government Instructions.
 - Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing Stationery Forms and Publications and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

MINISTRY OF INDUSTRIES AND COMMERCE
COMMERCE DIVISION

Allocation of Business

1. Promotion and regulation of internal commerce.
2. Commercial intelligence and statistics and publications thereof.
3. Companies Act; Partnership Act, 1932, Societies Registration Act, 1860 and the Trade Organisations Ordinance, 1961.
4. Control and Organisation of Chamber of Commerce.
5. Commodity Boards.
6. Insurance, and Law of Insurance.
7. Matters relating to:
 - a. Jiban Bima Corporation.
 - b. Sadharan Bima Corporation.
8. Accountancy including Chartered Accountancy.
9. Matters relating to Tea Board.
10. Matters relating to Trading Corporation of Bangladesh.
11. Matters relating to the Institute of Cost and Management Accounts, Institute of Chartered Accountants and Bangladesh Insurance Academy.
12. Cost and Management Accountancy.
13. Matters relating to Bangladesh Consumer Supplies Corporation.
14. Board of Management of Properties brought under management of Government before 25th March, 1971 excluding evacuee property.
15. Patents, Designs and Trade Marks, Inventions and Merchandise Marks.
16. Commercial Monopolies.
17. Price Control.
18. Import and Export policies including protocols, treaties, agreements and conventions bearing on trade with foreign countries.
19. Review of export and import policies and programmes.
20. Trade delegations to and from abroad, overseas trade exhibitions and trade representation (in consultation with the Ministry of Foreign Affairs).
21. Purchase and supply of internal and external stores.
22. Transit trade through Bangladesh.
23. State Trading.
24. Matters relating to Export Promotion Bureau.
25. International Commodity Agreements.
26. Export promotion including administration of export credit guarantee scheme.
27. Trade service.
28. Tariff Commission, tariff policy, tariff valuation, Commonwealth tariff preferences, general and international agreements on tariff.
29. International trade organisations including UNCTAD and GATT.
30. European Economic Community.
31. Quality control, standardization and marking of the agricultural products/animal products for the purpose of export.
32. Administration of Commercial Wings in Bangladesh Missions abroad: appointment of officers and staff thereof; provided that selection of Officers for such posts shall be made by a Committee consisting of representatives from Establishment Division, Ministry of Foreign Affairs, External Resources Division, Finance Division and Commerce Division and headed by the Cabinet Secretary.
33. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
34. All laws on subjects allotted to this Division.
35. Inquiries and statistics on any of the subjects allotted to this Division.
36. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Constitutional Bodies, Commissions etc.

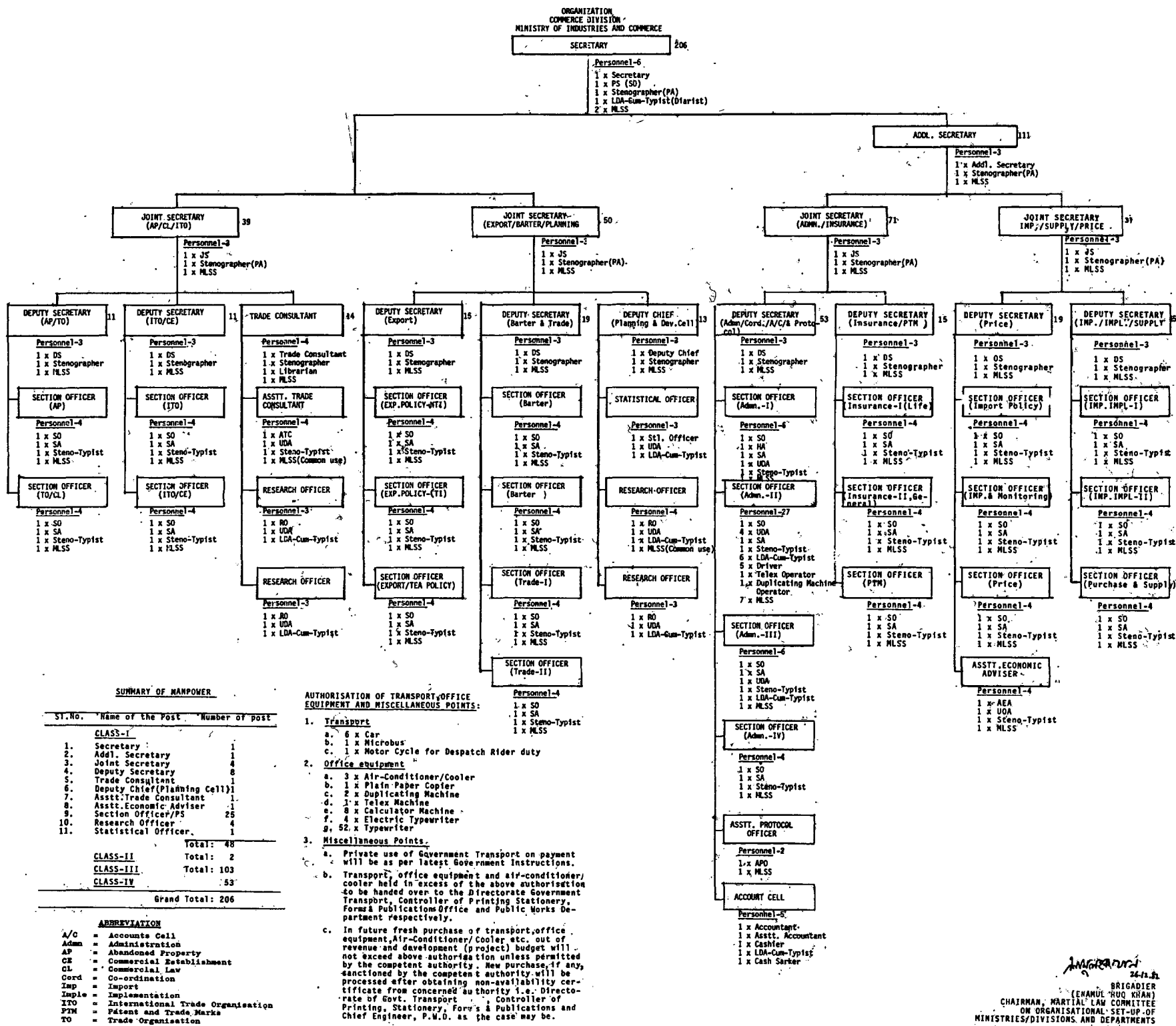
1. Tariff Commission.

Autonomous/Semi-Autonomous Bodies

1. Trading Corporation of Bangladesh.

Departments/Offices/Institutes

- | | |
|--|---|
| 1. Department of Supply and Inspection. | 2. Tea Board. |
| 2. Department of Insurance. | 3. Jiban Bima Corporation. |
| 3. Department of Market, Intelligence and Enforcement. | 4. Sadharan Bima Corporation. |
| 4. Chief Controller of Imports and Exports. | 5. Export Promotion Bureau. |
| 5. Department of Agriculture Marketing and Grading. | 6. Consumers Supplies Corporation. |
| 6. Office of the Coal Controller. | 7. Insurance Academy. |
| 7. Office of the Controller, Patent and Designs. | 8. Institute of Costs and Management Accountants. |
| 8. Office of the Registrar of Trade Marks. | 9. Institute of Chartered Accounts. |



MINISTRY OF INDUSTRIES AND COMMERCE

INDUSTRIES DIVISION

Allocation of Business :

1. Preparation of schemes relating to the public sector industries.
2. Administration of industrial policy.
3. Promotion of foreign investment in industrial enterprises, international investment problems and employment of foreign nationals in commercial and industrial fields.
4. Dealings and agreements with other countries and international organisations for technical assistance, aid, etc. in the field of industry.
5. National agencies and institutions for—
 - a. promoting industrial productivity, and
 - b. testing industrial products.
6. Matters relating to :
 - a. Bangladesh Chemical Industries Corporation.
 - b. Bangladesh Sugar and Food Industries Corporation.
 - c. Bangladesh Steel and Engineering Corporation.
 - d. Bangladesh Management Development Centre.
 - e. Bangladesh Small and Cottage Industries Corporation
 - f. Investment Advisory Centre of Bangladesh.
7. Standards and quality control.
8. Explosives (excluding the Administration of Explosive Substance Act and Rules)
9. Prescription and review of criteria for assessment of spare parts and raw materials for industries.
10. Production, supply and distribution of processed foodstuff.
11. Industrial monopolies, combines and trusts.
12. Factories and Boilers and Administration of Boilers Act.
13. Industrial research.
14. Industrial exhibitions and demonstrations.
15. Sericulture.
16. Industrial credit, State aid to industries.
17. Development of salt industry including manufacture and trade in salt, control of price and development of salt, cottage industry.
18. Cottage and small industries.
19. Industrial management.
20. Cooperation in the industrial sector.
21. Assistance to all industries other than those dealt with by any other Ministry.
22. Coordination of the development work of small scale industries.
23. Coordination of matters relating to rural industrialisation.
24. Coordination of matters of general policy of non-financial nature affecting all public sectors, industrial and commercial undertakings.
25. Formulation of policies and examination of problems common to nationalised industrial corporations.
26. Calling for and submission to the Minister, appropriate papers and documents containing information about performance of the industries under this Division.
27. Communicating to the Corporations Government's social, economic and development policies and obtaining for the Minister any general information that may be required to prepare industrial policy.
28. Pricing policy of the products of nationalised industries.
29. Analysing the half-yearly financial reports of the corporations and advising the Minister of any deviation in performance from budget and suggesting to the Minister of corrective actions.
30. Ensuring adherence to the financial rules and practices.

31. Submission of annual performance reports including balance-sheets of sector corporations to the Cabinet.
32. Textile policy, Planning implementation and evaluation.
33. Coordination of internal and external marketing of yarn and textiles including synthetic, specialised, powerloom products and transportation and shipment thereof.
34. Determination and control of price of yarn and textile fabrics.
35. Collection, processing and publication of all textile statistics.
36. Promotion and development of foreign investment in textile industries and employment of foreigners in textile industries.
37. Correspondence, contracts and agreements with international agencies and other countries for technical cooperation and assistance and promotion of textile industries.
38. Regulation and control of the standard and quality of textile products.
39. Determination of the overall requirements of raw materials for textile industries and formulation of policy guidelines in this respect.
40. Promotion of research and development of textile raw materials other than natural fibre.
41. Promotion, establishment balancing and modernisation and replacement to textile mills/factories in public sector and handlooms.
42. All matters relating to regulation and issue of licences for establishing textile industries, importing raw materials and for dealing with either yarn or cloth.
43. Setting up of Commissions as and when required on any subject for study/investigation on textile industries.
44. Matters relating to :
 - a. Bangladesh Textile Mills Corporation.
 - b. Bangladesh Handloom Board.
 - c. Bangladesh Sericulture Board.
45. Any other matters relating to textile industries.
46. All matters relating to the Bangladesh Council of Scientific and Industrial Research.
47. Liaison with international organisations and matters relating to protocols and agreements with other countries and world bodies relating to subjects allotted to this Division.
48. All laws on subjects allotted to this Division.
49. Inquiries and statistics on any of the subjects allotted to this Division.
50. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

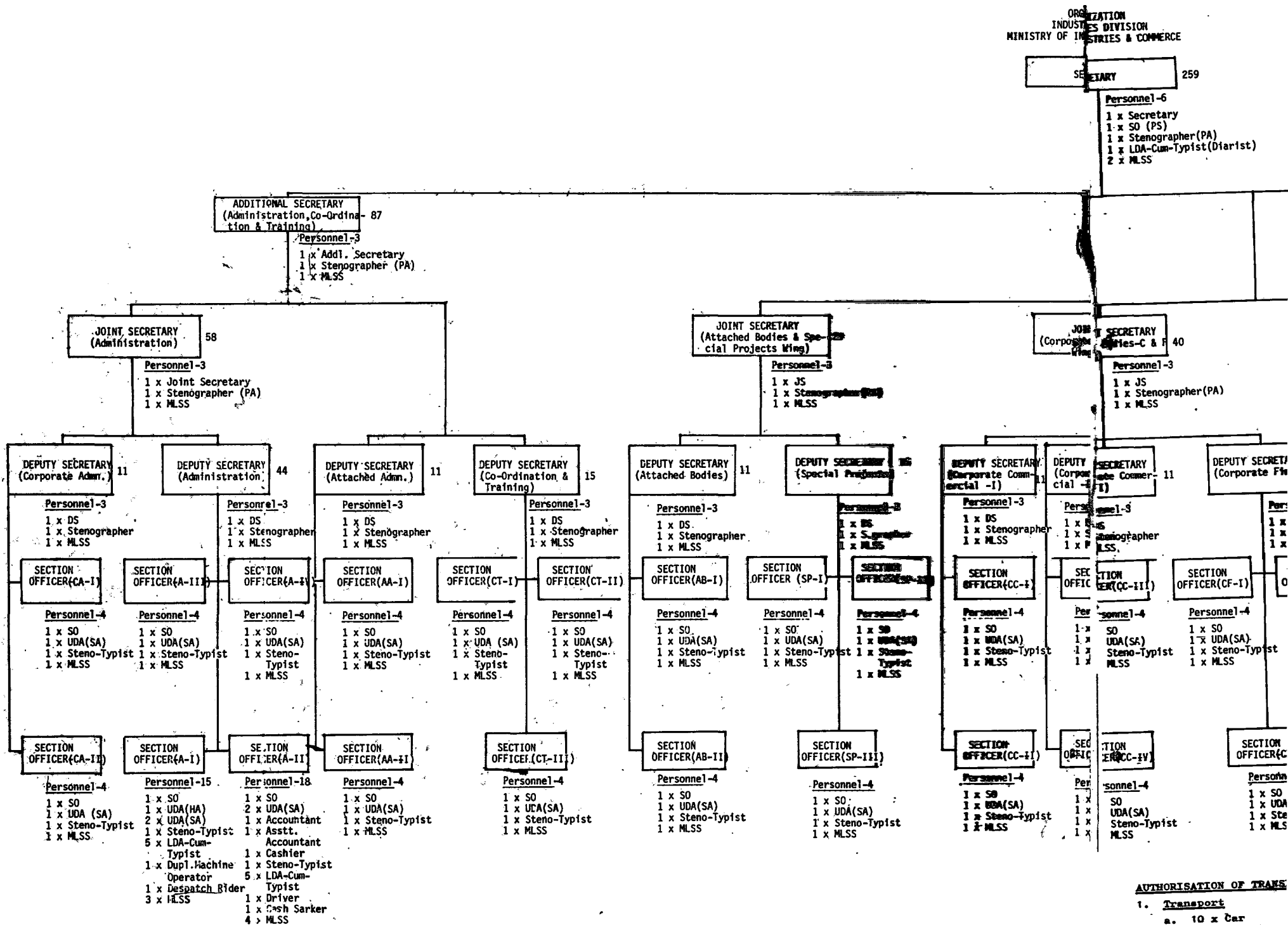
Departments/Offices/Institutes

1. Department of Industries
2. Department of Textiles.
3. Office of the Chief Inspector of Boiler.

Autonomous/Semi-Autonomous Bodies

1. Bangladesh Chemical Industries Corporation. ✓
2. Bangladesh Sugar and Food Industries Corporation. ✓
3. Bangladesh Steel and Engineering Corporation. ✓
4. Bangladesh Management Development Centre.
5. Bangladesh Small and Cottage Industries Corporation,
6. Investment Advisory Centre of Bangladesh.
7. Bangladesh Industrial Technical Assistance Centre.
8. Bangladesh Textile Mills Corporation.
9. Bangladesh Handloom Board.
10. Bangladesh Sericulture Board.
11. Bangladesh Council of Scientific And Industrial Research.

ORGANIZATION
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES & COMMERCE



SUMMARY OF MANPOWER

Sl. No.	Name of the post	No. of Post
CLASS-I		
1.	Secretary	1
2.	Addl. Secretary	2
3.	Joint Secretary	6
4.	Section Chief	1
5.	Deputy Secretary	14
6.	Deputy Chief of Planning	1
7.	Assistant Chief	2
8.	Section Officer	36
9.	Research Officer	2
10.	Evaluation Officer	1
11.	Statistical Officer	1
CLASS-III		120
CLASS-IV		72
Total:		259

ABBREVIATION

A	= Administration
AA	= Attached Administration
AB	= Attached Bodies
C	= Compensation
CA	= Corporate Administration
CC	= Corporate Commercial
CF	= Corporate Finance
CT	= Co-Ordination & Training
D	= Disinvestment
IS	= Import Substitute
SP	= Special Project

AUTHORISATION OF TRAVEL

- Transport**
 - 10 x Car
 - 1 x Microbus
 - 1 x Motor Cyc
- Office equipment**
 - 1 x Plain Ppa
 - 2 x Duplicati
 - 2 x Calculate
 - 75 x Typewrite
- Miscellaneous Exps**
 - Private use of Government In
 - Transport, of of the above Government In Publications
 - In future the Commission budget will competent authority will from common Controller of Engineer, P.J

ORGANISATION
INDUSTRIES DIVISION
MINISTRY OF INDUSTRIES & COMMERCE

SECRETARY 259

Personnel-6
1 x Secretary
1 x SO (PS)
1 x Stenographer(PA)
1 x LDA-Cum-Typist(Diarist)
2 x MLSS

ADDITIONAL SECRETARY
(Industrial Policy & Investment) 36

Personnel-3
1 x Addl. Secretary
1 x Stenographer(PA)
1 x MLSS

JOINT SECRETARY
(Corporate Affairs) 40

Personnel-3
1 x JS
1 x Stenographer(PA)
1 x MLSS

JOINT SECRETARY
(Disinvestment & Compensation) 25

Personnel-3
1 x JS
1 x Stenographer(PA)
1 x MLSS

SECTION CHIEF 22

Personnel-3
1 x Section Chief
1 x Stenographer(PA)
1 x MLSS

JOINT SECRETARY
(Development) 14

Personnel-3
1 x JS
1 x Stenographer(PA)
1 x MLSS

JOINT SECRETARY
(Industrial Investment) 33

Personnel-3
1 x JS
1 x Stenographer(PA)
1 x MLSS

DEPUTY SECRETARY
(Corporate Commercial -I) 11

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(CC-I)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(CC-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

DEPUTY SECRETARY
(Corporate Commercial -II) 11

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(CC-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(CC-IV)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

DEPUTY SECRETARY
(Corporate Finance) 15

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(CF-I)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(CF-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

DEPUTY SECRETARY
(Disinvestment) 11

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(D-I)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(D-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

DEPUTY SECRETARY
(Compensation) 11

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(C-I)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(C-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

DEPUTY CHIEF
(Planning Cell) 19

Personnel-3
1 x Dy. Chief
1 x Stenographer
1 x MLSS

ASSTT. CHIEF-I

Personnel-8
1 x AC
1 x RO
1 x Statistical Officer
1 x UDA(SA)
1 x Steno-Typist
1 x LDA-Cum-Typist
2 x MLSS

ASSTT. CHIEF-II

Personnel-8
1 x AC
1 x RO
1 x Evaluation Officer
1 x UDA(SA)
1 x Steno-Typist
1 x LDA-Cum-Typist
2 x MLSS

DEPUTY SECRETARY
(Development) 15

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(Dev-I)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(Dev-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

DEPUTY SECRETARY
(Import Substitute) 15

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(IS-I)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(IS-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

DEPUTY SECRETARY
(Industrial Investment) 15

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

SECTION OFFICER(II-I)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

SECTION OFFICER(II-II)

Personnel-4
1 x SO
1 x UDA(SA)
1 x Steno-Typist
1 x MLSS

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

1. Transport

- 10 x Car
- 1 x Microbus
- 1 x Motor Cycle for Despatch Rider Duty.

2. Office equipment

- 1 x Plain Paper Copier
- 2 x Duplicating Machine
- 2 x Calculator Machine
- 75 x Typewriter

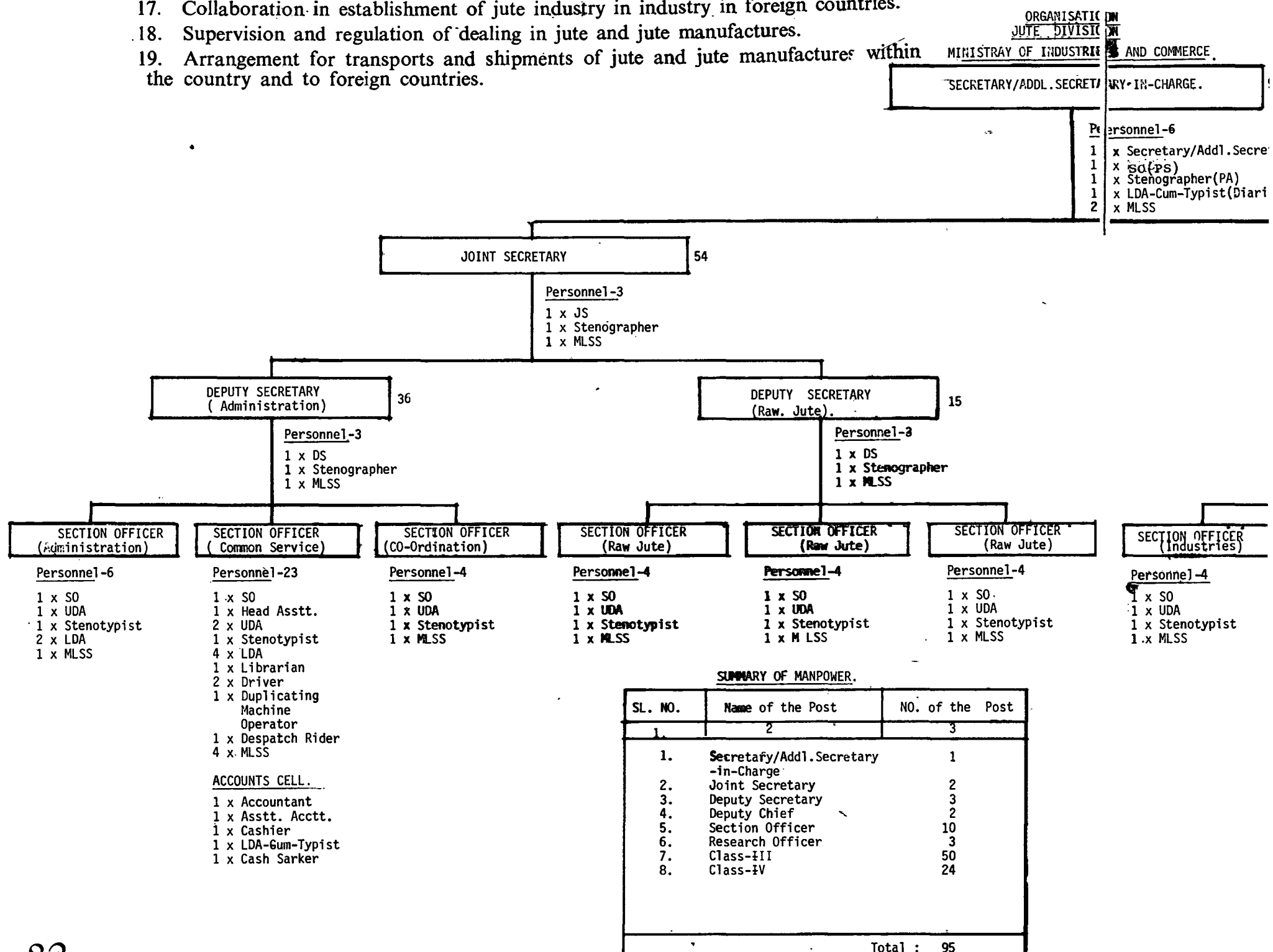
3. Miscellaneous Points

- Private use of Government Transport on payment will be as per latest Government Instructions.
- Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development(Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

