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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF FINANCE

Internal Resources Division.

(Excise)

NOTIFICATIONS

Dacca, the 11th November 1980.

No. S.R.O. 388-L/80/24-Excise.—In exercise of the powers conferred by the provisions contained in the third column of the First Schedule to the Excises and Salt Act, 1944 (I of 1944), the Government is pleased to take the following further amendments in this Ministry's Notification No. S.R.O. 214-L/75/10/75-Excise, dated the 23rd June, 1975, namely:—

In the aforesaid Notification, in the Table,—

- (1) in serial No. 19 in column 1, in column 2, in entry (3), *after* the word and figure "by (1)" the word and figure "and (2)" shall be *inserted*; and
- (2) in serial No. 22 in column 1, against entry (c) in column 2 *for* the entry in column 3 the following shall be *substituted*, namely:—

"Taka one thousand two hundred and fifty per set."

(3625)

Price : Taka 1.75 Paisa.

This notification shall be deemed to have taken effect on and from 7th June, 1980.

[C. No. 1(12)Exc.1/80]

**No. S.R.O. 389-L/80/25-Excise.**—In the exercise of the powers conferred by the provision contained in the third column of the First Schedule to the Excise and Salt Act, 1944 (I of 1944), the Government is pleased to make the following further amendment in this Ministry's Notification No. S.R.O. 214-L/75/10/75-Excise, dated the 23rd June, 1975, namely:—

In the aforesaid Notification, in the Table, for serial No. 22 in column 1 and the entries relating thereto in columns 2, 3 and 4 the following shall be *substituted*, namely:—

“22 Item No. 57 Television receiver—

(I) (ii) (a).

(a) If the television receiver is black and white and the retail price is legibly, prominently and indelibly printed on the body of each television set—

(i) When the screen does not exceed 14". Taka three hundred and seventy-five per set.

(ii) When the screen exceeds 14" but