26.12.51
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

Allocation of Business

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



20. Regulation and issue of licences to dealers in or exporters of jute and jute manufactures and occupiers of jute mills and, if necessary, suspension and cancellation of such licence.
21. Matters relating to :
 - a. Bangladesh Jute Mills Corporation.
 - b. Bangladesh Jute Export Corporation.
 - c. Bangladesh Jute Marketing Corporation.
 - d. Jute Trading Corporation Ltd.
22. Any other matter relating to jute industry and jute products.
23. Liaison with international organisations and matters relating to contracts and agreements with other countries and world bodies relating to subjects allotted to this Division.
24. All laws on subjects allotted to this Division.
25. Inquiries and statistics on any of the subjects allotted to this Division.
26. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

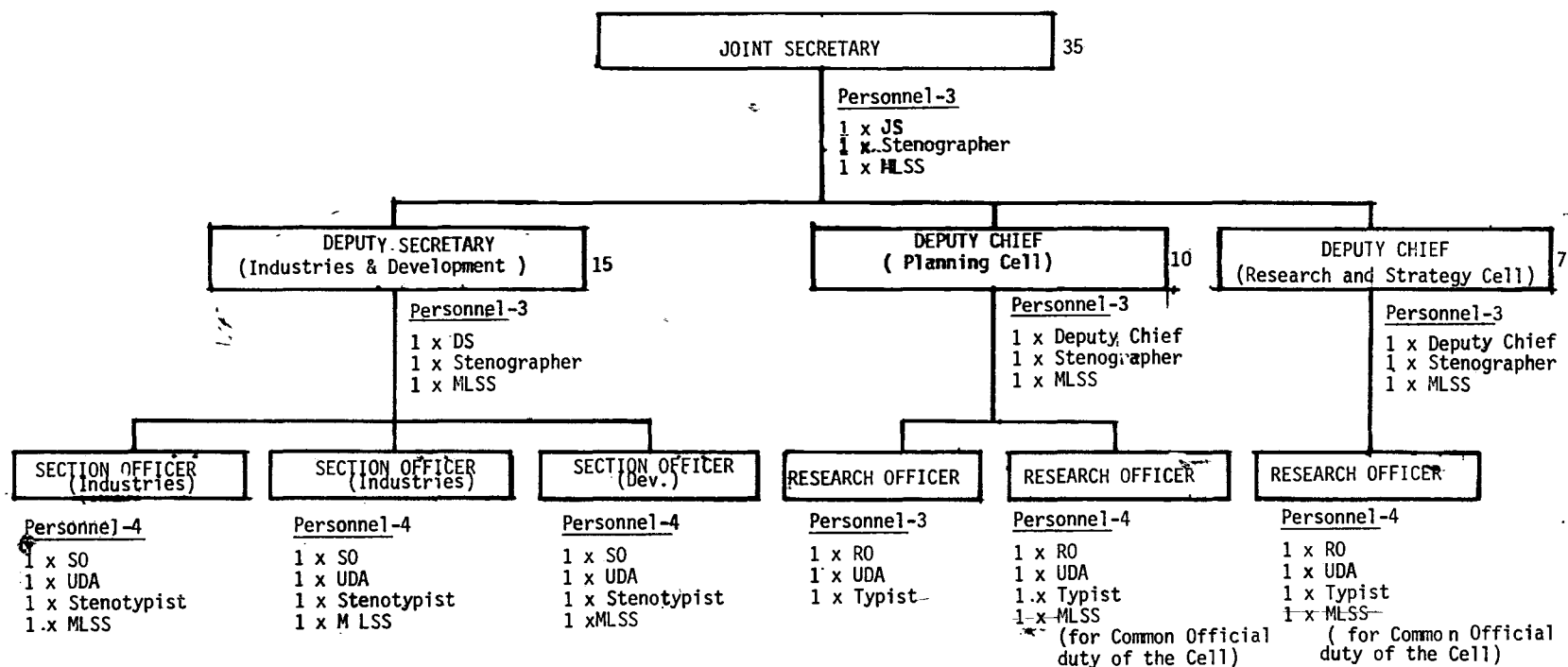
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Directorate of Jute.
2. Directorate of Inspection for Jute.

Autonomous/Semi-Autonomous Bodies

1. Bangladesh Jute Mills Corporation.
2. Bangladesh Jute Marketing Corporation.
3. Jute Trading Corporation.
4. Bangladesh Jute Export Corporation.
5. Bangladesh Warehousing Corporation.



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

Transport

- a. 3 x Car
- b. 1 x Mini Moke (Jeep)
- c. 1 x Motor Cycle for Despatch Rider duty.

Office Equipment

- a. 1 x Air-Conditioner/Cooler
- b. 1 x Refrigerator
- c. 1 x Water Cooler
- d. 1 x Telex Machine
- e. 1 x Plain Paper Copier
- f. 2 x Duplicating Machine
- g. 6 x Calculating Machine
- h. 24 x Typewriter

Miscellaneous Points

- a. Private use of Government Transport on payment will be as per latest Government Instructions.
- b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationary, Forms and Publications and Public Works Department respectively.

- c. In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationary, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

26.12.62
 BRIGADIER
 (ENAMUL HUQ KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS

EDUCATION DIVISION

Allocation of Business :

1. Formulation of sectoral plan in education sector.
2. Preparation, monitoring and evaluation of educational projects.
3. University education including University Grants Commission except Bangladesh Agricultural University.
4. Technical education.
5. Secondary and Higher Secondary (College) education.
6. Primary education.
7. Madrasah education.
8. Mass Literacy Programme including informal and non-formal education.
9. Audio-visual education and distance learning including School broadcasting programme.
10. Educational research and training.
11. Bangladesh National Commission for UNESCO.
12. Administration and supervision of Autonomous Bodies and attached offices.
13. Educational policy and reforms.
14. Curriculum development.
15. Preparation, printing and distribution of text books.
16. Introduction of population education in schools.
17. Administration of Bangladesh Civil Service (Education) Cadre.
18. Secretariat administration including financial matters.
19. Processing of educational projects/schemes with PEC/NEC/ECNEC and implementation of the decisions of the Cabinet.
20. Policy directives of holding the public examinations conducted by the Boards under Ministry of Education.
21. Learned Bodies in the field of education, research, etc. and financial aid to these organisations.
22. International Organisations :
 - a. Aid from foreign and international bodies in the field of education.
 - b. International Organisations and other International Programmes in the field of education and science.
23. Pride of Performance, merit awards in the field of arts, science and education.
24. Education and welfare of Bangladeshi students overseas, education development in Bangladesh Missions abroad ; financial assistance to educational institutions and Bangladeshi Students Associations abroad.
25. External examinations, equivalence of degrees, diplomas, certificates and exchanges of degrees, diplomas and certificates with foreign countries.
26. Recognition of professional and technical qualification for purpose of recruitment to posts under the Government of Bangladesh.

27. Educational exchange programmes, exchange of teachers, professors, educationists, scientists, technologists, etc.
28. Overseas studies and scholarships ; foreign teachers and students in Bangladesh.
29. Rehabilitation and other problems relating to displaced teachers and students.
30. Recruitment of teachers for appointment in foreign countries.
31. Admission of foreign students in national institutions.
32. Publication of scientific and professional books.
33. Charities and charitable institutions pertaining to subjects belonging to this Division.
34. Matters relating to the recommendations of Education Reforms Commission.
35. National Research Fellows.
36. Liaison with international organizations and matter relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
37. All laws on subjects allotted to this Division.
38. Inquiries and statistics on any of the subjects allotted to this Division.
39. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

Constitutional Bodies, Commission, etc.

1. University Grants Commission.

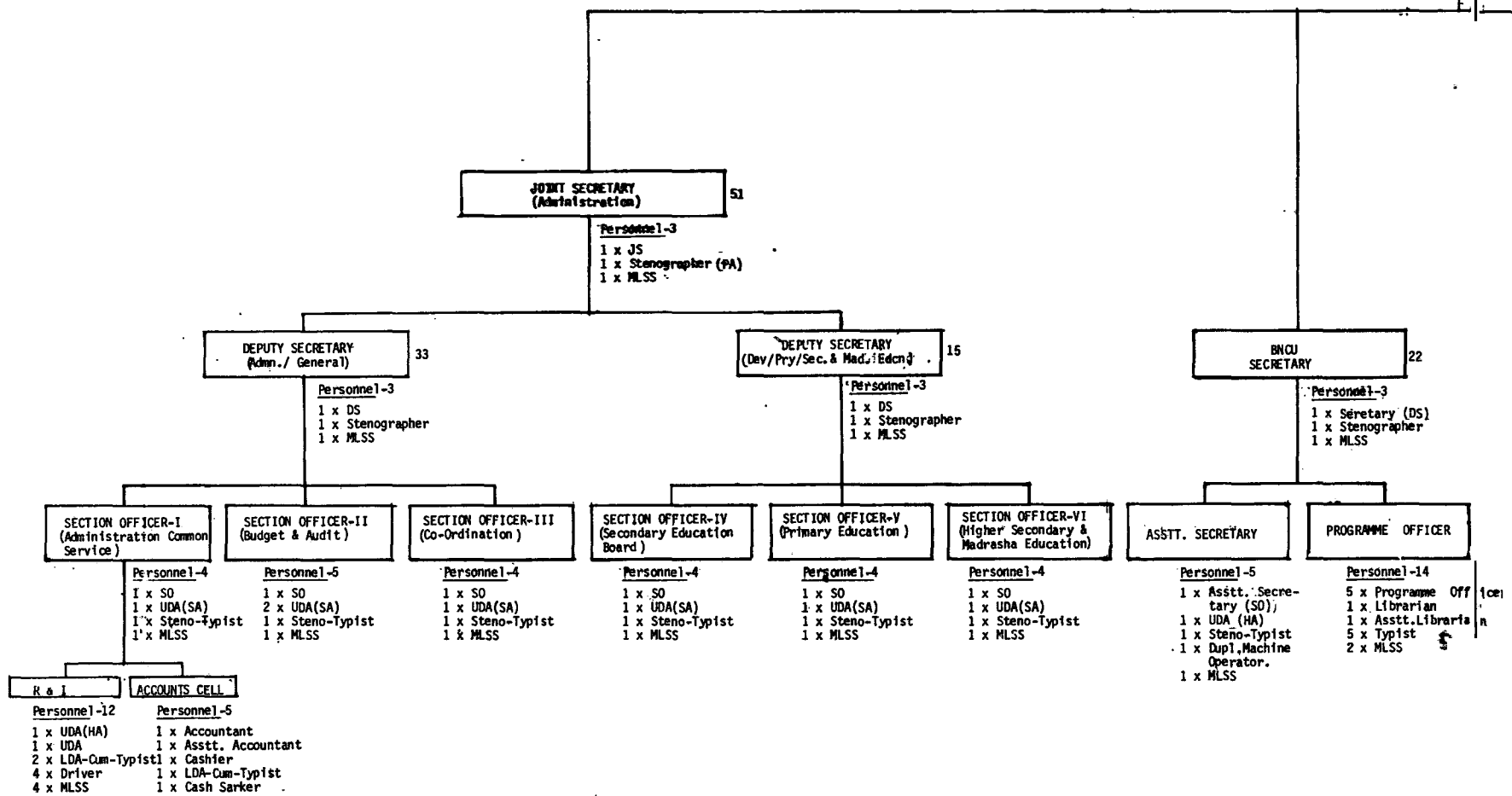
Departments/Offices/Institutes

1. Directorate General, Secondary and Higher Education.
2. Directorate General Primary and Mass Education
3. Directorate of Technical Education
4. Bangladesh Bureau of Educational Information and Statistics.
5. Directorate of Inspection and Audit

Autonomous/Semi-Autonomous Bodies :

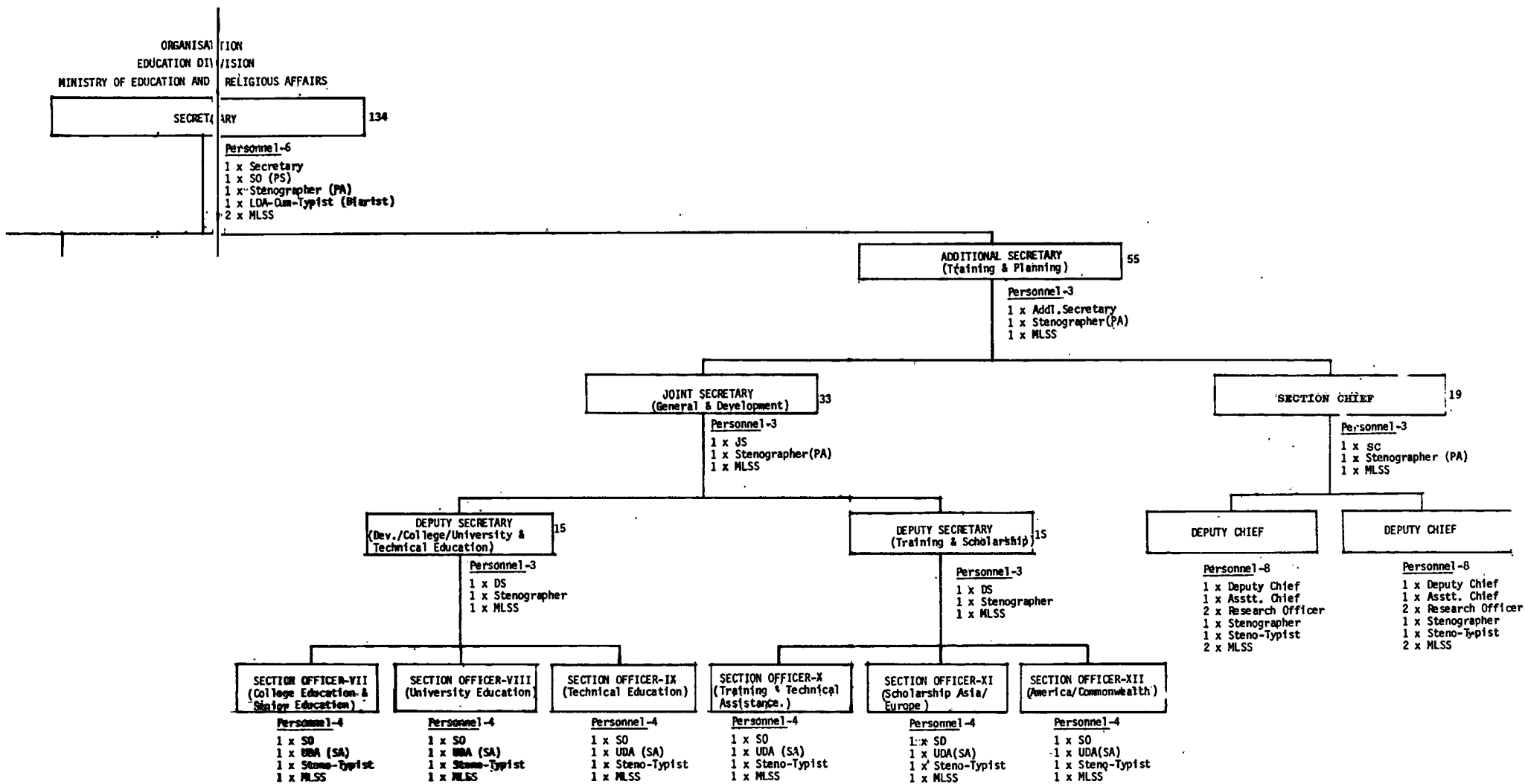
1. University of Dhaka
2. University of Rajshahi
3. Jagangir Nagar University
4. Chittagong University
5. University of Engineering and Technology
6. Agricultural University, Mymensingh
7. Bangladesh Islamic University
8. Bangladesh School Text Book Board
9. Board of Intermediate and Secondary Education, Dhaka
10. Board of Intermediate and Secondary Education, Comilla
11. Board of Intermediate and Secondary Education, Jessore
12. Board of Intermediate and Secondary Education, Rajshahi
13. Bangladesh Technical Education Board, Dhaka
14. Madrashah Education Board, Dhaka
15. National Curriculum Development Centre

ORGANISATION	MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS
EDUCATION DIVISION	
SECRETARY	134
Personnel-6	
1 x Secretary	
1 x SD (PS)	
1 x Stenographer (PA)	
1 x LDA-Cum-Typist (Diarist)	
2 x MLSS	



SUMMARY OF MANPOWER

Sl. No.	Name of posts	No. of Posts.
CLASS-I		
1.	Secretary	1
2.	Additional Secretary	1
3.	Joint Secretary	2
4.	Section Chief	1
5.	Deputy Secretary	4
6.	Secretary (BNCU)	1
7.	Asstt. Secretary (BNCU)	1
8.	Deputy Chief	2
9.	Asstt. Chief	2
10.	Research Officer	4
11.	Section Officer	13
12.	Librarian	1
13.	Programme Officer	5
		38
CLASS-II		
14.	Asstt. Librarian	1
		1
CLASS-III		
		60
CLASS-IV		
		35
		134



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

1. **Transport**
 - a. 5 x Car.
 - b. 1 x Microbus.
 - c. 1 x Motor Cycle
2. **Office equipment**
 - a. 3 x Air-cooler
 - b. 33 x Typewriter
 - c. 1 x Plain Paper Copier
 - d. 2 x Duplicating Machine
 - e. 1 x Franking Machine
 - f. 3 x Teleprinter Machine
 - g. 3 x Calculating Machine
3. **Miscellaneous Points**
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer P.W.D. as the case may be.

ABBREVIATION

Adm. = Administration
BNCU = Bangladesh National Commission for UNESCO
Dev. = Development
Edcn. = Education
Mad. = Madrasah
Pri. = Primary
Sec. = Secondary.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS

RELIGIOUS AFFAIRS DIVISION

Allocation of Business :

1. International organisations and other international programmes in the field of religion.
2. Organisations and participation in national and international meets on religious matters.
3. Development of publications in the field of religion.
4. Charities and charitable institutions pertaining to religion.
5. National bodies relating to religion and grants-in-aid to them
6. Matters relating to the Islamic Foundation.
7. All matters relating to religious organisation/institutions and religious activities.
8. Hajj policy, hajj administration and matters relating to pilgrimages.
9. Waqf.
10. Matters relating to moonsighting.
11. Matters relating to important religious occasions and celebrations.
12. Matters relating to national and international conferences, consultations, seminars, etc. on religion and religious affairs.
13. Religious delegations from and to foreign countries.
14. Matters relating to Islamic Solidarity Fund.
15. Agreements, understandings, conventions with other countries on religious matters.
16. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subject allotted to this Division.
17. All laws on subjects allotted to this Division.
18. Inquiries and statistics on any of the subjects allotted to this Division.
19. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATIONS

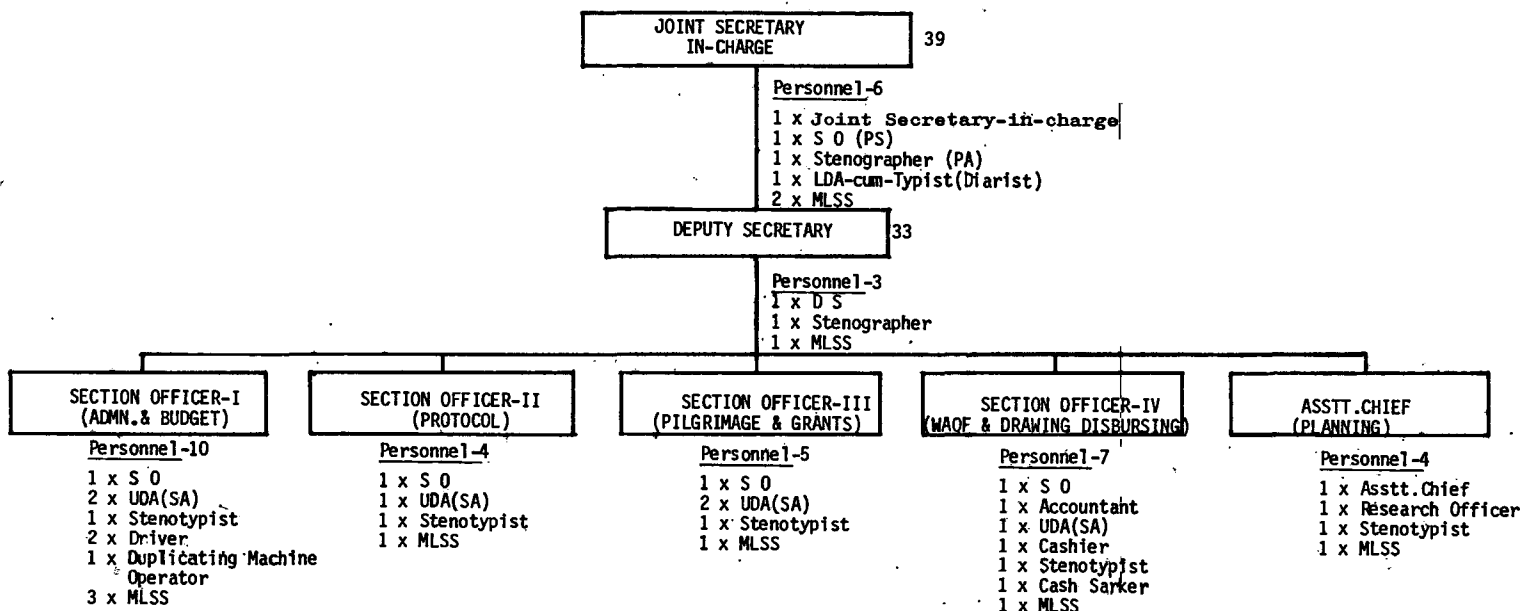
Departments/Offices/Institutes

1. Port Hajj Office, Pahartali, Chittagong

Autonomous/Semi-Autonomous Bodies :

1. Islamic Foundation
2. Office of the Administrator of Waqfs

ORGANISATION
MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS
RELIGIOUS AFFAIRS DIVISION

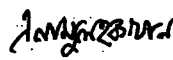


SUMMARY OF MANPOWER

Sl. No.	Name of posts	No. of posts
	<u>Class-I</u>	
1.	Joint Secretary	1
2.	Deputy Secretary	1
3.	Asstt. Chief	1
4.	Section Officer	5
5.	Research Officer	1
	Total:-	9
6.	<u>Class-III</u>	19
7.	<u>Class-IV</u>	11
	Grand Total:-	39

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport:
 - a. 3 x Car. 2 x Car, 1 x Microbus and
 - b. 2 x Microbus. 2 x Ambulance for use in
 - c. 2 x Ambulance Saudi Arabia
 - d. 1 x Motor Cycle.
2. Office equipment:
 - a. 1 x air-conditioner.
 - b. 8 x Typewriter.
 - c. 1 x Duplicating Machine.
3. Miscellaneous points:
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department, respectively.
 - c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.


 26.12.62
 BRIGADIER
 (ENAMUL HUQ KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS

Allocation of Business

1. All matters relating to promotion and development of games and sports.
2. Physical Education Colleges and Institutions.
3. National Sports Control Board.
4. Bangladesh Boy Scouts and Girls Guide.
5. National coaching centre and other sports organisations.
6. National sports awards.
7. Aid from foreign and international bodies in the field of sports.
8. Preservation, research and development of national culture, heritage and fine arts of Bangladesh.
9. Archaeology, architecture and sculpture.
10. National Archives.
11. Bangla Academy.
12. Bangladesh Shilpakala Academy.
13. Dhaka Museum/National Museum.
14. All matters relating to Bangladesh Parishad.
15. Folk art and craft foundation.
16. Copyrights.
17. Bangladesh Central Public Library, Dhaka.
18. Promotion and development of Public Libraries/National Library.
19. Use of Bengali language in all fields of life.
20. Maintenance and repairs of ancient and historical monuments including those declared to be of national importance.
21. 21st February Awards (Ekushe-Padak).
22. Grants-in-aid to cultural and sports organisations.
23. International Organisations and other international programmes in the fields of sports, culture and heritage.
24. Encouragement in the growth and development of fine arts and national culture and heritage.
25. Pride of performance: merit awards in sports, fine arts, culture, heritage, etc.
26. Organisation and participation in national and international games and athletic and cultural meets.
27. Development publications in the fields of literature, sports culture and heritage.
28. National bodies relating to sports, culture and heritage and grants-in-aid to them.
29. Cultural Agreements with foreign countries.
30. Exchange of sports and cultural teams with foreign countries.
31. Folk literature, folk culture, folk museum.
32. Pension to literateurs, artists, sportsmen, etc.
33. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
34. All laws on subjects allotted to this Division.
35. Inquiries and statistics on any of the subjects allotted to this Division.
36. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

AND RELIGIOUS AFFAIRS
CULTURE DIVISION

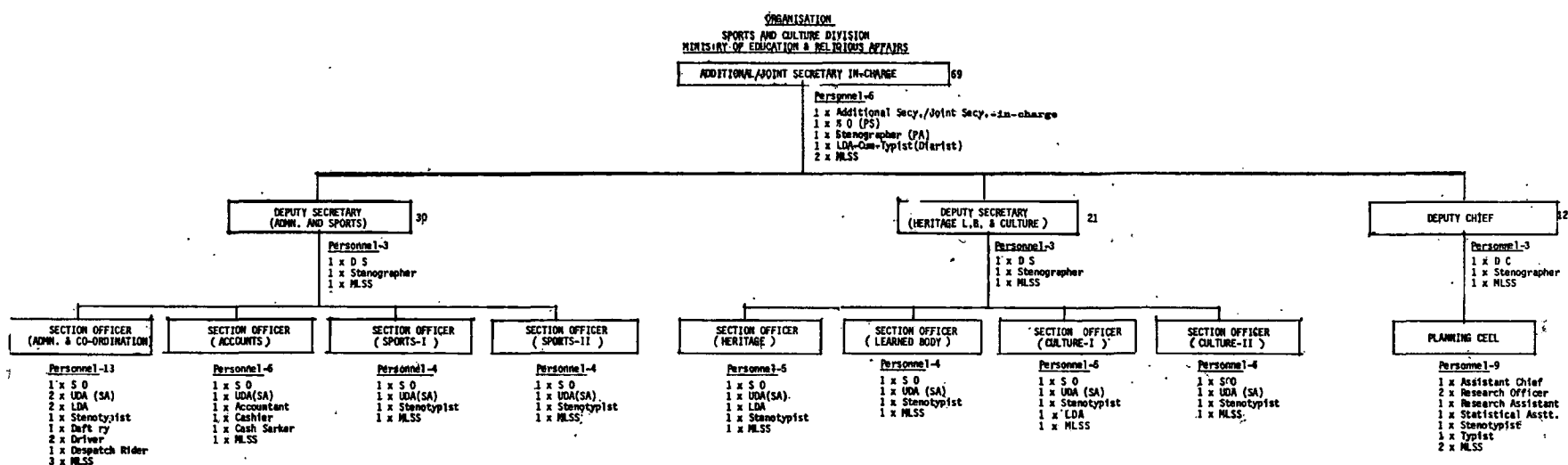
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. Directorate of Archaeology and Museum
2. Directorate of Archives and Libraries
3. Directorate of Sports
4. Copyright Office
5. Bangladesh Institute of Sports
6. Central Public Library
7. Archaeological Laboratory

Autonomous/Semi-Autonomous Bodies :

1. Bangla Academy
2. Bangladesh Shilpakala Academy
3. Dhaka Museum
4. National Book Centre
5. Bangladesh Folk Arts and Crafts Museum
6. National Sports Control Board
7. Bangladesh Parishad
8. National Academy for Performing Arts



SUMMARY OF MANPOWER

Sl. No.	Name of the post	No. of post
1.	Class-I	
1.	Adml. Secretary/Joint Secy.	1
2.	Deputy Secretary	2
3.	Deputy Chief	1
4.	Section Officer	9
5.	Assistant Chief	1
6.	Research Officer	2
	Total:-	16
	Class-II	1
	Class-III	32
	Class-IV	20
	Grand Total	69

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. **Transport:**
 - a. 1 x Car.
 - b. 1 x Microbus.
 - c. 1 x Motor Cycle.
2. **Office Equipment:**
 - a. 1 x Air-Conditioner.
 - b. 14 x Typewriter.
 - c. 1 x Duplicating Machine.
3. **Miscellaneous Points:**
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

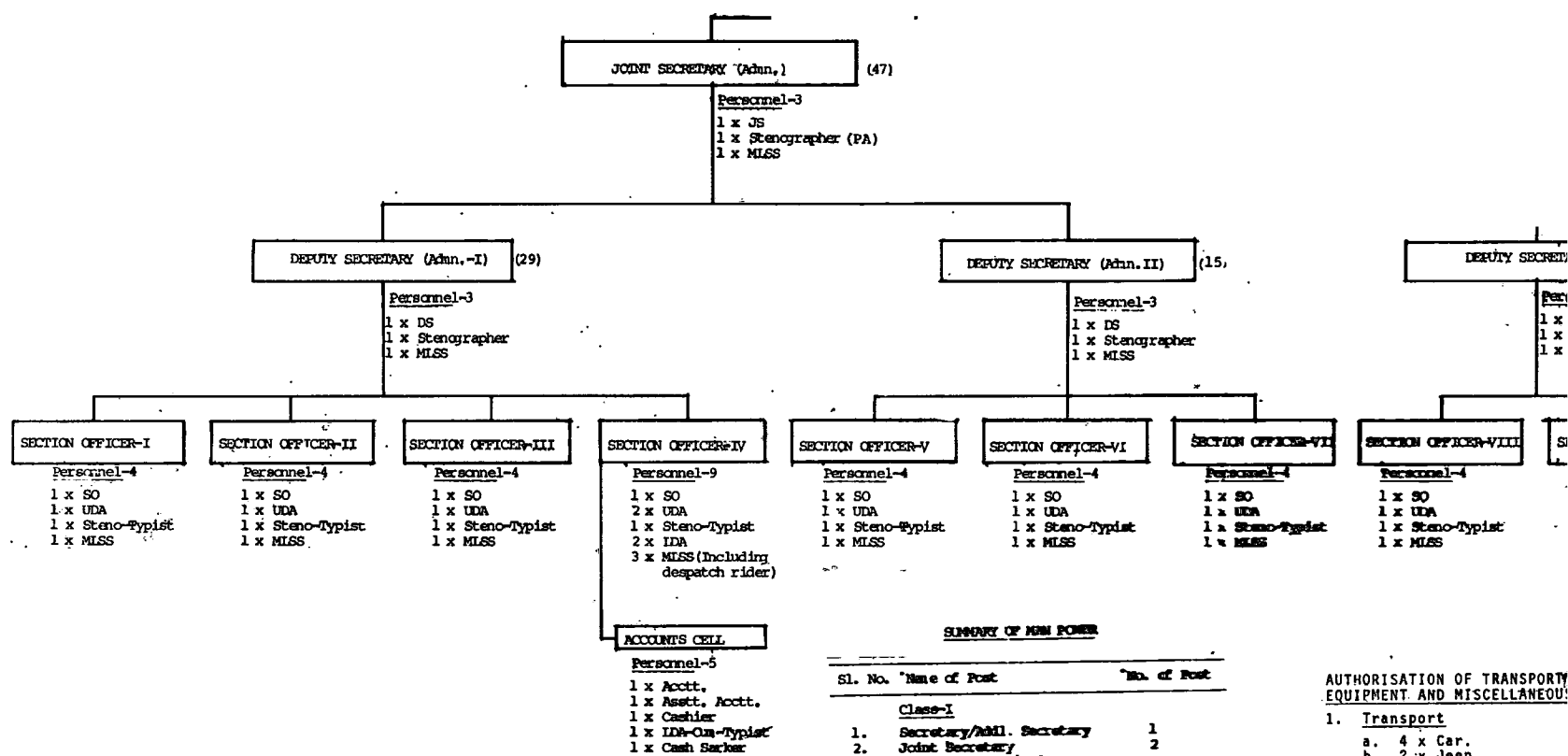
ABBREVIATION

LB = Learned Body

24.12.62
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

Allocation of Business :

1. Construction and maintenance of public works and buildings (except the works and buildings of the Telegraph and Telephone Department and Post Office Department).
2. Disposal, acquisition, relinquishing, leasing and licencing of all Government lands and buildings.
3. Public parks and arboriculture in areas under development authorities only.
4. Procurement of materials and implements required for construction works by this Ministry.
5. Fixation and recovery of rent of Government-owned and requisitioned buildings.
6. Erection of monuments in honour of Freedom fighters.
7. Formulation of housing policy and programmes.
8. Town planning projects.
9. Housing and settlement.
10. Improvement trusts and town development authorities: Dhaka Improvement Trust, Chittagong Development Authority, Khulna Development Authority and Rajshahi Town Development Authority.
11. Administration of the Building Construction Act in the areas under the DIT, CDA and KDA.
12. Slum clearance.
13. Office accommodations.
14. Matters relating to the United Nations Body Habitat.

**SUMMARY OF MAN POWER**

Sl. No.	Name of Post	No. of Post
Class-I		
1.	Secretary/Adl. Secretary	1
2.	Joint Secretary	2
3.	Joint Secretary/Section Chief, Planning Cell	1
4.	Deputy Secretary	5
5.	Deputy Chief	1
6.	Section Officer	15
7.	Assistant Chief	3
		28
Class-III		
8.	Stenographer	10
9.	SA/UDA	18
10.	Steno-Typist	17
11.	IDA-Op-Typist	1
12.	IDA	2
		48
Class-IV		
13.	Despatch Rider	1
14.	MLSS	29
		30
Accounts Cell		
15.	Accountant	1
16.	Asstt. Accountant	1
17.	Cashier	1
18.	IDA-Op-Typist	1
19.	Cash Sarker	1
		5
Total:		111

AUTHORISATION OF TRANSPORT EQUIPMENT AND MISCELLANEOUS

1. **Transport**
 - a. 4 x Car.
 - b. 2 x Jeep.
 - c. 1 x Motor Cycle.
2. **Office equipment**
 - a. 2 x Air-conditioned cooler held in excise to be handed over to Transport, Control & Publications and tively.
 - b. 28 x Typewriter.
 - c. 1 x Duplicating Machine.
3. **Miscellaneous Points**
 - a. Private use of Government, Air-conditioned Development (Project) authorization unless authority, New purchase competent authority, ing non-availability authority i.e. Director Controller of Publications and Chief may be.

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

LIST OF ATTACHED ORGANISATIONS

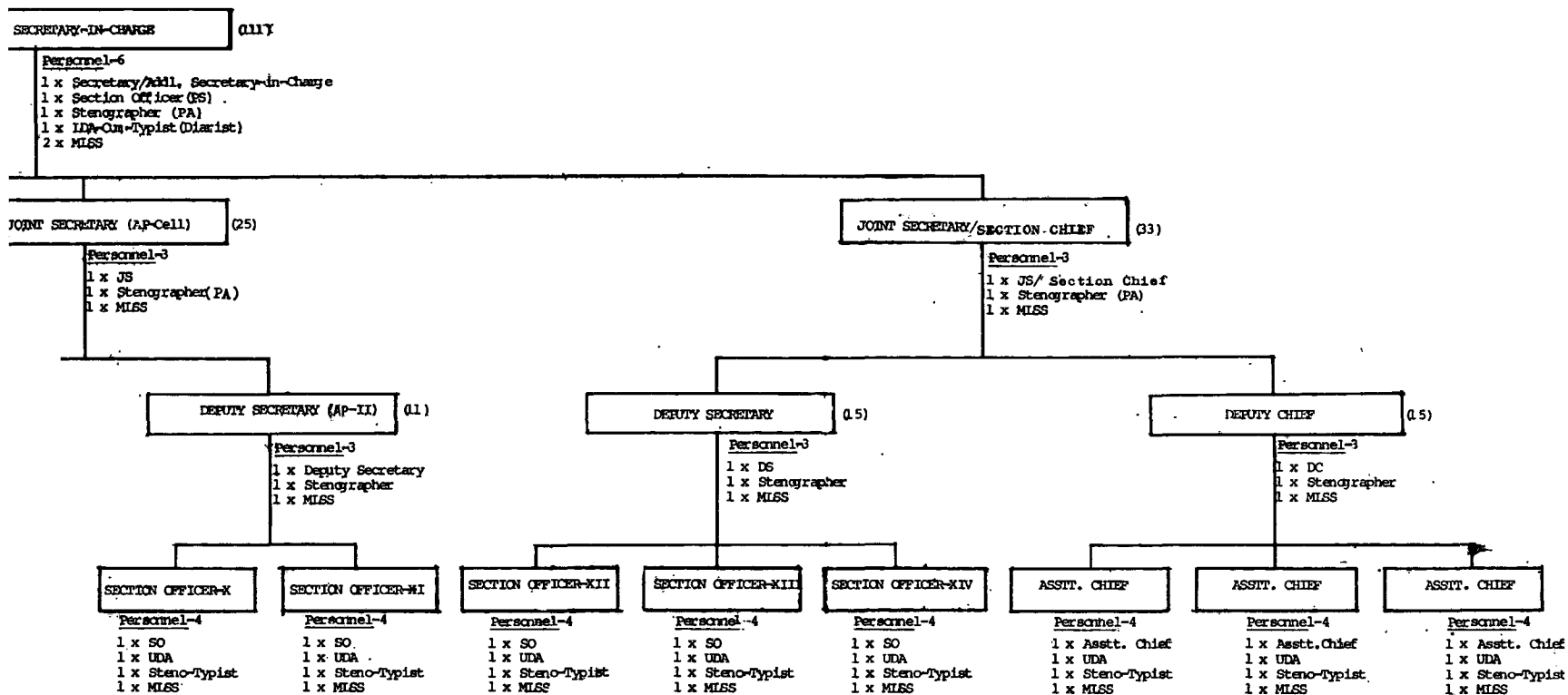
Departments/Offices/Institutes

1. Public Works Department
2. Directorate of Internal Audit
3. Directorate of Housing and Settlement
4. Department of Architecture
5. Directorate of Accommodation and Housing

Autonomous/Semi-Autonomous Bodies :

1. Dhaka Improvement Trust
2. Chittagong Development Authority
3. Khulna Development Authority
4. Rajshahi Town Development Authority

MINISTRATION
OF WORKS



ABBREVIATION

AP - Abandoned Property

Transport on payment will
Instructions:

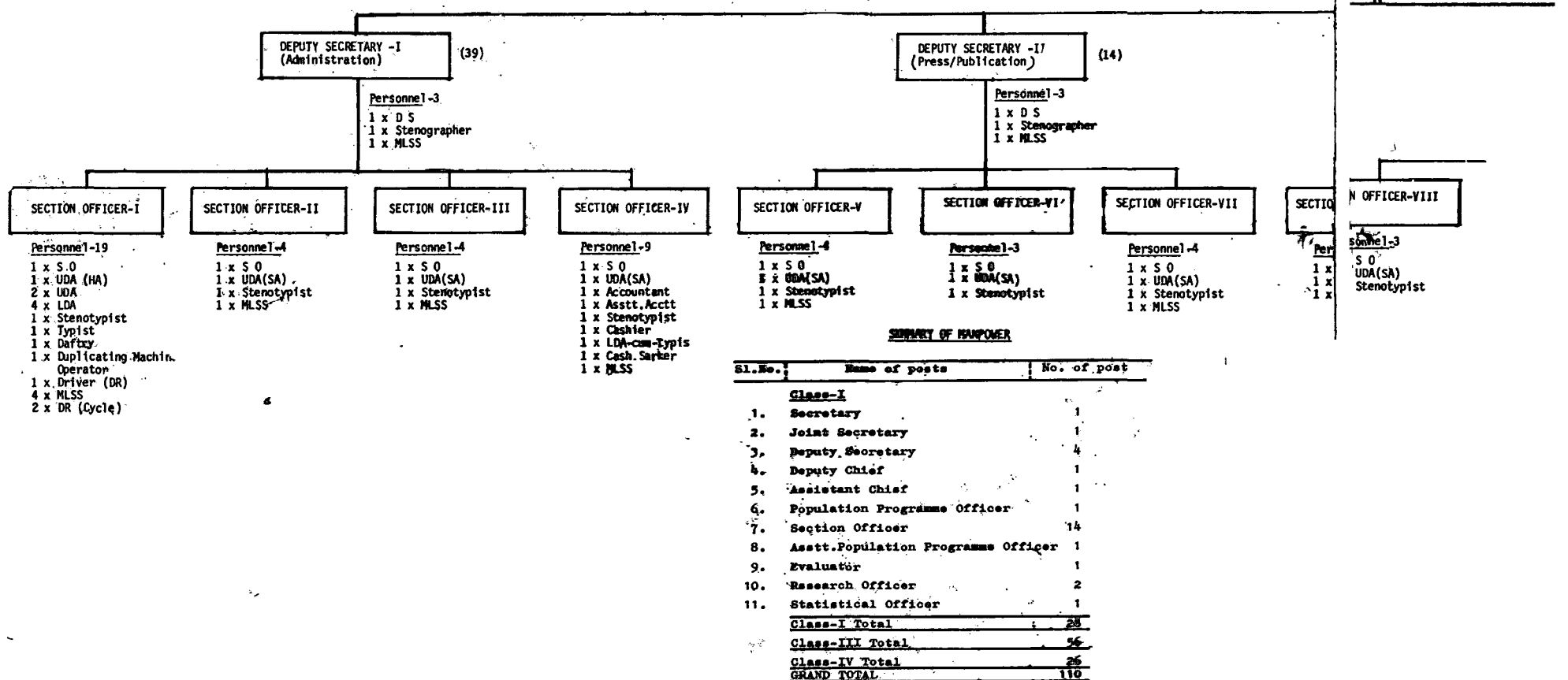
t and air-conditioner/
he above authorisation
Directorate of Government
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Works Department respec-

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BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82

Allocation of Business

1. Publicity policy—Internal and external.
2. Audio-visual, pictorial and press coverage of all activities of the President, CMLA, DCMLA's and Advisers both at home and abroad.
3. Coordination of publicity activities of the different Ministries, Divisions and Bangladesh Missions abroad.
4. Films including production of news reels and documentaries.
5. Compulsory screening of films.
6. Press relations including journalists' delegations.
7. Policy regarding Government advertisement.
8. Maintenance of rural publicity organisations.
9. Preparation and release of communiques, press notes, handouts, etc.
10. Press arrangement in connection with tours of the President, CMLA, DCMLA's and Ministers.
11. Community listening schemes.
12. Bengali translation of Acts, Rules, etc.
13. Sanctioning of cinematograph films for exhibition.
14. Administration of Cinematograph Act: Cinematograph and censorship.
15. Administration of Newsprint Control Order, 1974.
16. Grant of State awards for films produced in Bangladesh.
17. Preparation of media lists.
18. Preservation and interpretation of the policies and activities of the Government of Bangladesh through the medium of the press.
19. Advising Government of information problems relating to the press, keeping Government informed of the main trends of public opinion as reflected in the press and liaison between Government and the press.
20. Publicity for the Armed Forces.
21. Administration of the press and regulation of Books Act and the Newspaper Act.
22. Publicity for the Five-year Plans.
23. Financial assistance to distinguished musicians, both vocal and instrumental, dancers and dramatists who have contributed substantially to the success of Radio and other units of this Ministry or their survivors in indigent circumstances.
24. Administration of Radio and Television and all other matters relating to broadcasting and television, Radio Bangladesh and Bangladesh Television.



25. Analysis and interpretation of public opinion as reflected in the national press.
26. Arrangement for President's and the CMLA's press briefings/conference/meetings.
27. Monitoring the performance of national press and broadcasting media and submission of regular reports to CMLA.
28. Preservation as "National Records" of all speeches of the President and the CMLA.
29. Matters relating to :
 - a. Bangladesh Film Development Corporation.
 - b. Bangladesh Sangbad Sangstha.
 - c. Board of Management for Government owned Newspapers.
 - d. Press Council.
 - e. Press Institute of Bangladesh.
30. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
31. All laws on subjects allotted to this Ministry.
32. Inquiries and statistics on any of the subjects allotted to this Ministry.
33. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

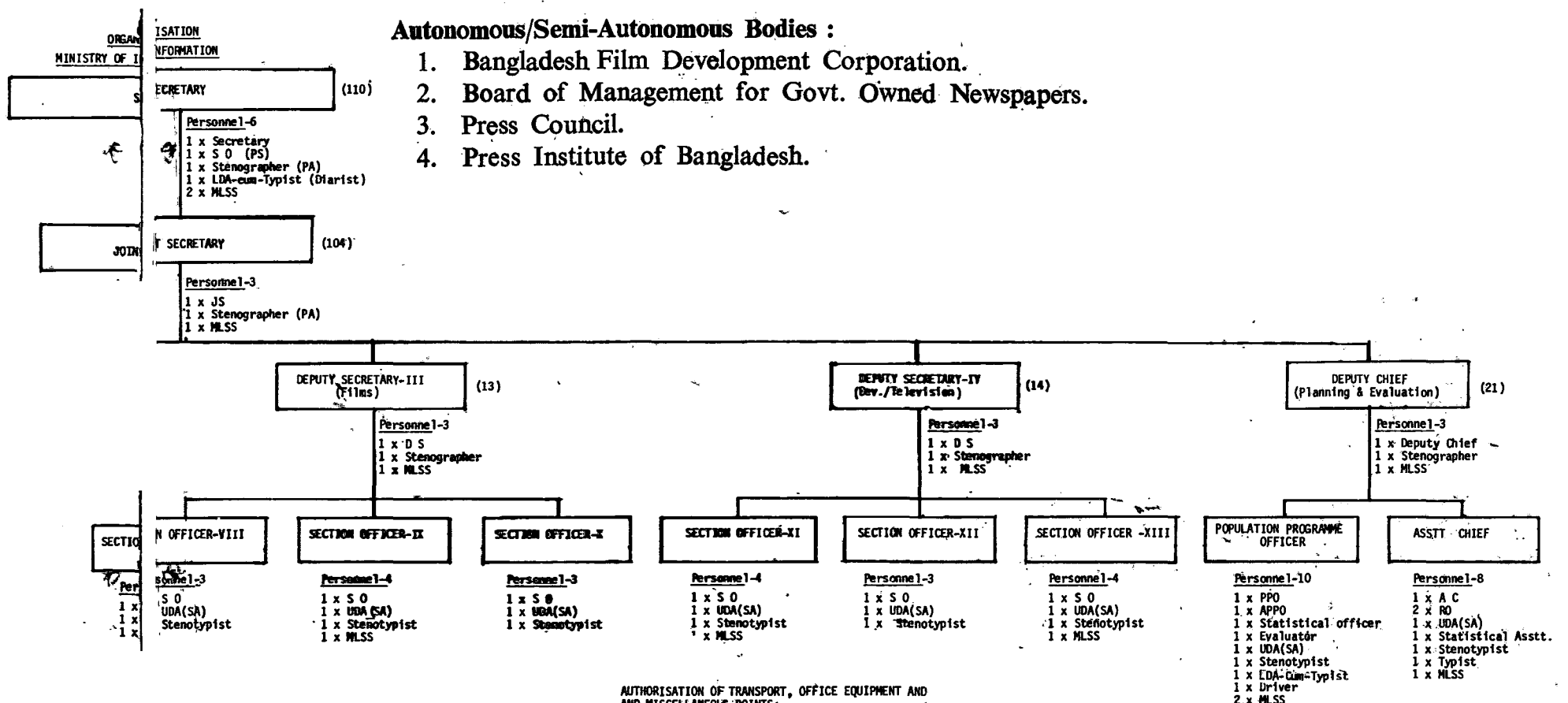
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes

1. National Broadcasting Authority.
2. Press Information Department.
3. Mass Communication Department.
4. Department of Films and Publications.
5. National Broadcasting Institute.
6. Film Archives and Museum.

Autonomous/Semi-Autonomous Bodies :

1. Bangladesh Film Development Corporation.
2. Board of Management for Govt. Owned Newspapers.
3. Press Council.
4. Press Institute of Bangladesh.



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport
 - a. 2 x Car
 - b. 1 x Microbus
 - c. 1 x Motor Cycle.
2. Office equipment
 - a. 2 x Air-conditioner
 - b. 26 x Typewriter
 - c. 1 x Photostat Machine.
 - d. 1 x Duplicating Machine.
 - e. 2 x Calculating Machine
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery Forms and Publications and Public Works Department respectively.

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BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

Allocation of Business

1. International aspects of medical facilities and public health, international sanitary regulations, port health, health and medical facilities abroad.
2. Medical nursing, dental, pharmaceutical, para-medical and allied subjects.
3. Standardisation and manufacture of biological and pharmaceutical products.
4. Standards for import and export of drugs.
5. Medical and health service.
6. National associations in medical and allied fields such as the Red Cross, T. B. Association, etc.
7. Public health and allied aspects :
 - a. Public Health.
 - b. Registration of births and deaths.
 - c. Adulteration of foodstuffs and other goods.
 - d. Control of epidemics and prevention of infectious and contagious diseases and quarantine.
 - e. Health insurance.
 - f. Prevention of smoke nuisances.
8. Hospitals and allied aspects :
 - a. Hospitals and dispensaries.
 - b. Lunacy and mental deficiency including places for reception or treatment of lunatics and mental deficient.
 - c. Regulations for medical professions and standard.
 - d. Administration of medical institutions and coordination and determination of standards in institutions for higher medical education or research.
9. Control of drugs.
10. Port quarantine (sea and air), seamen and marine hospitals and hospitals with post-quarantine facilities.
11. Port and airport health organisations.
12. Medical examination of seamen.
13. National Malaria Eradication Programme.
14. Malaria Control.
15. Sanitation of hospitals and dispensaries.
16. Scientific societies and associations pertaining to subjects dealt with in this Division.
17. Homeopathy and indigenous systems of medicine.
18. Objectionable advertisements relating to drugs and medicines.
19. Resettlement of demobilised medical and auxiliary medical personnel.
20. B.C.G. vaccination against tuberculosis.
21. Concession of medical attendance and treatment for Government servants other than :
 - a. those in railway service;
 - b. those paid from defence services estimates and;
 - c. officers governed by Medical Attendance Rules.

POPULATION CONTROL

DIVISION

22. Medical examination and medical boards for civil services and those paid from Defence estimates excepting civilian services.
23. Spas and health resorts.
24. Leprosy control.
25. Reimbursement of customs duty on gifts on non-consumable medical stores received from abroad.
26. Nutrition research.
27. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
28. All laws on subjects allotted to this Division.
29. Inquiries and statistics on any of the subjects allotted to this Division.
30. Fees in respect of any of the subjects allotted to this Division except fees taken in Courts.

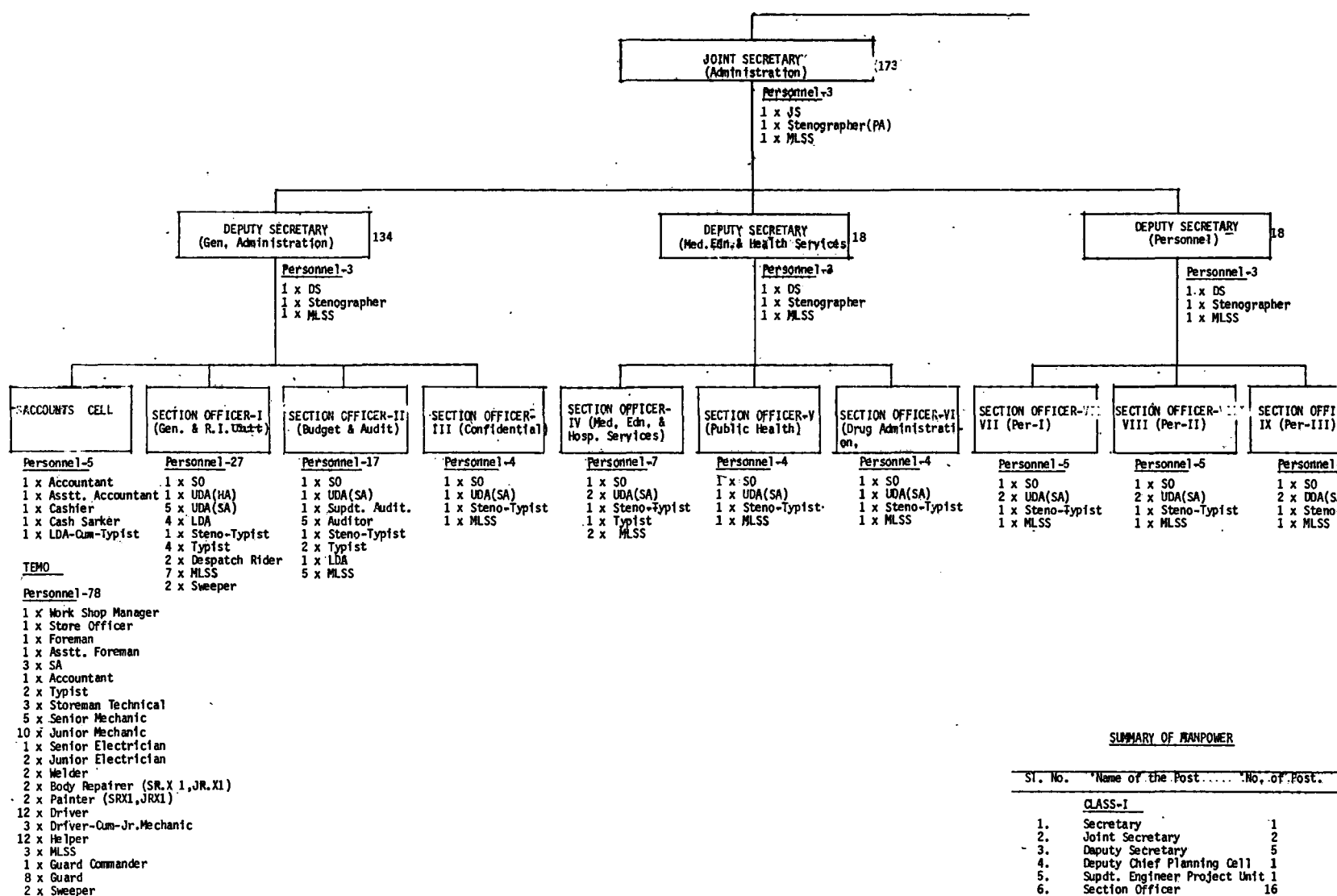
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes :

1. Director-General of Health Services
2. Institute of Post-Graduate Medicine and Research
3. Institute of Public Health
4. Institute of Diseases of Chest and Hospital
5. Director of Medical Education and Hospitals
6. Director, Integrated Thana Health Centre (ITHC)
7. Director, Health, Manpower Development
8. National Institute of Preventive and Social Medicine. (NIPSOM)
9. Institute of Public Health And Nutrition

Autonomous/Semi-Autonomous Bodies :

1. Bangladesh College of Physician and Surgeon
2. Bangladesh State Medical Faculty
3. Bangladesh Nursing Council
4. Pharmacy Council of Bangladesh
5. Bangladesh Homeopathic Medical Board
6. Board of Unani and Ayurvedic Systems of Medicine



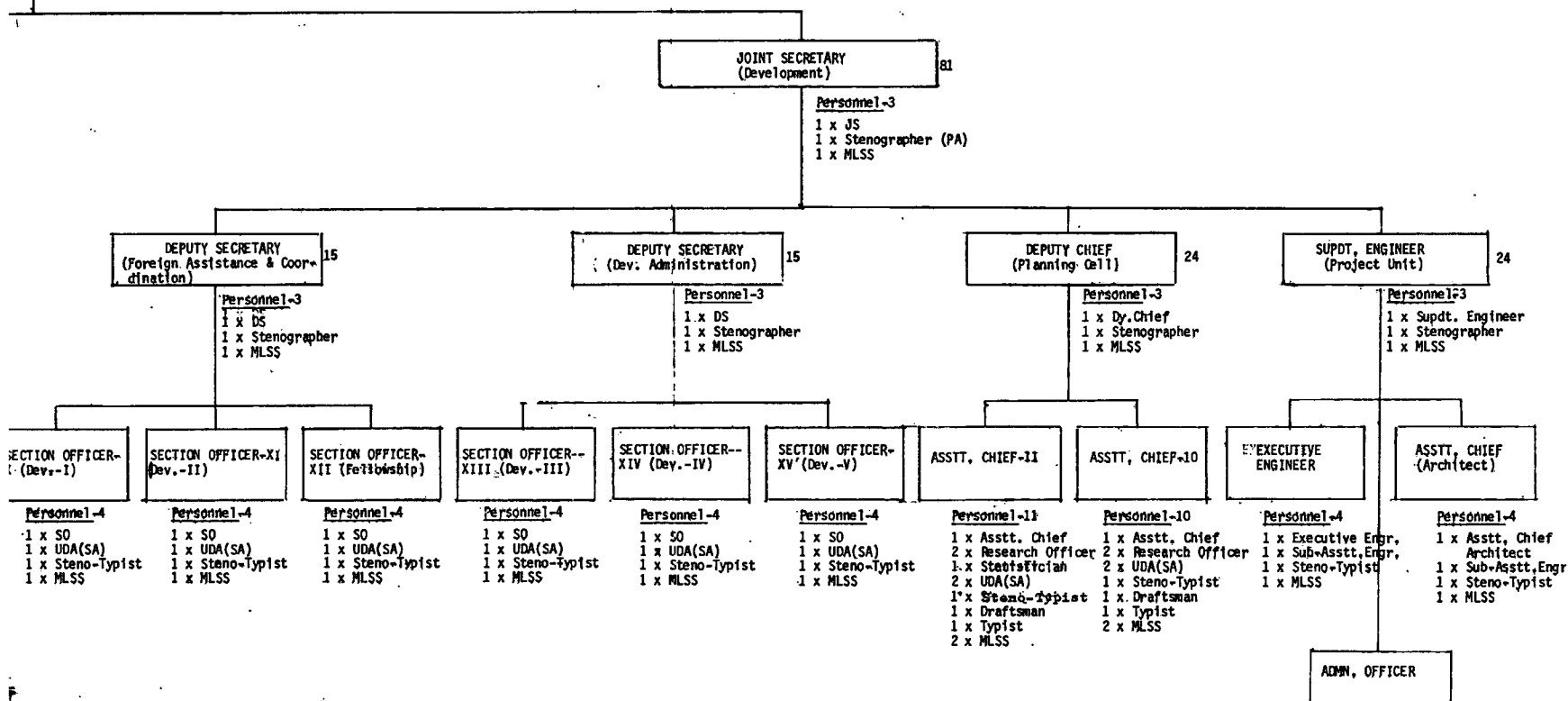
SUMMARY OF MANPOWER

Sl. No.	Name of the Post	No. of Post.
CLASS-I		
1.	Secretary	1
2.	Joint Secretary	2
3.	Deputy Secretary	5
4.	Deputy Chief Planning Cell	1
5.	Supdt. Engineer Project Unit	1
6.	Section Officer	16
7.	Executive Engineer Project Unit	1
8.	Asstt. Chief Architect	1
9.	Research Officer Planning Cell	4
10.	Asstt. Chief Planning Cell	2
11.	Work Shop Manager	1
12.	Admn. Officer	1
13.	Store Officer	1
14.	Statistician	1
Total:		38
CLASS-II		
		1
CLASS-III		
		148
CLASS-IV		
		73
Grand Total:		260

WISATION
I DIVISION
I & POPULATION CONTROL

RETARY 260

Personnel-6
1 x Secretary
1 x SO(PS)
1 x Stenographer(PA)
1 x LDA-Qum-Typist(Diarist)
2 x MLSS



UTILISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

Transport

- 3 x Car
- 3 x Microbus
- 1 x Motor Cycle

Office equipment

- 2 x Air-conditioner
- 45 x Typewriter
- 1 x Plain Paper Copier
- 2 x Duplicating Machine
- 1 x Calculating Machine

Miscellaneous points

- Private use of Government Transport on payment will be as per latest Government Instructions.
- Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase, if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

Amir Khan 26/12/82
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

MINISTRY OF HEALTH AND POPULATION CONTROL

POPULATION CONTROL DIVISION

Allocation of Business

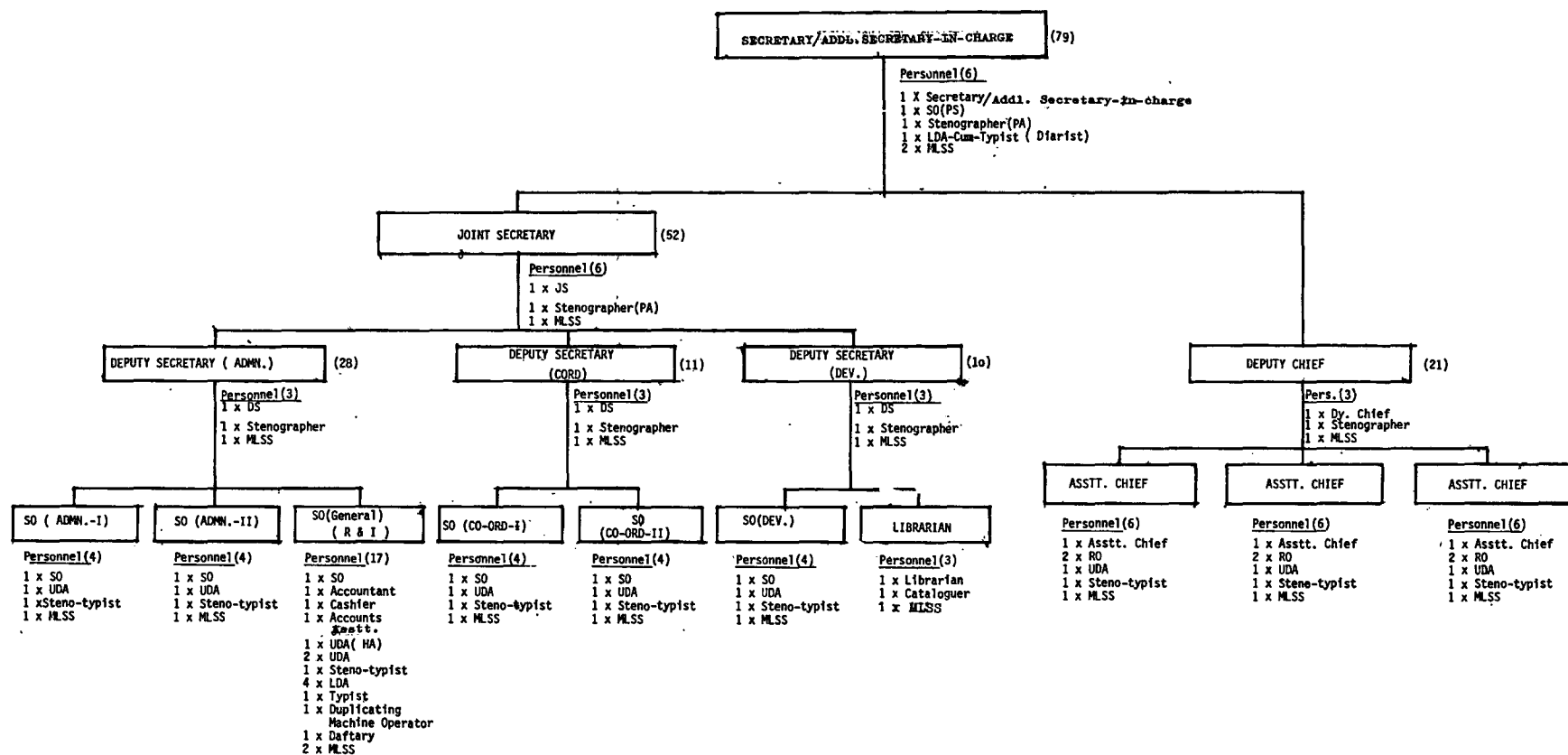
1. Policy regarding population control and family planning.
2. Preparation of schemes relating to population control and family planning and their submission to the President or the Cabinet through Planning Commission
3. Co-ordination and evaluation of all executive functions relating to projects and programmes.
4. Motivation :
 - a. Preparation and development of publicity media to motivate people in population control and family planning;
 - b. Organisation of publicity work at national and social levels;
 - c. Educational campaign in those matters.
5. Supply of aids :
 - a. Procurement, preservation and distribution of birth control materials;
 - b. Enlightening the people on the use of birth control materials;
 - c. Organisations for providing assistance in the matters of population control and family planning through hospitals, health centres, maternity and child welfare centres.
6. Preparation of activities relating to population control and family planning through other Ministries/Divisions and offices.
7. Training in clinical and non-clinical matters on birth control and family planning.
8. Arrangement for research in population control and family planning.
9. Survey, evaluation and statistics of field activities in matters relating to population control and family planning.
10. Activities relating to maternity and child health centres.
11. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
12. All laws on subjects allotted to this Division.
13. Inquiries and statistics on any of the subjects allotted to this Division.
14. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANISATION

Departments/Offices/Institutes :

1. Population Control and Family Planning Directorate

ORGANISATION
POPULATION CONTROL DIVISION
MINISTRY OF HEALTH AND POPULATION CONTROL



SUMMARY OF MANPOWER

Sl. NO	Name of Post	NO. of Post
1	2	3
Class-I:		
1.	Secy./Addl. Secy.	1
2.	JS	1
3.	DS	3
4.	Dy. Chief	1
5.	Asstt. Chief	3
6.	Section Officer	7
7.	Research Officer	6
8.	Librarian	1
Total Class-I :		23
Class-II		--
Class-III		38
Class-IV		18
Grand Total :		79

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

- Transport**
 - 2 x Car.
 - 1 x Motor Cycle.
- Office equipment**
 - 2 x air-conditioner.
 - 17 x Typewriter.
 - 1 x Photo-Copier.
 - 1 x Duplicating Machine.
- Miscellaneous points**
 - Private use of Government Transport on payment will be as per latest Government instructions.
 - Transport, Office equipment and air-conditioner/Cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority, i.e. Directorate of Govt. Transport, Controller of Printing Stationery, Forms and Publications and Chief Engineer P.W.D. as the case may be.

24/12/82.
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

Allocation of Business

1. Dealings and agreements with international organisations in the field of social welfare.
2. National policy regarding social welfare.
3. Matters relating to the Development of Social Welfare.
4. Administration of Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961 (Ordinance No. XLVI of 1961) and the Children Act, 1974 (Act No. XXXIX of 1974).
5. Probation, parole and after-care of released prisoners.
6. Intercountry adoption of children as per provisions of Abandoned Children (Special Provision) Order, 1972 (P.O. No. 124 of 1972).
7. Community development with particular emphasis on disadvantaged segments of the society.
8. National Council of Social Welfare.
9. Grants-in-aid to voluntary social welfare agencies.
10. Administration of Vagrancy Act and the vagrant and destitute houses, poor houses and orphanages.
11. Youth welfare activities (excluding youth hostels), youth festivals, work-camps, etc., as part of community development work.
12. Child welfare and coordination of activities of other Ministries and organisations in connection with social welfare.
13. Beggary, juvenile, vagrancy, juvenile delinquency and other CARE programmes.
14. United Nations International Children's Emergency Fund (UNICEF).
15. Education of the handicapped.
16. Social and moral hygiene programmes so far as these relate to women in moral danger, i.e. rescue homes and reception centres including after-care programmes; suppression of immoral traffic and establishment and maintenance of protection homes.
17. All matters relating to prohibition.
18. Matters relating to women's status, Shariat and other legal and social rights.
19. Attending to the problems and affairs of women.
20. Looking after welfare of women including employment opportunities for women.
21. Organising women in a manner that they may become effective citizens of the country and participate actively in its socio-economic development.
22. Motivating women to carry out their responsibilities towards themselves, their families and the society at large.
23. Formulating policies on women's affairs and taking measures for their effective implementation and recommending measures for children's welfare to the concerned authorities/agencies.
24. Matters relating to the Bangladesh Jatiyo Mohila Sangstha and all other voluntary organisations exclusively devoted to women's welfare.
25. Matters relating to:
 - a. Women's Affairs Development.
 - b. Bangladesh Shishu Academy.
 - c. Bangladesh Women's Rehabilitation and Welfare Foundation.
26. National Council for Children's Affairs.
27. National awards for children.
28. Control and registration of all women's voluntary welfare organisations.
29. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
30. Inquiries and Statistics on any of the subjects allotted to this Ministry.
31. All laws on subjects allotted to this Ministry.
32. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

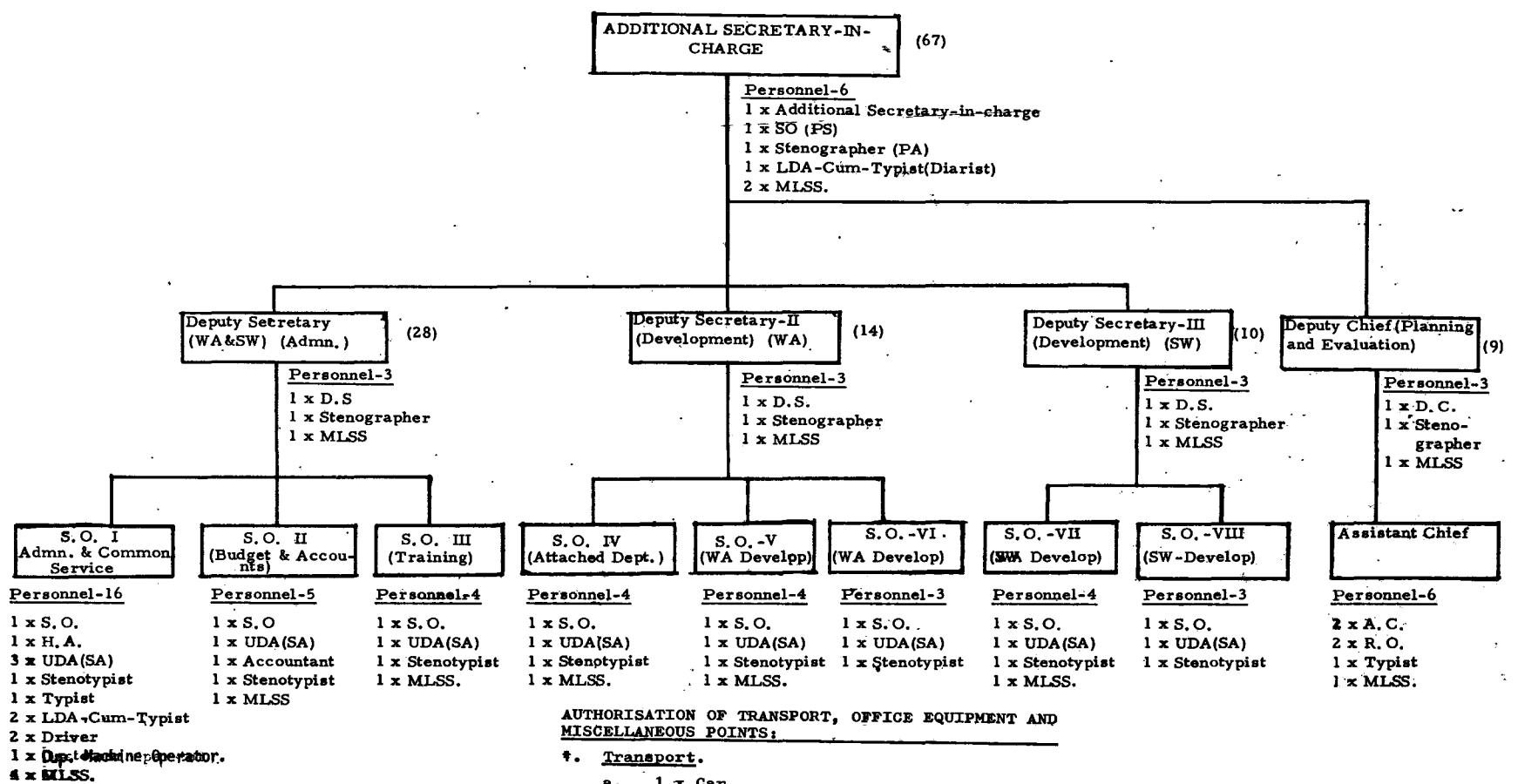
LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes :

Department of Social Welfare

Autonomous/Semi-Autonomous Bodies :

1. Bangladesh Women's Rehabilitation and Welfare Foundation
2. Bangladesh Shishu Academy
3. Bangladesh Jatio Mahila Sangstha
4. Bangladesh Jatio Shishu Sangstha

ORGANISATION
MINISTRY OF SOCIAL WELFARE & WOMEN'S AFFAIRSAUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND
MISCELLANEOUS POINTS:

1. Transport.

- 1 x Car.
- 1 x Microbus.
- 1 x Motor Cycle.

2. Office equipment

- 2 x Air-Conditioner.
- 17 x Typewriter.
- 1 x Duplicating Machine.

3. Miscellaneous points.

- Private use of Government Transport on payment will be as per latest Government Instructions.
- Transport, Office equipment and air-conditioner cooler, held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any sanctioned after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer P.W.D. as the case may be.

SUMMARY OF MANPOWER

Sl. No.	Name of posts	No. of Posts.
Class-I		
1.	Additional Secretary-in-charge	1
2.	Joint Secretary	-
3.	Chief Planning	-
4.	Deputy Secretary	3
5.	Deputy Chief	1
6.	Section Officer	9
7.	Assistant Chief	2
8.	Research Officer	2
Class-III		
		33
Class-IV		
		16
	Grand Total	67

ABBREVIATION

SW = Social Welfare
WA = Women Affairs

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS

1. Welfare of labour including labour and non-agricultural employment.
2. Industrial unemployment and insurance.
3. Trade Unions, Industrial and Labour disputes, Labour Courts, Wages Boards and Industrial Workers Wages Commission.
4. Labour statistics.
5. Administration of Labour Laws, Factories Acts and Rules.
6. Labour research including compilation of labour statistics.
7. Dealings and agreements with international organisations in the field of Labour and Manpower.
8. International Labour Organisations (ILO).
9. Labour conferences.
10. National policy regarding labour and industrial welfare.
11. Employees Social Security and Social Insurance Laws.
12. National Institute of Labour Administration and Training.
13. Welfare of merchant navy seafarers, employment of seamen (except the administration of seamen's pool for national shipping and training of seamen).
14. Administration of Essential Services (Maintenance) Ordinance.
15. Administration of laws connected with safety and welfare in mines and quarries.
16. Administration of Minimum Wages Act.
17. Workers education.
18. Discipline in industry.
19. Constitution of Wage Boards for individual industries.
20. Regulation of working conditions of industrial workers.
21. Evaluation of the implementation of labour and industrial welfare laws and policies.
22. Social Security measures.
23. Coordination of activities of other Ministries and organisations in connection with labour and industrial welfare.
24. Administration of Labour wings in Bangladesh Missions abroad and appointment of all officers and staff thereof; provided that selection of officers for such posts shall be made by a committee consisting of representatives from Establishment Division, Ministry of Foreign Affairs, Finance Division and Labour and Manpower Division and headed by the Cabinet Secretary.
25. Manpower research including compilation of manpower statistics.



AND MANPOWER

MANPOWER DIVISION

26. National policy regarding manpower employment :
 - a. Re-settlement and employment of demobilised personnel.
 - b. Administration of Essential Personnel (Registration) Ordinance, 1948.
27. Employment (Record of Service) Act, 1952.
28. National manpower problems including monitoring of overseas employment of all levels.
29. National Manpower Council.
30. Vocational and Skill Training :
 - a. Vocational technical training.
 - b. Apprenticeship in plant training.
 - c. Skill training policy including standardisation, testing and certification.
 - d. National Committee for Skill Development and Training.
31. District Manpower Employment and Manpower Offices.
32. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
33. All laws on subjects allotted to this Division.
34. Inquiries and statistics on any of the subjects allotted to this Division.
35. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

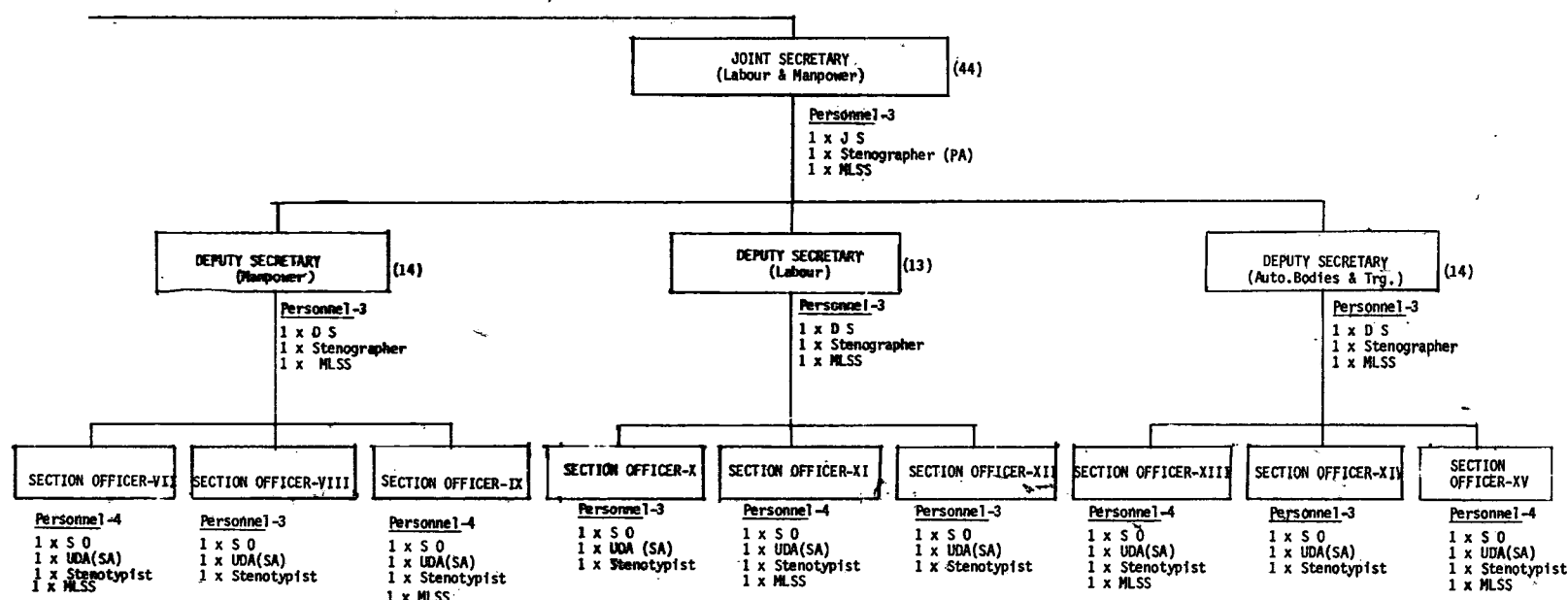
LIST OF ATTACHED ORGANIZATIONS

Departments/Offices/Institutes :

1. Department of Labour.
2. Department of Inspection for Factories and Establishments.
3. Minimum Wages Board.
4. Labour Appellate Tribunal.
5. Directorate of Seamen and Emigration Welfare, Chittagong.
6. Bureau of Manpower.
7. 4 × Industrial Relations Institute (Tongi, Khulna, Chittagong and Rajshahi).

Autonomous/Semi-Autonomous Bodies :

1. Bangladesh Plantation Employees Provident Fund.
2. Inland Water Transport Board.



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport:
 - a. 3 x Car
 - b. 1 x Microbus
 - c. 1 x Motor Cycle.
2. Office equipment :
 - a. 2 x Air-cooler
 - b. 35 x Typewriter
 - c. 2 x Duplicating Machine.
3. Miscellaneous Points:
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

SUMMARY OF MANPOWER

Sl.No.	Name of post	No. of post
Class-I		
1.	Secretary	1
2.	Joint Secretary	2
3.	Deputy Secretary	5
4.	Labour Adviser	1
5.	Deputy Chief	1
6.	Asstt. Chief	4
7.	Section Officer	16
8.	Research Officer	8
9.	Class-II	2
10.	Class-III	62
11.	Class-IV	28
Total:-		130

BRIGADIER
(ENAMUL HAO KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82

MINISTRY OF LABOUR AND MANPOWER

YOUTH DEVELOPMENT DIVISION

Allocation of Business:

1. Matters relating to youths—their welfare, training and prospects.
2. Organisations and mobilisation of the youths for voluntary participation in the development activities of the country.
3. Coordination of youth services, liaison with concerned Ministries.
4. Administration of grants-in-aid under specific projects.
5. Youth Awards.
6. Programmes to encourage a sense of adventure, responsibility, confidence and achievements in youths.
7. Research and study on youths and youth development activities.
8. Promoting activities for creating employment opportunities for the unemployed and under-employed youths.
9. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
10. All laws on subjects allotted to this Division.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

ORGANISATION

YOUTH DEVELOPMENT DIVISION
MINISTRY OF LABOUR AND MANPOWER

JOINT SECRETARY-IN-CHARGE (43)

Personnel-6
1 x Joint Secretary-in-charge
1 x SO (PS)
1 x Stenographer (PA)
1 x LDA-Cum-Typist (Diarist)
2 x MLSS

DEPUTY SECRETARY (27)

Personnel-3
1 x DS
1 x Stenographer
1 x MLSS

DEPUTY SECRETARY (DEVELOPMENT) (10)

Personnel-10
1 x Deputy Secretary
1 x Asstt. Chief
3 x Research Officer
1 x Stenographer
1 x LDA-Cum-Typist
1 x Driver
2 x MLSS

SECTION OFFICER (ADMN.)

Personnel-14
1 x SO
1 x UDA (HA)
2 x UDA (SA)
1 x Steno-Typist
1 x Typist
1 x Driver
2 x MLSS

ACCOUNTS CELL

1 x Accountant
1 x Asstt. Accountant
1 x Cashier
1 x LDA-cum-Typist
1 x Cash Sarkar

SUMMARY OF MANPOWER

Sl. No.	Name of post	No. of post.
1.	Joint Secretary-in-charge	1
2.	Deputy Secretary	2
3.	Section Officer	4
4.	SO (PS)	1
5.	Asstt. Chief	1
6.	Research Officer	3
7.	HA (UDA)	1
8.	Section Asstt. (UDA)	5
9.	Accountant	1
10.	Stenographer	3
11.	Steno-Typist	4
12.	Asstt. Accountant	1
13.	Cashier	1
14.	LDA-Cum-Typist (Diarist)	1
15.	LDA-Cum-Typist	2
16.	Typist	1
17.	Driver	2
18.	Cash Sarkar	1
19.	MLSS	8

Total: 43

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

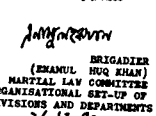
1. Transport
 - a. 1 x Car.
 - b. 1 x Microbus.
 - c. 1 x Motor-Cycle.
2. Office equipment
 - a. 1 x Air-conditioner.
 - b. 11 x Typewriter.
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms & Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase, if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.

Signature

BRIGADIER
(EIAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

LAW AND PARLIAMENTARY AFFAIRS DIVISION

1. The Appellate Division hear and determine appeals from judgement, decree, orders or sentences of the High Court Benches.
2. It issues directives, orders, decrees or writs for doing complete justice.
3. It has the power to review any judgement pronounced or order made by it.
4. It gives opinion on any question of law as and when referred to it by the President.
5. It makes rules regulating the practice and procedures of High Court and subordinate courts.
6. The High Court Division has both original and appellate and other jurisdiction as conferred on it by the Constitution/Law in respect of administration of justice.
7. It performs judicial functions in respect of its original jurisdiction as determined by the Constitution/Law.
8. It determines the question of law in the cases before the courts subordinate to it as per provision of the Constitution/Law.
9. It has the superintendence and control over all courts subordinate to it.
10. It hears appeals and determines appeals from judgements, decrees, orders, or sentences of the courts subordinate to it.

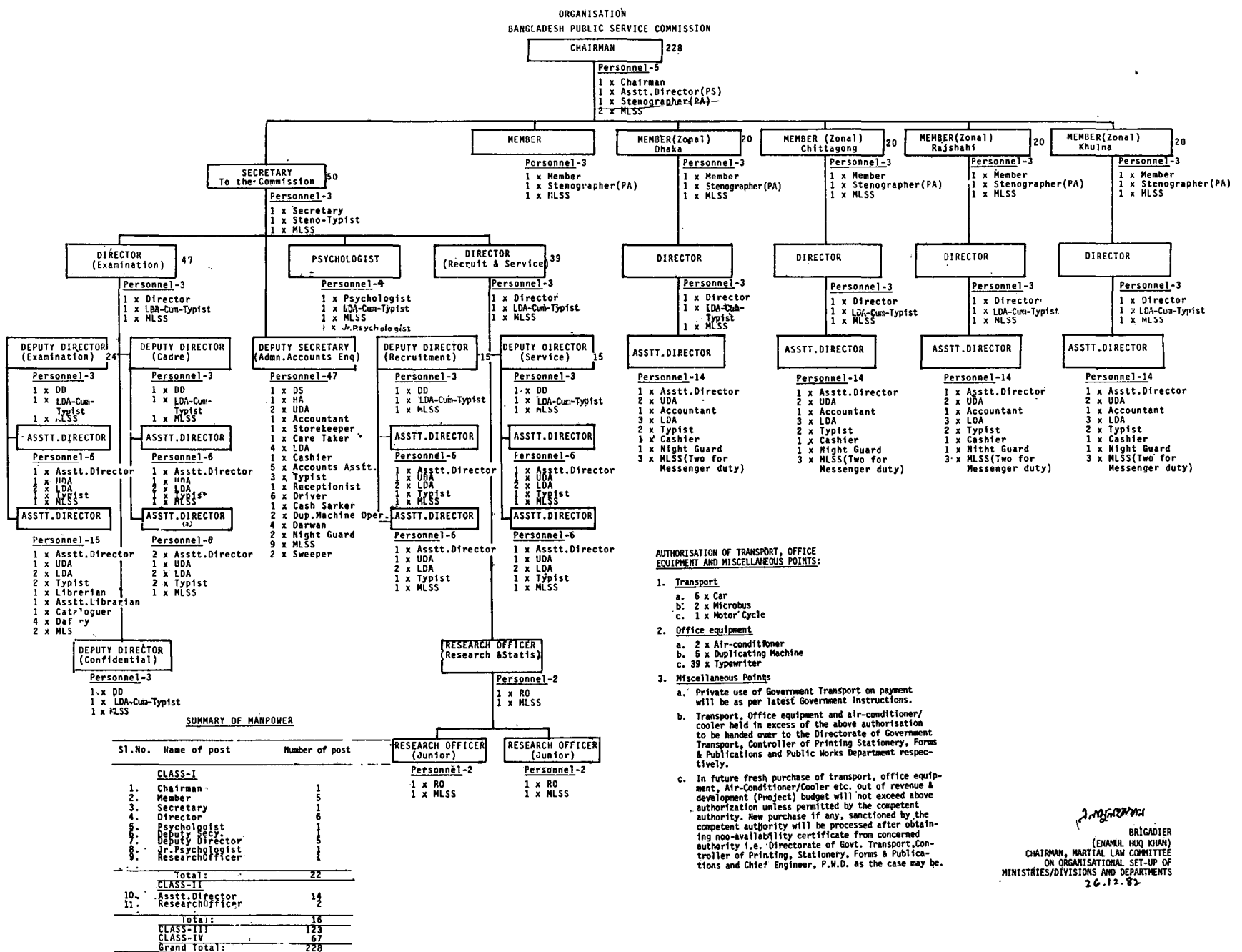


BANGLADESH PUBLIC SERVICE COMMISSION

ESTABLISHMENT DIVISION

Functions

1. To conduct tests and examinations and hold interviews for selection of suitable persons for appointment to the services of the Republic.
2. To advise the Head of the State on matters relating to qualifications for and methods of recruitment to the services of the Republic. The Commission examines recruitment rules for all jobs in the Government and makes its recommendations on age and qualifications for the posts and method of recruitment.
3. To advise regarding principles to be followed in making appointments to the services of the Republic and promotions and transfers from one branch of the service to another, and the suitability of candidates for such appointments, promotion and transfers.
4. To advise on matters affecting the terms and conditions of service of all Government employees.
5. To advise on matters of discipline of Government servants.
6. To advise on any matter relating to Government service on which the opinion of the Commission may be sought.



OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF BANGLADESH
FINANCE DIVISION

Functions

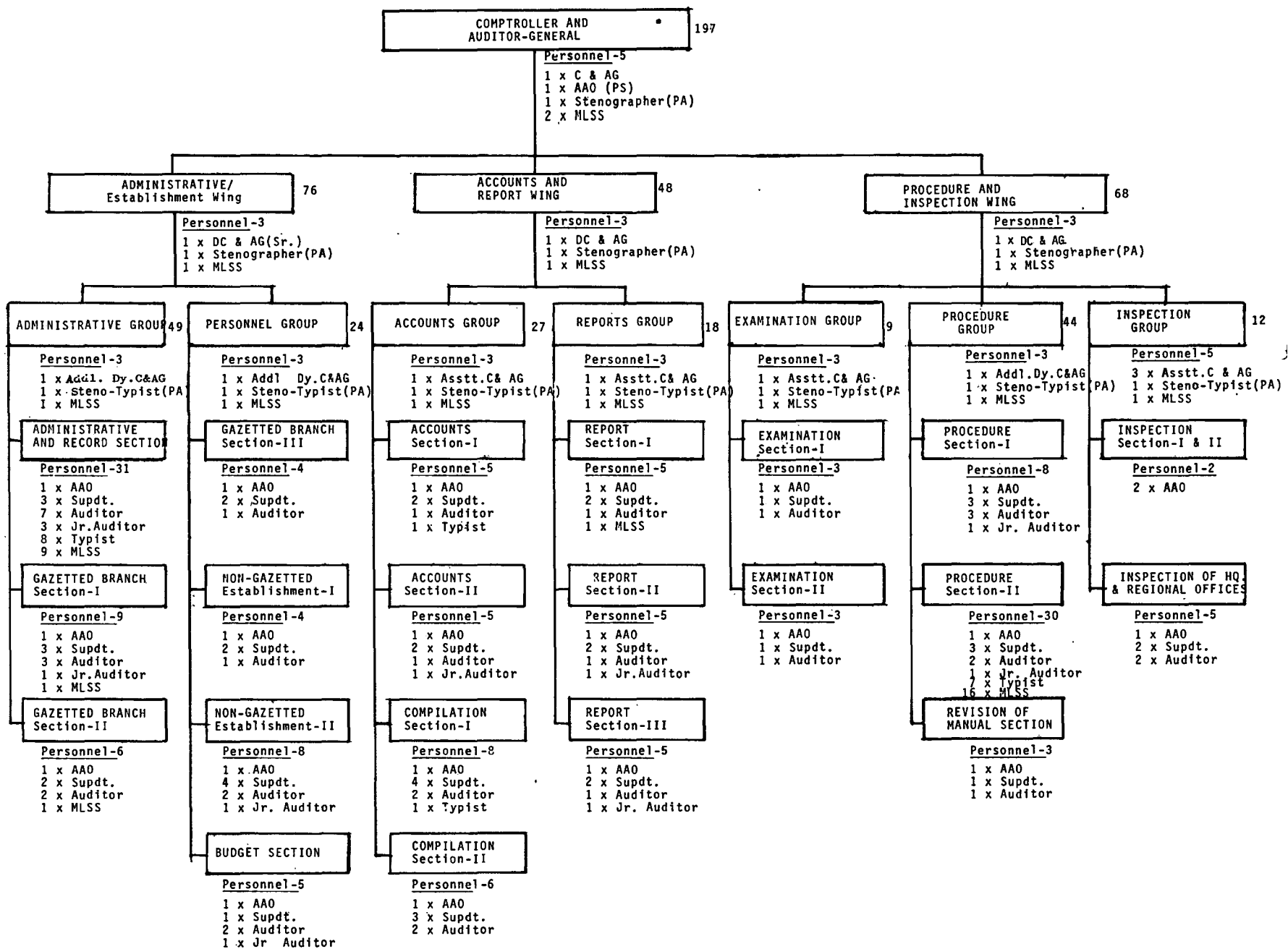
1. Keeping the public accounts of the Republic.
2. Auditing the public accounts of the Republic and of all courts of law and all authorities and offices of the Government.
3. Auditing the accounts of all statutory public authorities and public enterprises in which the Government has at least fifty per cent share and interest.
4. Preparation of appropriation and finance accounts of the Government.
5. Preparation of Commercial accounts of Government enterprises, statutory public authorities and local bodies.
6. Preparation of annual general financial statements incorporating a summary of the accounts of the Government statutory public authorities and local authorities.
7. Inspection of any office of the Government which is responsible for the keeping of any account.
8. Making rules and giving directives in respect of all matters pertaining to audit of any accounts which the Auditor-General is required to audit.
9. Submission of accounts and audit reports to the President who causes them to be laid before the Parliament.
10. Assisting the Public Accounts Committee (PAC) and Public Undertaking Committee (PUC) in their deliberations on audit reports.
11. Follow-up of the recommendations of the PAC and the PUC.
12. Supervision of all subordinate Audit and Accounts Offices which are responsible for carrying out the auditing and accounting function on behalf of the C&A.G as per rules and regulations prescribed by him.
13. Arranging training of officers and staff for professional development and conducting examination of BCS (Finance: Audit and Account) Probationers and Subordinate Accounts Service.
14. Revision of Manuals and Codes relating to audit and accounts from time to time.
15. Maintenance of liaison with all international bodies on Government accounting and auditing.
16. Auditing the Accounts of various U.N. Organisations as a Member of the U.N. Board of Auditors as Bangladesh is at present one of the three members of the U.N. Board of Auditors.
17. Carrying out any other functions assigned to the Auditor-General by the President and the Parliament.

LIST OF ATTACHED ORGANISATIONS

Departments/Offices/Institutes :

1. Office of the Accountant General (Civil).
2. Office of the Accountant General, P.T.&T.
3. Office of the Accountant General, Works and WAPDA.
4. Office of the Director General, Commercial Audit.
5. Office of the Director General, Training Academy.
6. Office of the Director General, Local and Revenue Audit.
7. Office of the Director, Mission and UN Audit.
8. Office of the Addl. Accountant General, Foreign Affairs.
9. Office of the Director General, Railway Audit, Chittagong.
10. Office of the Defence Finance Controller General.

ORGANISATION
OFFICE OF THE COMPTROLLER AND AUDITOR-GENERAL
FINANCE DIVISION
MINISTRY OF FINANCE AND PLANNING



SUMMARY OF MANPOWER

Sl.No.	Name of posts	Number of posts
Constitutional Post:		
	Comptroller & Auditor General of Bangladesh	1
CLASS-I		
1.	Deputy Comptroller and Auditor-General(Sr.)	1
2.	Deputy Comptroller and Auditor-General	2
3.	Addl. Deputy Comptroller & Auditor-General	3
4.	Asstt. Comptroller & Auditor-General	6
5.	Audit and Accounts Officer	22
6.	PS to CAG	1
Total:		36
CLASS-II		
7.	S.A.S. Superintendent	45
CLASS-III		
		84
CLASS-IV		
		32
GRAND TOTAL:		197

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. **Transport**
 - a. 2 x Car
 - b. 1 x Microbus
 - c. 1 x Motor Cycle
2. **Office equipment**
 - a. 2 x Air-cooler
 - b. 1 x Refrigerator
 - c. 1 x Plain Paper Copier
 - d. 2 x Duplicating Machine
 - e. 28 x Typewriter
3. **Miscellaneous Points**
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing Stationery, Forms & Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue & development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase, if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be

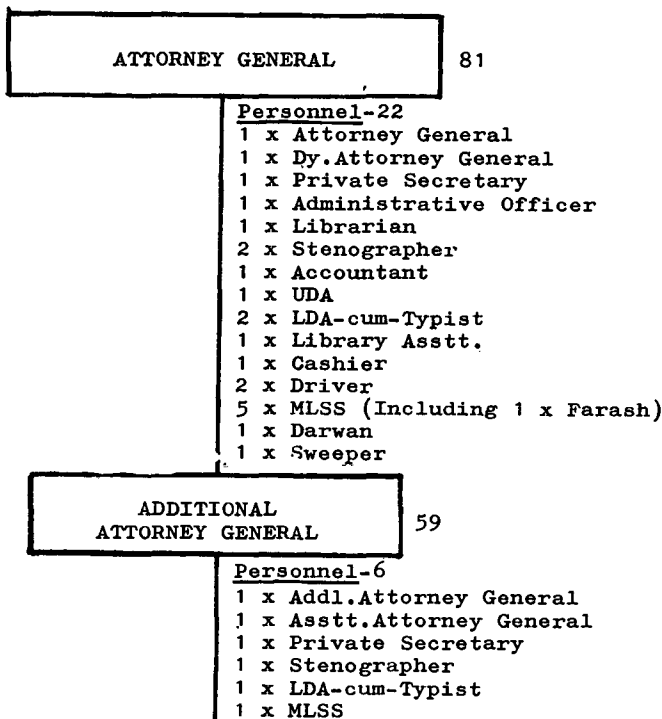
BRIGADIER
 (ENAMUL HUQ KHAN)
 CHAIRMAN, MARTIAL LAW COMMITTEE
 ON ORGANISATIONAL SET-UP OF
 MINISTRIES/DIVISIONS AND DEPARTMENTS
 26.12.82

OFFICE OF THE ATTORNEY-GENERAL

Functions

1. The allocation of functions of office of the Attorney-General are:
 - a. To advise government on all legal matters and to perform such duties as may be assigned to it by the President.
 - b. To conduct cases in the Supreme Court, the High Court and any other court on behalf of the Government.

ORGANISATION OFFICE OF THE ATTORNEY GENERAL MINISTRY OF LAW & LAND REFORMS



APPELLATE DIVISION

DEPUTY ATTORNEY GENERAL

Personnel-3

- 1 x Dy. Attorney General
- 1 x Stenographer
- 1 x MLSS

DEPUTY ATTORNEY GENERAL (Civil) Dhaka Bench

Personnel-7

- 1 x Dy. Attorney General
- 2 x Asstt. Attorney General
- 1 x Stenographer
- 2 x LDA-cum-Typist
- 1 x MLSS

DEPUTY ATTORNEY GENERAL (GENL.) Dhaka Bench

Personnel-7

- 1 x Dy. Attorney General
- 2 x Asstt. Attorney General
- 1 x Stenographer
- 2 x LDA-cum-Typist
- 1 x MLSS

DEPUTY ATTORNEY GENERAL Comilla Bench

Personnel-12

- 1 x Dy. Attorney General
- 2 x Asstt. Attorney General
- 1 x Stenographer
- 1 x UDA
- 2 x LDA-cum-Typist
- 1 x Library Asstt.
- 2 x MLSS
- 1 x Darwan
- 1 x Sweeper

DEPUTY ATTORNEY GENERAL Rangpur Bench

Personnel-12

- 1 x Dy. Attorney General
- 2 x Asstt. Attorney General
- 1 x Stenographer
- 1 x UDA
- 2 x LDA-cum-Typist
- 1 x Library Asstt.
- 2 x MLSS
- 1 x Darwan
- 1 x Sweeper

DEPUTY ATTORNEY GENERAL Jessore Bench

Personnel-12

- 1 x Dy. Attorney General
- 2 x Asstt. Attorney General
- 1 x Stenographer
- 1 x UDA
- 2 x LDA-cum-Typist
- 1 x Library Asstt.
- 2 x MLSS
- 1 x Darwan
- 1 x Sweeper

SUMMARY OF MANPOWER

SL. NO.	Name of post	No. of post
Class-I		
1.	Attorney General	1
2.	Addl. Attorney General	1
3.	Deputy Attorney General	7
4.	Asstt. Attorney General	11
5.	Private Secretary	2
Total:-		22
Class-II		
6.	Administrative Officer	1
Total:-		1
7.	Class-III	35
8.	Class-IV	23
Grand Total:-		81

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. **Transport**
 - a. 2 x Car
 - b. 1 x Bi-cycle
2. **Office equipment**
 - a. 2 x Air-cooler
 - b. 16 x Typewriter
3. **Miscellaneous Points**
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms & Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue & development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

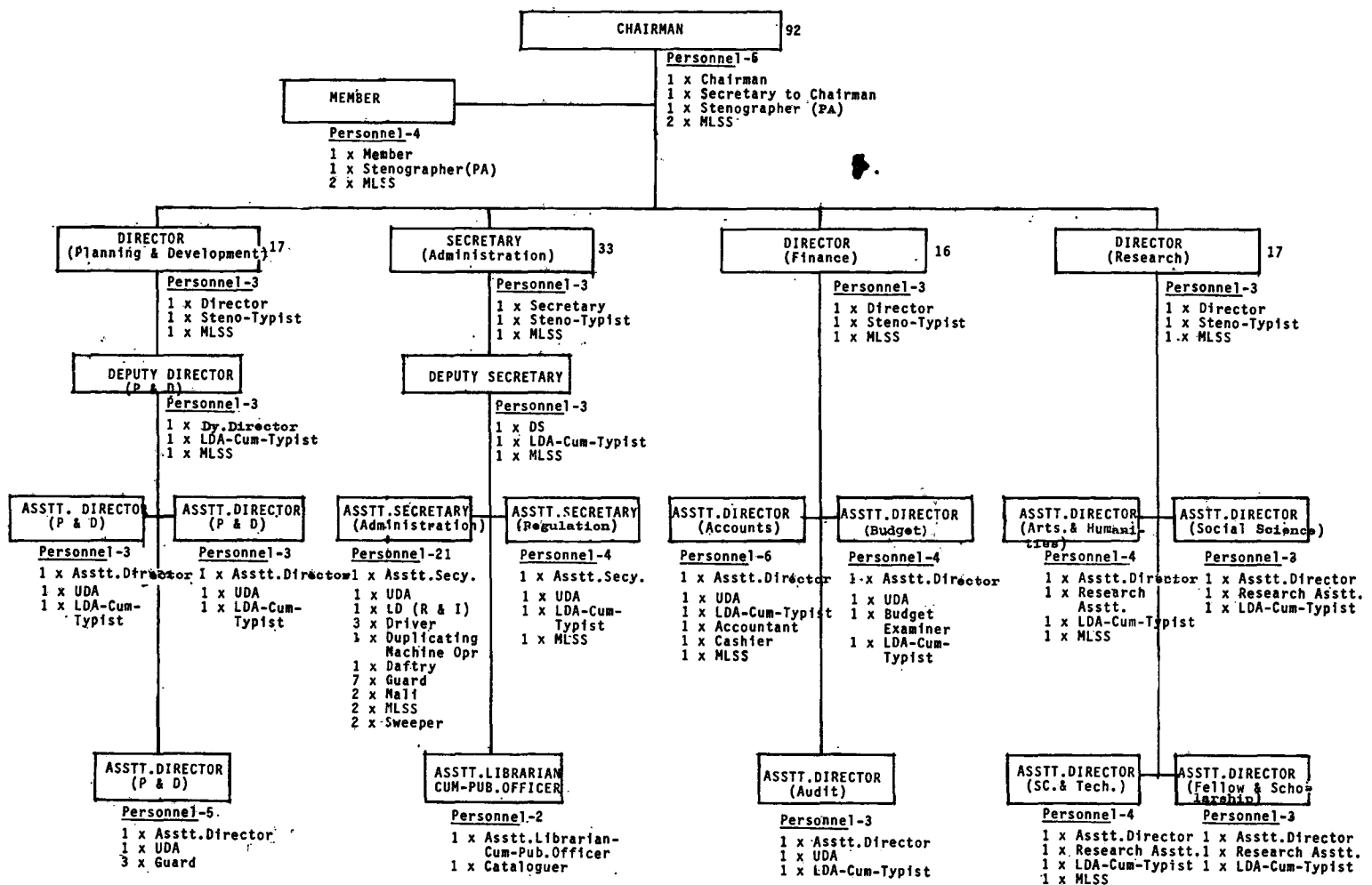
UNIVERSITY GRANTS COMMISSION OF BANGLADESH

EDUCATION DIVISION

Functions

1. To assess the needs in the field of University education and formulate plans for the development of such education.
2. To determine the financial needs of the Universities.
3. To receive funds from the Government and allocate and disburse, out of such funds; grants to the Universities for their maintenance and development.
4. To evaluate the programmes under implementation for development of University teaching departments, institutes and other constituent institutions.
5. To examine all kinds of University development plans.
6. To collect statistical and other information on University matters.
7. To advise the Government on the establishment of new Universities or on proposals for expansion of the existing Universities.
8. To advise the Government on proposals to grant the right to confer special degree-awarding status on colleges which may be considered suitable for such status.
9. To exercise such other powers and perform such other functions as may be conferred on it by any law or by the Government.
10. The Commission shall have the right to visit the Universities or to have them visited by teams of experts as and when necessary for evaluating their programmes and assess their needs and requirements.
11. If any University fails within a reasonable time to comply with any recommendation made by the Commission, the Commission may after taking into consideration the cause, if any, withhold from the University the grants proposed to be made out of the Fund of the Commission.

ORGANISATION UNIVERSITY GRANTS COMMISSION



Sl. No.	Name of post	No. of post
1.	Chairman	1
2.	Member	1
3.	Secretary	1
4.	Director	3
5.	Deputy Secretary	1
6.	Deputy Director	1
7.	Asstt. Secretary	2
8.	Asstt. Director	10
9.	Secretary to Chairman	1
10.	Asstt. Librarian-cum-Publication Officer	1

CLASS - III	37
CLASS - IV	33
GRAND TOTAL	92

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

1. Transport

- a. 3 X Car.
- b. 1 X Motor Cycle.

2. Office equipment

- a. 3 X Air-Conditioner.
- b. 16 X Typewriter.
- c. 1 X Plain Paper Copier.
- d. 1 X Franking Machine.
- e. 12 X Calculating Machine.
- f. 1 X Duplicating Machine.

3. Miscellaneous points

- a. Private use of Government Transport on payment will be as per latest Government Instructions.
- b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- c. In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue and development (project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

PLANNING COMMISSION AND SECRETARIAT

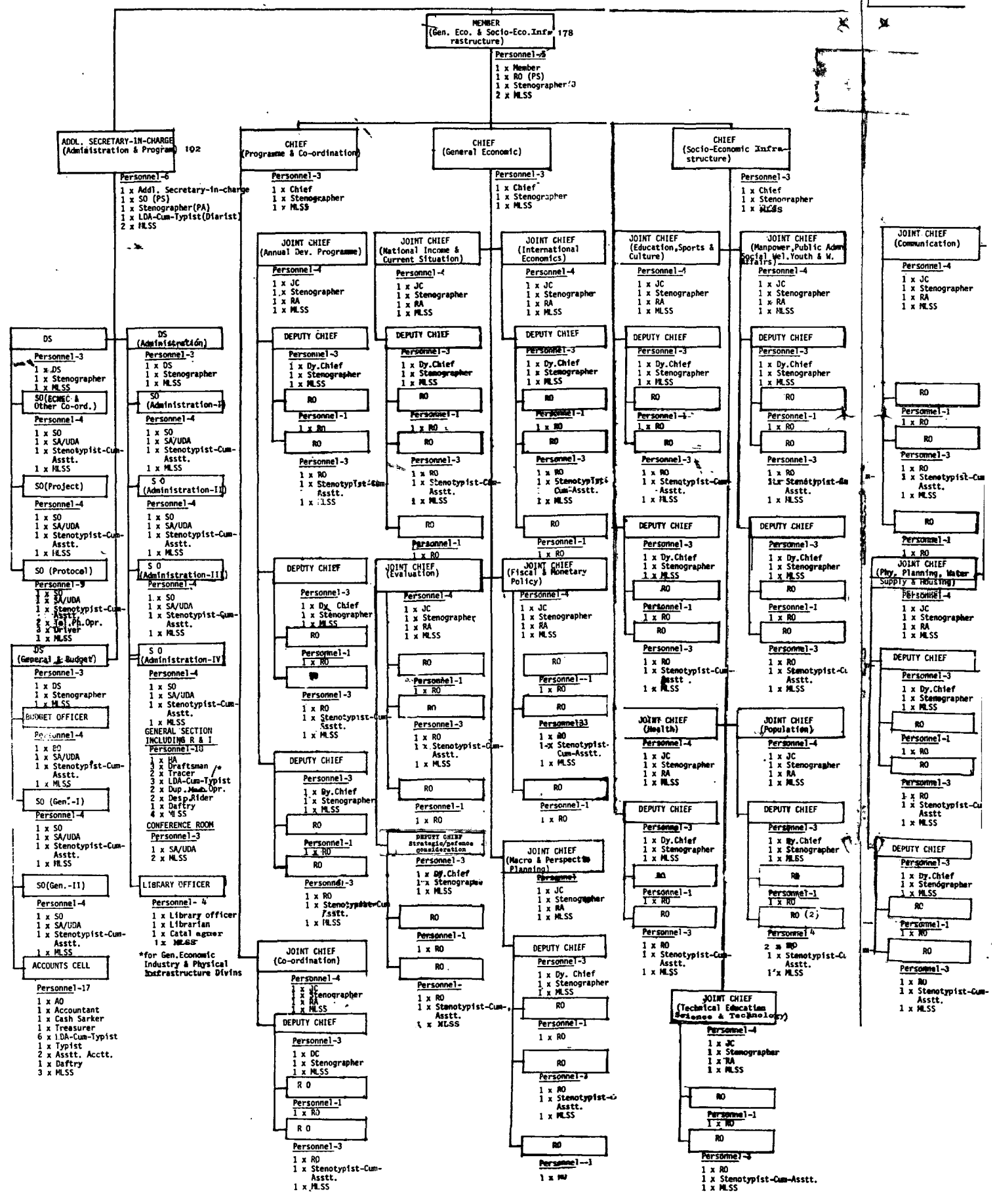
Functions

1. Preparation of national plans—annual, five-year and perspective for the economic and social development of the country in accordance with the socio-economic objectives of the Government of Bangladesh.
2. Preparation of annual development programmes within the frame-work of national plan and formulation of policies for the implementation and impact on the economy.
3. Periodic review of national development plan, study of its implications and impact on the economy.
4. Review on selective basis the operational performance of various sectors of the economy.
5. Evaluating plan performance and watching the progress of plan implementation on a continuous basis in order to prepare evaluation on national plans.
6. Study of important economic issues and formulation of economic policies and measures.
7. Evaluation of external debts and submission of reports thereon along with evaluation of national plans.
8. Undertaking and promoting economic research and initiating surveys and investigations needed to support effective planning and development.
9. Advice on the nature of the machinery for securing efficient execution of national plans, annual programmes and economic policies.
10. Stimulating and where necessary initiating project formulation, examining and tendering advice on programmes and projects with a view to determining their consistency with the national objectives.
11. Reviewing the progress of implementation of approved projects, particularly aided projects; identifying the causes of delays and difficulties in the implementation of projects and proposing solutions thereof.
12. Coordination of development activities of various Ministries and their agencies where such activities are inter-related or inter-dependent.
13. Coordination of economic policies which have economic impact or involve more than one Ministry.
14. To act as the National Focal Point on New and Renewable Sources of Energy as well as to perform the coordinating role on all energy related inter-Ministerial matters.
15. Matters relating to :
 - a. Bangladesh Institute of Development Studies.
 - b. National Foundation for Research on Human Resource Development.
 - c. Social Science Research Council.
16. Liaison with international organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
17. All laws on subjects allotted to this Division.
18. Inquiries and statistics on any of the subjects allotted to this Division.
19. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

LIST OF ATTACHED ORGANIZATIONS

Autonomous/Semi-Autonomous Bodies :

1. Social Science Research Council
2. Bangladesh Institute of Development Studies
3. National Foundation for Research on Human Resource Development.



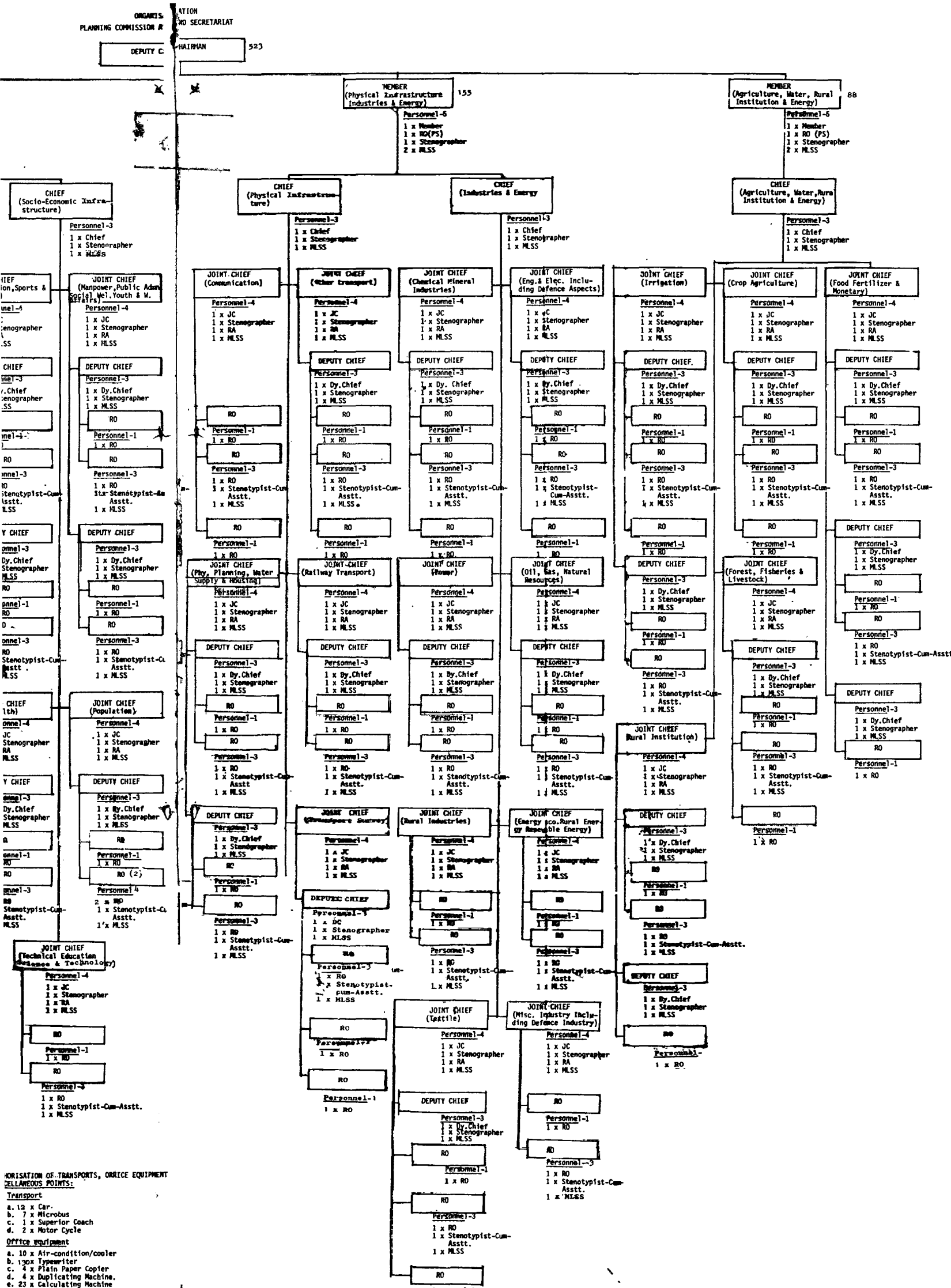
ABBREVIATION
RA = Research Assistant
RO = Research Officer
SA = Section Assistant
SO = Section Officer

SUMMARY OF MANPOWER		
Sl. No.	Name of the posts	Number of posts
CLASS-I		
1.	Member	3
2.	Adl. Secretary	1
3.	Chief	6
4.	Joint Chief	30
5.	Deputy Chief	33
6.	Section Officer	10
7.	Research Officer	96
8.	Budget Officer	1
9.	Library Officer	1
CLASS-I TOTAL:		184
CLASS-II		
10.	Librarian	1
11.	Accounts Officer	1
CLASS-II TOTAL:		2
CLASS-III		TOTAL 199
CLASS-IV		TOTAL 138
GRAND TOTAL:		523

**AUTHORISATION OF TRANSPORTS, OFFICE EQUIPMENT
MISCELLANEOUS POINTS:**

- Transport**
 - 12 x Car
 - 7 x Microbus
 - 1 x Superior Coach
 - 2 x Motor Cycle
- Office equipment**
 - 10 x Air-condition/cooler
 - 100 x Typewriter
 - 4 x Plain Paper Copier
 - 4 x Duplicating Machine
 - 23 x Calculating Machine
- Miscellaneous Points**
 - Private use of Government Transport to be as per latest Government Instructions.
 - Transport, Office equipment and air-cooler held in excess of the above are to be handed over to the Directorate of Transport, Controller of Printing, Stationery and Publications and Public Works Department.
 - In future fresh purchase of transport must, Air-Conditioner/Cooler etc. out development (Project) budget will not be authorized unless permitted by the authority. New purchase if any, sanctioned by the competent authority will be processed on non-availability certificate from authority i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms and Chief Engineer, P.W.D. as to

payment will be made by the Government. The Government will be responsible for the payment of the transport, office equipment and air-cooler held in excess of the above are to be handed over to the Directorate of Transport, Controller of Printing, Stationery and Publications and Public Works Department.



ORGANISATION OF TRANSPORTS, OFFICE EQUIPMENT & MISCELLANEOUS POINTS:

Transport

a. 12 x Car.

b. 7 x Microbus

c. 1 x Superior Coach

d. 2 x Motor Cycle

Office equipment

a. 10 x Air-condition/cooler

b. 130x Typewriter

c. 4 x Plain Paper Copier

d. 4 x Duplicating Machine.

e. 23 x Calculating Machine

Miscellaneous Points

a. Private use of Government Transport or as per latest Government Instructions.

b. Transport, Office equipment and air-conditioner held in excess of the above will be handed over to the Directorate of Transport, Controller of Printing, Stationery & Publications and Public Works Department respectively.

c. In future fresh purchase of transport, Air-Conditioner/Cooler etc. out of development (Project) budget will not be authorized unless permitted by the competent authority. New purchase of any, sanctioned transport, will be processed after obtaining non-availability certificate from the Directorate of Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

- The posts of Division Chief and Section Chief are redesignated as Chief and Joint Chief respectively without any financial implication.
- Minimum 50% of the posts of Chief, Joint Chief and Deputy Chief will be filled up through direct recruitment/deputation/contract service.
- Maximum 50% of the posts of Research Officers may belong to Senior Scale of Pay. Out of the Senior Scale holder maximum 20% may be filled up through direct recruitment/deputation/contract service.
- Maximum 20% of the posts of Research Officers (excluding Senior Scale holders) may be filled up through departmental promotion from the suitable lower category employees of the Planning Commission and Secretariat and Planning Cells.
- The posts of RA and UDA will be treated as identical and mutually transferable.
- Officers for "strategic/performance consideration" cell will be deputed from the defence services.

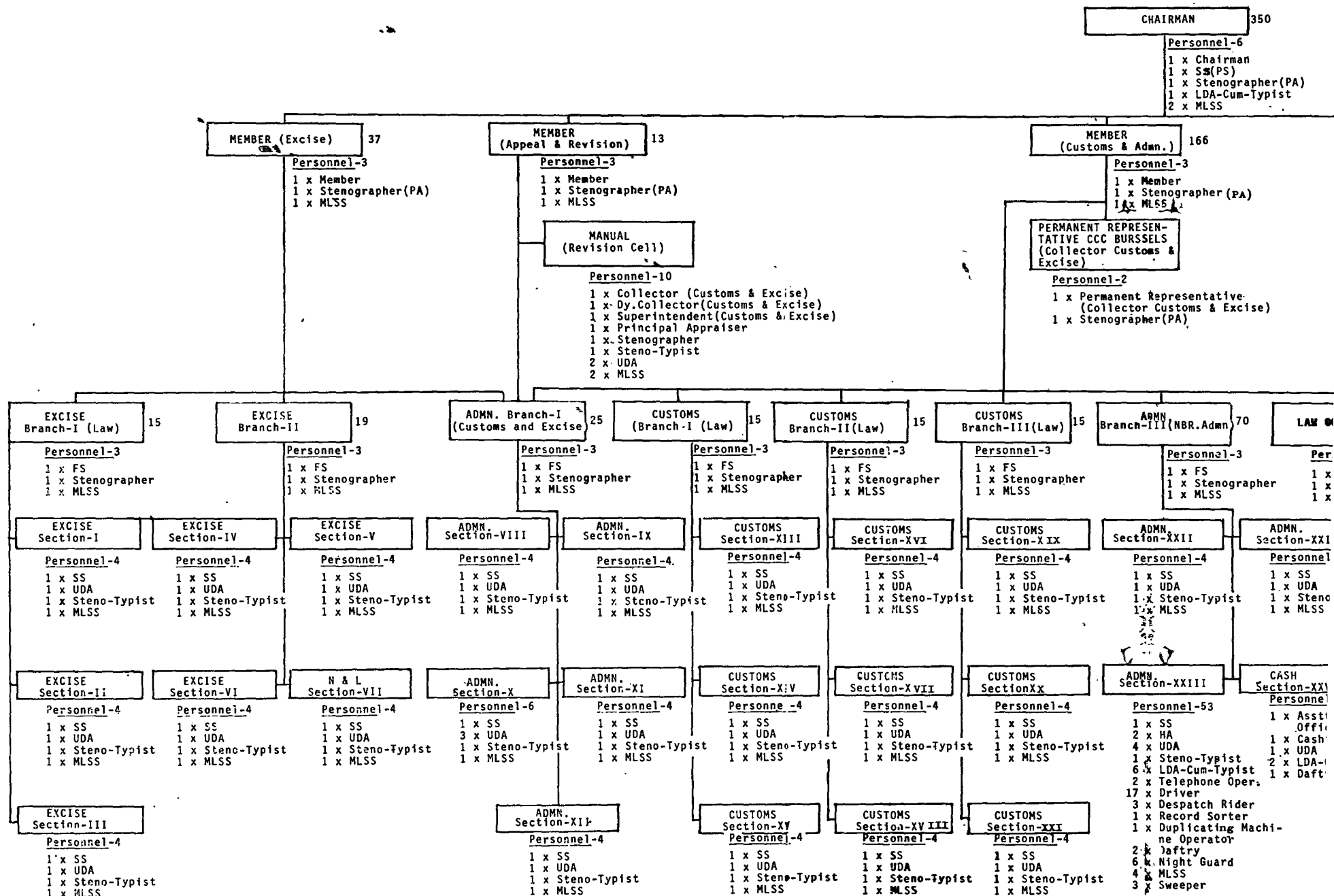
BRIGADIER
(ENAMUL HUSSAIN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82

NATIONAL BOARD INTERNAL RESOURCES

Functions

1. Raising of necessary domestic revenue for the Government.
2. Matters relating to all taxes, duties, fees, etc., other than land revenue.
3. Administration of all Excise, Customs and Taxation Services.

ORGANISATION
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING



SUMMARY OF MANPOWER

Sl. No.	Name of post	No. of post
Class-I		
1.	Ex-Officio Chairman/Secretary, IRD	1
2.	Member	5
3.	P.R.C.C.C.	1
4.	Director (R & S)	1
5.	Dy. Director (R & S)	1
6.	F.S.	11
7.	S.S.	37
8.	Law Officer	1
9.	P.R.O.	1
10.	A.A.O.	1
11.	R.O.	3
12.	S.O.	3
13.	Asstt. Director	4
14.	Sr. System Analyst	1
15.	System Analyst	2
16.	Sr. Programmer	2
17.	Programmer	6
18.	Collector (C & E)	1
19.	Dy. Collector	1
Total		83
Class-II		
20.	Principal Appraiser	1
21.	Superintendent (C & E)	1
Total		2
22.	Class-III	183
23.	Class-IV	82
Grand Total:-		350

ABBREVIATION:

F.S. = First Secretary
S.S. = Second Secretary
A.D.(R & S) = Assistant Director (Research and Statistics)
P.R.O. = Public Relation Officer
R.O. = Research Officer
S.O. = Statistical Officer
A.A.O. = Assistant Accounts Officer
St.Inv. = Statistical Investigator
C.C.C. = Customs Co-operation Council
V and E = Vigilance and Evaluation
N and L = Narcotics and Liquor.

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS

1. Transport
 - a. 12 x Car
 - b. 2 x Microbus
 - c. 2 x Staff bus
 - d. 2 x Motor Cycle for DR duty
2. Office equipment
 - a. 7 x Air-conditioner/cooling
 - b. 1 x Plain Paper Copier
 - c. 2 x Duplicating Machine
 - d. 80 x Typewriter
 - e. 2 x Point to Point Telex
 - f. 44 x Calculator
3. Miscellaneous points
 - a. Private use of Government Transport on payment of latest Government instructions.
 - b. Transport, office equipment and air-conditioner/excess of the above authorisation to be handed over to Director of Government Transport, Controller of Stationery, Forms and Publications and Public Works respectively.
 - c. In future fresh purchase of transport, office equipment/conditioner/cooling etc. out of Revenue and Development budget will not exceed above authorisation unless the competent authority. New purchase if any, shall be processed after obtaining availability certificate from concerned authorities of Government Transport, Controller of Printing and Publications and Chief Engineer, P.W.D. as

* Chairman's personal staff will not be appointed when the Chairman has personal staff in his capacity as Secretary IRD.

OF REVENUE DIVISION

4. Administration of all matters relating to:
 - a. Alcoholic liquor for human consumption.
 - b. Opium, ganja, hemp and narcotic drugs and narcotics.
5. Medical and toilet preparations containing alcohol or any substance containing opium, ganja, hemp, narcotic drugs and narcotics.
6. Opium and ganja, as regards cultivation, manufacture and sale for export.

ORGANISATION
NATIONAL BOARD OF REVENUE
INTERNAL RESOURCES DIVISION
MINISTRY OF FINANCE AND PLANNING

CHAIRMAN 350
Personnel-6
1 x Chairman
1 x SS(PS)
1 x Stenographer(PA)
1 x LDA-Cum-Typist
2 x MLSS

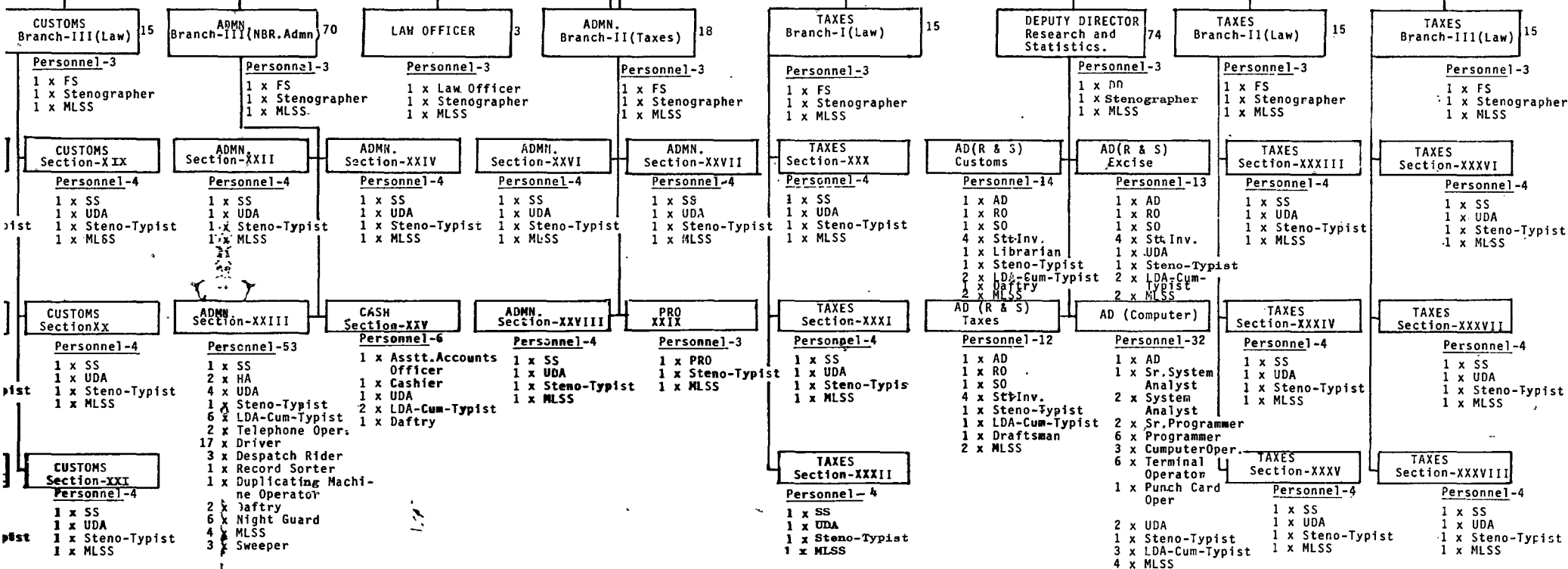
MEMBER (Customs & Adm.) 166
Personnel-3
1 x Member
1 x Stenographer (PA)
1 x MLSS

PERMANENT REPRESENTATIVE CCC BURSSELS (Collector Customs & Excise)
Personnel-2
1 x Permanent Representative (Collector Customs & Excise)
1 x Stenographer(PA)

MEMBER (Taxes-I) 95
Personnel-3
1 x Member
1 x Stenographer(PA)
1 x MLSS

MEMBER (Taxes-II) 33
Personnel-3
1 x Member
1 x Stenographer(PA)
1 x MLSS

DIRECTOR Research and Statistics 77
Personnel-3
1 x Director
1 x Stenographer(PA)
1 x MLSS



ORGANISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

Transport

- a. 12 x Car
- b. 2 x Microbus
- c. 2 x Staff bus
- d. 2 x Motor Cycle for DR duty

Office equipment

- a. 7 x Air-conditioner/cooler
- b. 1 x Plain Paper Copier
- c. 2 x Duplicating Machine
- d. 80 x Typewriter
- e. 2 x Point to Point Tele
- f. 44 x Calculator

Miscellaneous points

- a. Private use of Government Transport on payment will be as per latest Government instructions.
- b. Transport, office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Director of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
- c. In future fresh purchase of transport, office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorisation unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

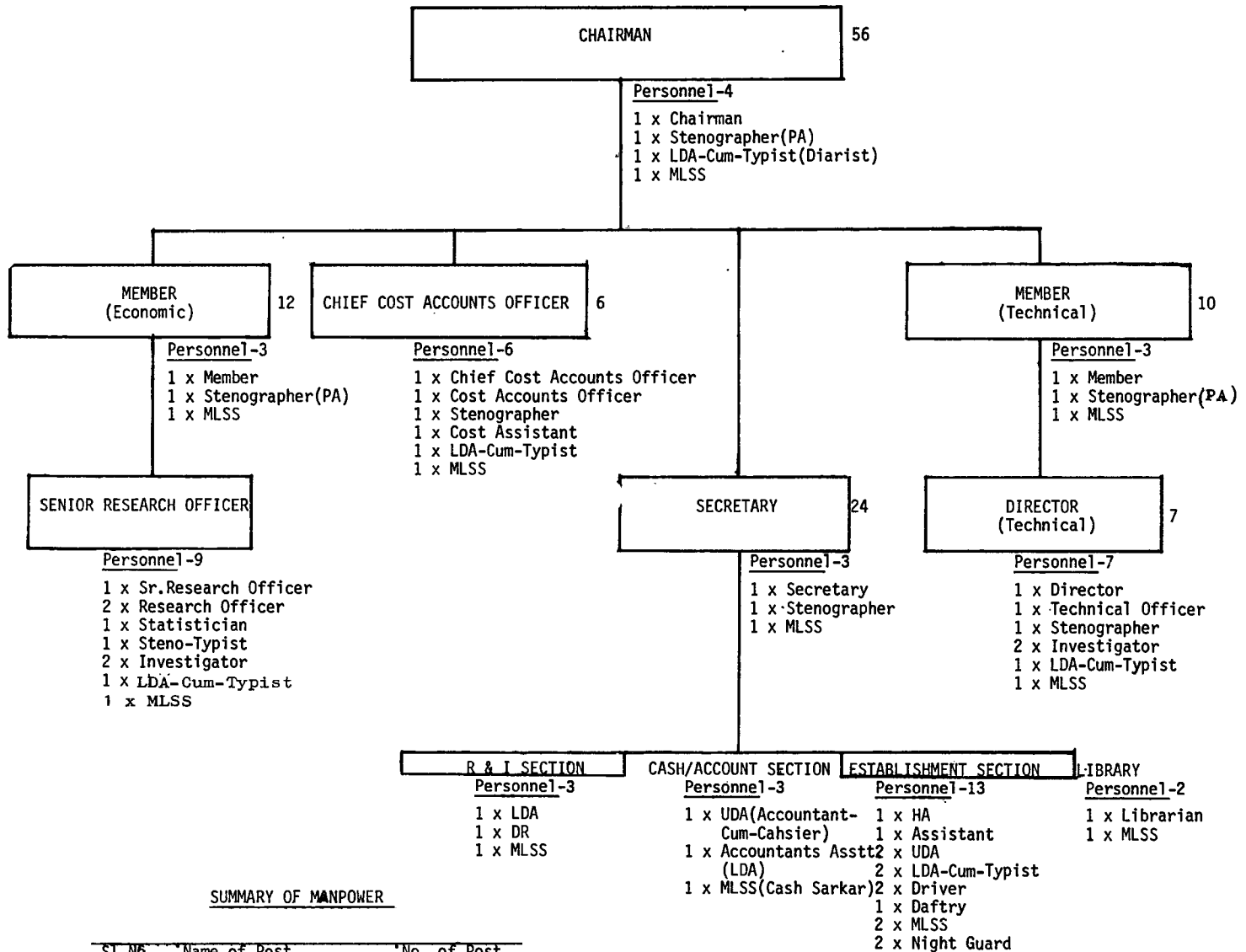
BRIGADIER
(EXAMUL JUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
26.12.82.

TARIFF COMMISSION
COMMERCE DIVISION

Functions

1. Carry out enquiries under sections 2 and 3 of the Protective Duties Act (LXI of 1950) as amended from time to time .
2. Consider and recommend what protective tariffs or other forms of assistance are necessary for the protection of an industry.
3. Investigate into and report upon the performance of an industry or any unit(s) of an industry in the Public Sector as may be referred to by the Government from time to time.
4. Enquire into specific complaints referred to by Government or received direct from trade or industry of public whether a manufacturer or a group of manufacturers, either in the public or co-operative or private sector by taking undue advantage of their monopolistic position in the domestic market or for any other reasons is charging higher prices or causing artificial scarcity or supplying substandard goods to the detriment of public interest.
5. Investigate into allegations of dumping and other methods adopted in the import and sale of foreign goods in so far as they affect the interest of domestic industry.
6. Investigate into the export potential of industries applying for protection and recommend measures which would, alongwith affording protection into the home market, improve the export prospects of such industries.
7. Enquire into specific complaints, referred to the Commission by Government or received direct whether a manufacturer or group of them is taking undue advantage of the protection afforded to them by the Tariff Commission and are charging prices not warranted by legitimate cost of production in order to manipulate high prices by curtailment of production or by other unfair means or is acting in a manner which results in unnecessarily high prices being charged to the consumer for their goods or are acting in restraint of trade to the detriment of public interest.
8. Examine the rates of import duty as between raw materials and finished or semi-finished goods with a view to recommending adjustments in rates so as to improve the competitive position of domestic industry.
9. Investigate into and report upon tariff and other allied matters as directed by Government or as may be required under the law enacted from time to time.
10. Investigate into the administration of customs, tariff and excise duties with a view to determining their effects on domestic industries.
11. Advise , if required by Government, on ways and means of securing production in protected industries at the most economical cost.
12. Advise, if required by Government on the formulation of import policy, in granting permission to set up a new or expansion of an existing industry.

ORGANISATION
TARIFF COMMISSION
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE



SUMMARY OF MANPOWER

Sl.No.	Name of Post	No. of Post
<u>CLASS-I</u>		
1.	Chairman	1
2.	Member	2
3.	Secretary	1
4.	Chief Cost Accounts Officer	1
5.	Director(Technical)	1
6.	Senior Research Officer	1
7.	Research Officer	2
8.	Technical Officer	1
9.	Cost Accounts Officer	1
10.	Statistician	1
<u>CLASS-II</u>		1
<u>CLASS-III</u>		28
<u>CLASS-IV</u>		15
GRAND TOTAL:-		56

AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport
 - a. 3 x Car
 - b. 2 x Bi-cycle
2. Office equipment
 - a. 1 x Air-cooler
 - b. 1 x Duplicating Machine
 - c. 8 x Calculator
 - d. 2 x Wall Clock
 - e. 2 x Pedestal Fan
 - f. 14 x Typewriter
3. Miscellaneous Points
 - a. Private use of Government Transport on payment will be as per latest Government Instructions.
 - b. Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Public Works Department respectively.
 - c. In future fresh purchase of transport, Office equipment, Air-conditioner/cooler etc. out of Revenue and Development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the competent authority will be processed after obtaining non-availability certificate from concerned authority i.e. Directorate of Government Transport, Controller of Printing, Stationery, Forms and Publications and Chief Engineer, P.W.D. as the case may be.

Enamul Huq Khan

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
09.1.83.

PUBLIC ADMINISTRATION TRAINING CENTRE
ESTABLISHMENT DIVISION

Functions

1. To determine training needs of Senior Administrators and top Executives in Government and Autonomous Organisations and Public Enterprises.
2. To advise Government in determination of training policies and in matters of selection of Participants of various courses.
3. To prepare training calendar, curricula and time tables and maintaining close liaison with Government.
4. To conduct long regular training courses, short courses, MDP courses and special courses and arrangement of board and lodge for participants.
5. To organise and hold Seminars, Conferences and Workshops and establishment of linkage with sister organisations.
6. To organise and conduct Field Research, Follow-up and Feedback Programme.
7. To organise and conduct research in the Research and Development Cell for improving training techniques and methodology.
8. To evaluate individual performance of participants and submission of reports to Government.
9. To organise Centre Library and acquisition of books, journals, publications, etc. to provide reading materials.
10. To publish centre journals, research materials, case study, etc.
11. To conduct research in public administration.
12. Provide consulting services to Government.
13. To provide and to assist others to provide training in public administration to selected Government Officers with a view to :
 - a. Increasing their knowledge of modern management.
 - b. Helping them to use new approaches, skills and techniques.
14. To publish studies and other materials on Government structure and administration.
15. To develop and publish indigenous teaching and reference materials.
16. To stimulate a professional approach towards public administration and the publication of journal.

17. To create, in form and spirit, a Public Administration which possess the dynamism in keeping with the development needs of the country to overcome low levels of income and productivity—a Public Administration which generates self-reliance and confidence based on achievements and which has the drive and strength required for accelerated growth of the economy.
18. To motivate the civil servants as “catalytic agents of change”, responsive to the country’s economic and social imperatives.
19. To create the capability within the Secretariat of the Establishment Division to formulate and promote necessary administrative reforms compatible with the State policies.
20. To provide basic training known as ‘the foundation course’, to fresh entrants to various cadre services recruited by the Public Service Commission.
21. To organise short in-service refresher courses for junior and mid-level Executives drawn from various Government Departments and sector corporations.
22. To conduct research and provide consultancy services with approval of the Board of Governors/Establishment Division, in areas relating to public administration, training and development administration.
23. To act as Directorate of Staff Training for the country.
24. To inspect, supervise and co-ordinate the activities of the branches of the centre at the field level.
25. To organise small research work on Personnel Management and to ensure publication of a professional bi-annual journal in Personnel Management and Training.
26. To ensure foundation, in-service, refresher and orientation training courses for the class-II officers and non-gazetted staff of the Government.
27. To take steps to evaluate the training programmes and assess the training need.
28. To organise in-service skill development and conversion courses in typing and short-hand.
29. To organise in-service training course for the non-gazetted officials of the concerned Division.
30. To assist Regional PATC Dhaka in evaluating the training activities and help publication of Centre journal by contributing writings.
31. To organise skill development and conversion courses in short-hand and typing through in-service training of Typists, Steno-typists and Stenographers of various Government Departments.

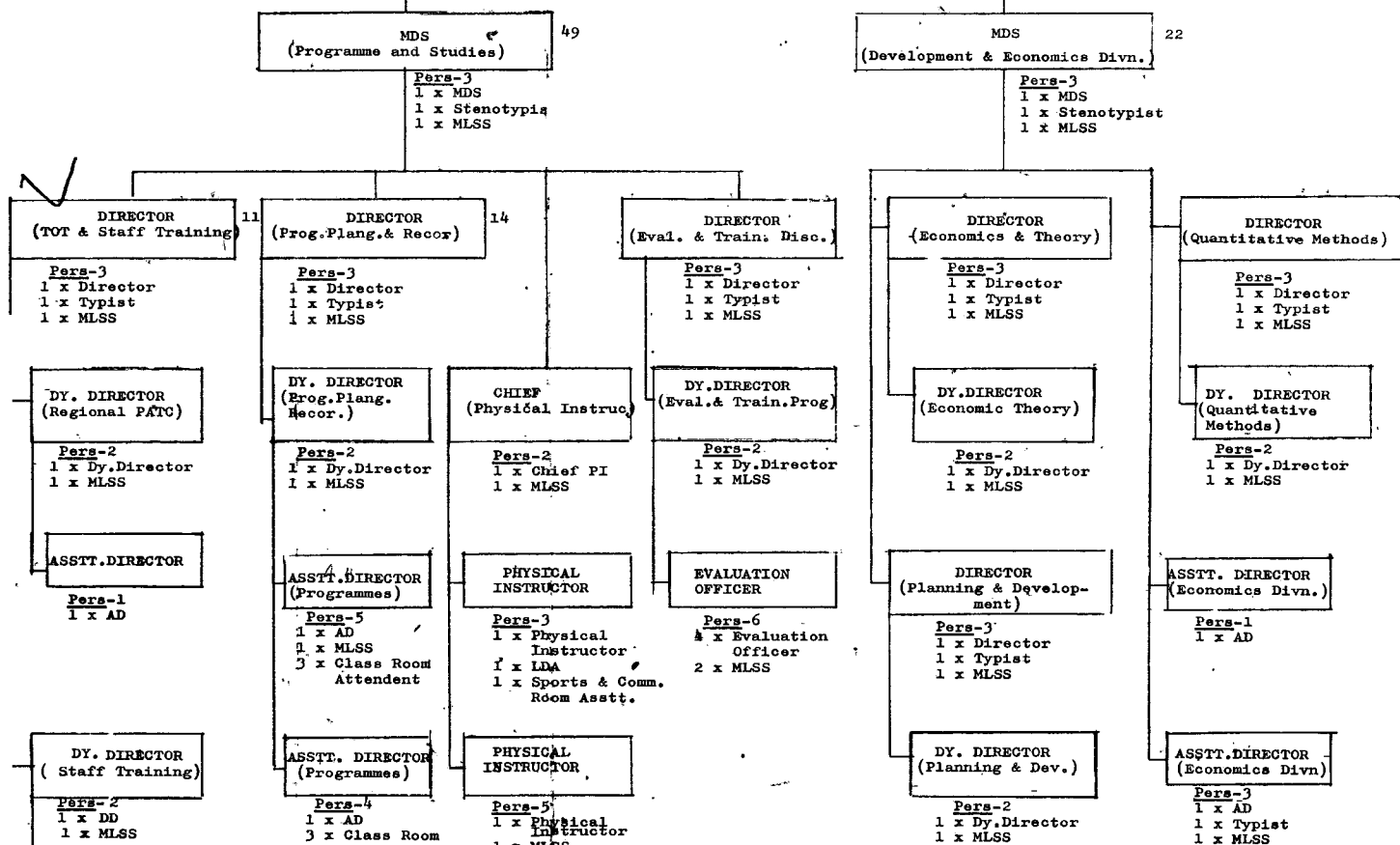


REVISED ORGANISATION
PUBLIC ADMINISTRATION TRAINING CENTRE
ESTABLISHMENT MON

RECTOR

426

Factor
Stenographer (PA)
MLSS



AUTHORISATION OF TRANSPORT, OFFICE EQUIPMENT AND MISCELLANEOUS POINTS:

1. Transport

- 6 x Car
- 10 x Microbus
- 1 x Jeep
- 1 x Mini-Moke
- 1 x Superior Coach
- 4 x Motor Cycle

2. Office equipment

- 27 x Air-cooler
- 6 x Refrigerator
- 12 x Water Cooler
- 4 x Television set
- 7 x Duplicating Machine
- 7 x Plain Paper Copier
- 60 x Typewriter
- 2 x Electric Typewriter
- 2 x Photostat Machine
- 30 x Calculator
- 6 x Overhead Projector
- 2 x Public Address System
- 2 x Gakhen fax (scanner)
- 1 x Image processor for Reproduction
- 5 x Projector (16mm)
- 2 x VTR
- 3 x Slide Projector
- 8 x Tape Recorder
- 2 x Epidiascope
- 1 x Paper Cutting Machine
- 2 x Step down Transformer
- 2 x Amplifier

3. Miscellaneous Points

- Private use of Government Transport on payment will be as per latest Government Instructions.
- Transport, Office equipment and air-conditioner/cooler held in excess of the above authorisation to be handed over to the Directorate of Government Transport, Controller of Printing, Stationery, Forms & Publications and Public Works Department respectively.
- In future fresh purchase of transport, office equipment, Air-Conditioner/Cooler etc. out of revenue & development (Project) budget will not exceed above authorization unless permitted by the competent authority. New purchase if any, sanctioned by the Competent authority will be processed after obtaining non-availability certificate from concerned authority, i.e. Directorate of Govt. Transport, Controller of Printing, Stationery, Forms & Publications and Chief Engineer, P.W.D. as the case may be.
- Additional staff sanctioned for the Regional PATC will be employed on required basis keeping in view the load of Trainees.

ABBREVIATION	
AD	= Assistant Director
AL	= Assistant Librarian
AV	= Audio-visual
AVTO	= Audio-visual Technical Officer
B & W	= Black and White
BASC	= Bangladesh Administrative Staff College
CDS	= Copying and Duplicating Supervisor
COTA	= Civil Officers' Training Academy
DD	= Deputy Director
DEV.	= Development
DG	= Director-General
DUP.	= Duplicating
E & B	= English and Bengali
EQ.	= Equipment
EVAL.	= Evaluation
HQ.	= Head Quarters
LIP.	= Library
MACH.	= Machine
MDS	= Member Directing Staff
METH.	= Method
MM	= Milli Metre
M.O.P.	= Machine Operator
N	= Night
NIPA	= National Institute of Public Admn.
OP.	= Operator
OS	= Office Supervisor
PA	= Personal Assistant
PBX	= Private Branch Exchange
PATC	= Public Administration Training Centre
PRO	= Public Relation Officer
RECO	= Records
REPRO.EQUIP	= Reproducing Equipment
SRO	= Senior Research Officer
STATIS.	= Statistical
STI	= Staff Training Institute
TELE.	= Telephone
TOT	= Training of Trainers
TRG.	= Training
TS	= Technical Supervisor
VTR	= Video Tape Recording/Recorder

Office of the PATC - 88

DY. DIRECTOR (Chittagong)	DY. DIRECTOR (Khulna)
Pers-22 1 x DD 2 x AD 1 x Jr. Instructor 1 x Statist. Asstt. 1 x Head Asstt. 1 x Cataloguer 1 x TS 1 x Accountant 1 x Cashier 1 x Dup. Machine Operator 1 x Stenotypist 1 x LDA-cum-Typist 1 x LDA 1 x Driver 4 x Trg. Asstt. 1 x Night Guard 2 x MLSS	Pers-22 1 x DD 2 x AD 1 x Jr. Instructor 1 x Statist. Asstt. 1 x Head Asstt. 1 x Cataloguer 1 x TS 1 x Accountant 1 x Cashier 1 x Dup. Machine Operator 1 x Stenotypist 1 x LDA-cum-Typist 1 x LDA 1 x Driver 4 x Trg. Asstt. 1 x Night Guard 2 x MLSS

BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
MINISTRIES/DIVISIONS AND DEPARTMENTS
30.12.82

IMMEDIATE

Chief Martial Law
Administrator's Secretariat
Old Sangshad Bhaban
Tejgaon, Dhaka
Telephone Military : 861
No. 7005/1/Civ/CMLA
18 April, 1982

To : All Secretarie /Additional Secretaries-in-charge

Brigadier Enamul Huq Khan
Director Staff Duties
Army Headquarters.

Lieutenant Colonel Kh. Nurul Haque, psc
Adjutant General's Branch
(Personnel Services Directorate)
Army Headquarters.

Major A.B.M. Ruhul Amin Siddik,
Signals, General Staff Branch
(Weapons, Equipment & Statistics Directorate)
Army Headquarters.

Mr. S.K. Das
Deputy Secretary (O&M Wing)
Establishment Division.

Information : All Deputy Chief Martial Law Administrators
Army Headquarters
General Staff Branch
(Military Operation Directorate).

Army Headquarters
Military Secretary's Branch
Dacca Cantonment.

} To detail officers of
} Bangladesh Army.

All Zonal Martial Law Administrators.

SUBJECT : Committee for Examining Organisational Set-up of Ministries/Divisions,
Departments and Other Organisations under them.

1. The Chief Martial Law Administrator is pleased to appoint a Martial Law Committee to examine organisational set-up of Ministries/Divisions, Departments and other organisations under them. The composition of the Committee will be as under :

- | | | |
|---|----|-------------------------|
| a. BA-142 Brigadier Enamul Huq Khan
Director Staff Duties
Army Headquarters. | .. | <i>Chairman</i> |
| b. BSS-387 Lieutenant Colonel Kh. Nurul Haque, psc
Adjutant General's Branch
(Personnel Services Directorate)
Army Headquarters. | .. | <i>Member</i> |
| c. BSS-609 Major ABM Ruhul Amin Siddik,
Signals, General Staff Branch
(Weapons, Equipment & Statistics Directorate)
Army Headquarters. | .. | <i>Member</i> |
| d. Mr. S.K. Das
Deputy Secretary (O&M Wing)
Establishment Division. | .. | <i>Member-Secretary</i> |

2. The Committee shall complete the task phase-wise.

- a. Phase I. Ministries/Divisions.
- b. Phase II. Departments and other organisations.

3. The terms of reference of the committee shall be as follows :

- a. To review/recommend charter of duties (in brief) of various Sections, Branches, Wings, Divisions and Departments.

- b. Scrutinize existing/sanctioned manpower upto section level in relation to actual requirement.
 - c. Review holding and requirement of transport, under use of the Ministries/ Divisions, Departments and other organisations under them.
 - d. Examine policies on telephone, accommodation (married and offices) and office equipments, etc.
 - e. Record observations on administrative inefficiency, irregularities and recommend steps to improve efficiency and functioning.
 - f. Suggest rationalization of organisation and functions of Ministries/Divisions/ Departments and related organisations.
4. The Chairman of the Committee may **co-opt any person from Ministries as a Member**, if considered necessary. The Committee may visit any Ministry/Division as and when required for the task assigned.
5. All Ministries/Divisions are directed to prepare and keep available following informations :
- a. Organisation chart in tree form and statement of manpower.
 - b. Charter of duties.
 - c. Statement of manpower (Officers and Staff).
 - d. Own recommendations to improve administrative efficiency.
 - e. Nominal rolls of all class I gazetted officers with date of appointment and date of birth, etc.
 - f. All the informations mentioned above paragraph (5 a to c) with regard to Departments and Organisations under their control except Public Statutory Corporations (Autonomous and Semi-Autonomous Bodies).
6. Ministries/Divisions will also provide all other necessary informations and assistance to the Chairman of the Committee as and when required.
7. The Committee should submit its reports with recommendations by 15 May, 1982.

Sd/ MUZAMMEL HUSSAIN
 MAJOR GENERAL
Principal Staff Officer.

IMMEDIATE

CMLA'S Secretariat
Old Sangshad Bhaban
Tejgaon, Dhaka
Telephone - Civ : 317112
No. 7002/1/Civ/1
12 July, 1982

To : DCMLA and Minister-in-charge of Ministry of Communications
DCMLA and Minister-in-charge of Ministry of Energy and Mineral Resources
Minister-in-charge of Ministry of Food
Minister-in-charge of Ministry of Industries and Commerce
Minister-in-charge of Ministry of Foreign Affairs
Minister-in-charge of Ministry of Finance and Planning
Minister-in-charge of Ministry of Labour and Manpower
Minister-in-charge of Ministry of Law and Land Reforms
Minister-in-charge of Ministry of Works
Minister-in-charge of Ministry of Health and Population Control
Minister-in-charge of Ministry of Local Government
Minister-in-charge of Ministry of Agriculture
Minister-in-charge of Ministry of Social Welfare and Women's Affairs
Minister-in-charge of Ministry of Education and Religious Affairs
Minister-in-charge of Ministry of Information
Major General Atiqur Rahman G+
PSO to C-in-C
All Secretaries/Additional Secretaries/Joint Secretaries-in-charge of Ministries/Divisions
Brigadier Enamul Huq Khan
Chairman
ML Committee for Examining Organisational Set-up of Ministries/Divisions/Departments (Commander, Logistics Area, AHQ, Dhaka Cantonment)
Brigadier Abdullah Al-Hussain
Brigadier Staff
CMLA's Secretariat
Information : General Staff Branch
(Military Operations Directorate)
Army Headquarters
Dhaka Cantonment
Naval Headquarters
Banani, Dhaka
Air Headquarters
Dhaka Cantonment

CLASSWISE SUMMARY OF MANPOWER
MINISTRIES/DIVISIONS

Sl. No.	Ministry/Division.	Class-I			Class-II			Class-III			Class-IV			Total.		
		Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1. PRESIDENT'S SECRETARIAT :																
	a. Public Division ..	37	25	15	2	..	..	143	101	61	100	73	27	282	199	103
	b. Personal Division	18	13	15	5	5	4	114	107	89	158	155	114	295	280	222
2. CMLA'S SECRETARIAT:																
	a. Cabinet Division	51	42	49	4	3	2	173	91	96	72	48	53	300	184	200
	b. Establishment Division.	125	80	81	5	2	3	568	419	204	144	125	96	842	626	384
	c. Implementation, Monitoring and Evaluation Division.	88	51	58	..	..	3	97	68	59	38	35	32	223	154	152
	d. Science and Technology Division.	32	20	25	..	..	..	69	37	56	46	12	40	147	69	121
	e. Election Commission.	29	24	34	6	6	2	94	83	66	36	31	34	165	144	136.
	f. Parliament Secretariat.	33	27	50	20	20	7	243	233	172	307	284	108	603	564	337
3. MINISTRY OF DEFENCE:																
	a. Defence Division	32	30	32	1	..	1	83	75	71	45	45	39	161	150	143
	b. Civil Aviation and Tourism Division.	16	14	17	..	..	..	43	35	38	26	19	20	85	68	75
4. MINISTRY OF HOME AFFAIRS.																
		53	51	45	..	..	..	206	170	102	107	87	62	366	308	209
5. MINISTRY OF FOREIGN AFFAIRS.																
		157	95	98	6	4	3	339	242	228	59	53	53	561	394	382
6. MINISTRY OF FINANCE AND PLANNING:																
	a. Finance Division	214	150	136	16	12	1	876	789	350	301	253	109	1,407	1,204	596
	b. Internal Resources Division.	11	8	9	..	..	..	16	14	19	6	3	10	33	25	38
	c. External Resources Division.	112	91	79	2	1	..	246	192	154	112	93	81	472	377	314
	d. Statistical Division	11	10	10	..	..	..	36	31	33	16	15	14	63	56	57
7. MINISTRY OF AGRICULTURE :																
	a. Agriculture and Forests Division.	70	55	51	..	..	..	141	134	67	55	48	24	266	237	142
	b. Fisheries and Live-stock Division.	40	29	23	2	..	..	101	79	39	33	32	21	176	140	83
	c. Irrigation, Water Development and Flood Control Division.	31	21	23	..	..	1	69	59	43	42	39	23	142	119	90

Sl. No.	Ministry/Division.	Class-I			Class-II			Class-III			Class-IV			Total.		
		Pre-vious sanction.	Post-ed.	Ap-prov-ed.	Pre-vious sanction.	Post-ed.	Ap-prov-ed.	Pre-vious sanction.	Post-ed.	Ap-prov-ed.	Pre-vious sanction.	Post-ed.	Ap-prov-ed.	Pre-vious sanction.	Post-ed.	Ap-prov-ed.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
8. MINISTRY OF FOOD:																
	a. Food Division ..	44	29	39	9	1	9	128	103	84	57	50	42	238	183	174
	b. Relief and Rehabilitation Division.	38	30	28	..	7	8	161	139	101	77	71	37	286	247	174
9. MINISTRY OF COMMUNICATION :																
	a. Roads and Road Transport Division.	19	15	22	..	..	..	60	49	45	37	34	25	116	98	92
	b. Railway Division	20	16	26	..	..	..	54	50	45	42	36	29	116	102	100
	c. Ports, Shipping and IWT Division.	28	25	22	..	..	..	77	77	50	47	40	29	152	142	101
	d. Posts and Tele-Communication Division.	16	15	17	..	..	..	45	39	41	25	24	20	86	78	78
10. MINISTRY OF LOCAL GOVERNMENT :																
	a. Local Government Division.	51	36	35	2	2	1	163	107	67	59	46	42	275	191	145
	b. Rural Development and Co-operative Division.	18	16	17	..	..	..	45	37	40	22	16	20	85	69	77
11. MINISTRY OF LAW AND LAND REFORMS :																
	a. Law and Parliamentary Affairs Division.	44	23	31	6	4	4	162	132	105	65	61	41	277	220	181
	b. Land Administration and Land Reforms Division.	41	34	28	..	..	..	138	118	52	63	57	33	242	209	113
12. MINISTRY OF ENERGY AND MINERAL RESOURCES :																
	a. Energy Division.	12	12	13	..	..	..	39	31	30	22	22	15	73	65	58
	b. Petroleum and Mineral Resources Division.	24	17	19	..	..	..	48	36	38	33	27	23	105	80	80
13. MINISTRY OF INDUSTRIES AND COMMERCE:																
	a. Commerce Division	59	47	48	4	4	2	170	132	103	71	63	53	304	246	206
	b. Industries Division	54	52	67	..	..	..	150	150	120	75	75	72	279	277	259
	c. Jute Division	29	26	21	5	4	..	154	146	50	127	119	24	315	295	95
14. MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS:																
	a. Education Division	51	40	38	1	..	1	147	118	60	76	57	35	275	215	134
	b. Religious Affairs Division.	10	8	9	..	..	..	23	11	19	16	9	11	49	28	39
	c. Sports and Culture Division	26	16	16	2	1	1	73	58	32	30	23	20	131	98	69

Sl. No.	Ministry/Division.	Class-I			Class-II			Class-III			Class-IV			Total.		
		Pre- vious sanction.	Post- ed.	Ap- prov- ed.	Pre- vious sanction.	Post- ed.	Ap- prov- ed.	Pre- vious sanction.	Post- ed.	Ap- prov- ed.	Pre- vious sanction.	Post- ed.	Ap- prov- ed.	Pre- vious sanction.	Post- ed.	Ap- prov- ed.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
15.	MINISTRY OF WORKS	40	39	28	..	..	..	87	81	52	48	43	31	175	163	111
16.	MINISTRY OF INFOR- MATION.	36	25	28	5	5	..	120	110	56	48	44	26	209	184	110
17.	MINISTRY OF HEALTH AND POPULATION CONTROL:															
a.	Health Division	60	45	38	1	..	1	180	163	148	106	98	73	347	306	260
b.	Population Control Division.	32	28	23	..	..	..	83	67	38	40	38	18	155	133	79
18.	MINISTRY OF SOCIAL WELFARE AND WO- MEN'S AFFAIRS.	30	24	18	..	..	..	71	61	33	40	28	16	141	113	67
19.	MINISTRY OF LABOUR AND MANPOWER :															
a.	Labour and Manpower Division.	49	40	38	5	1	2	125	109	62	35	28	28	214	178	130
b.	Youth Development Division.	16	15	12	..	..	..	35	28	22	21	12	9	72	55	43
GRAND TOTAL ..		2,007	1,509	1,531	119	82	56	6,195	5,111	3,440	2,985	2,571	1,732	11,306	9,273	6,759

CLASSWISE SUMMARY OF MANPOWER
CONSTITUTIONAL BODIES, COMMISSIONS, ETC.

Sl. No.	Name of Constitutional Bodies, Commissions, etc.	Class-I			Class-II			Class-III			Class-IV			Total.		
		Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.	Pre-vious sanc-tion.	Post-ed.	Ap-prov-ed.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1.	Supreme Court (Including 4 × Zonal High Court Benches.)	46	37	50	4	4	4	473	429	607	195	191	259	718	661	920
2.	Public Service Commis-sion.	34	21	22	17	12	16	155	120	123	73	70	67	279	223	228
3.	Comptroller and Auditor-General.	36	35	36	45	45	45	91	79	84	48	32	32	220	191	197
4.	Office of the Attorney-General.	19	17	22	2	..	1	21	18	35	12	10	23	54	45	81
5.	University Grants Commis-sion.	28	20	22	8	7	..	39	31	37	37	36	33	112	94	92
6.	Planning Commission and Secretariat.	294	215	184	11	9	2	427	329	199	218	203	138	950	756	523
7.	National Board of Re-venue.	86	52	83	2	1	2	293	190	183	91	70	82	472	313	350
8.	Tariff Commission.	12	6	12	1	1	1	27	15	28	16	9	15	56	31	56
9.	Public Administration Training Centre.	81	61	84	18	9	14	140	109	160	155	130	168	394	309	426
GRAND TOTAL ..		636	464	515	108	88	85	1,666	1,320	1,456	845	751	817	3,255	2,623	2,873

REFERENCE

					Volume	Part
1. PRESIDENT'S SECRETARIAT	..	..	..	..	I	
a. Public Division	..	..	..	..	I	1
b. Personal Division	..	..	..	..	I	2
2. CMLA'S SECRETARIAT:	..	..	..	..	II	
a. Cabinet Division	..	..	..	..	II	1
b. Establishment Division	..	..	..	..	II	2
c. Implementation, Monitoring And Evaluation Division	..	..	..	..	II	3
d. Election Commission	..	..	..	..	II	4
e. Parliament Secretariat	..	..	..	..	II	5
f. Science and Technology Division	..	..	..	..	II	6
3. MINISTRY OF DEFENCE	..	..	..	..	III	
a. Defence Division	..	..	..	..	III	1
b. Civil Aviation and Tourism	..	..	..	..	III	2
4. MINISTRY OF HOME AFFAIRS	..	..	..	..	IV	
5. MINISTRY OF FOREIGN AFFAIRS	..	..	..	..	V	
6. MINISTRY OF FINANCE AND PLANNING	..	..	..	..	VI	
a. Finance Division	..	..	..	..	VI	1
b. Internal Resources Division	..	..	..	..	VI	2
c. External Resources Division	..	..	..	..	VI	3
d. Statistics Division	..	..	..	..	VI	5
7. MINISTRY OF AGRICULTURE	..	..	..	..	VII	
a. Agriculture and Forests Division	..	..	..	..	VII	1
b. Fisheries and Livestock Division	..	..	..	..	VII	2
c. Irrigation, Water Development and Flood Control Division	..	..	..	..	VII	3
8. MINISTRY OF FOOD	..	..	..	..	VIII	
a. Food Division	..	..	..	..	VIII	1
b. Relief and Rehabilitation Division	..	..	..	..	VIII	2
9. MINISTRY OF COMMUNICATIONS	..	..	..	..	IX	
a. Roads and Road Transport Division	..	..	..	..	IX	1(a)
b. Railway Division	..	..	..	..	IX	1(b)
c. Ports, Shipping and I.W.T. Division	..	..	..	..	IX	2
d. Posts and Tele-Communication Division	..	..	..	..	IX	3
10. MINISTRY OF LOCAL GOVERNMENT	..	..	..	..	X	
a. Local Government Division	..	..	..	..	X	1
b. Rural Development and Co-operative Division	..	..	..	..	X	2
11. MINISTRY OF LAW AND LAND REFORMS	..	..	..	..	XI	
a. Law and Parliamentary Affairs Division	..	..	..	..	XI	1
b. Land Administration and Land Reforms Division	..	..	..	..	XI	2
12. MINISTRY OF ENERGY AND MINERAL RESOURCES	..	..	..	..	XII	
a. Energy Division	..	..	..	..	XII	1
b. Petroleum and Mineral Resources Division	..	..	..	..	XII	2

	Volume	Part	
13. MINISTRY OF INDUSTRIES AND COMMERCE	XIII		
a. Commerce Division	XIII	1	
b. Industries Division	XIII	2	
c. Jute Division	XIII	3	
14. MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS ..	XIV		
a. Education Division	XIV	1	
b. Religious Affairs Division	XIV	2	
c. Sports and Culture Division	XIV	3	
15. MINISTRY OF WORKS	XV		
16. MINISTRY OF INFORMATION	XVI		
17. MINISTRY OF HEALTH AND POPULATION CONTROL ..	XVII		
a. Health Division	XVII	1	
b. Population Control Division	XVII	2	
18. MINISTRY OF SOCIAL WELFARE AND WOMEN'S AFFAIRS	XVIII		
19. MINISTRY OF LABOUR AND MANPOWER	XIX		
a. Labour and Manpower Division	XIX	1	
b. Youth Development Division	XIX	2	
20. CONSTITUTIONAL BODIES, COMMISSIONS, ETC.			Chapter
a. Supreme Court	XI	I	I
b. Public Service Commission	II	2	V
c. Comptroller and Auditor General	VI	1	I
d. Office of the Attorney General	XI	1	II
e. University Grants Commission	XIV	1	VI
f. Planning Commission and Secretariat	VI	4	I
g. National Board of Revenue	VI	2	I
h. Tariff Commission	XIII	1	V
i. Public Administration Training Centre	II	2	III

Note :

1. Volume refers to Ministry
2. Part refers to Division.
3. Chapter refers to Organisation other than Ministry/Division.

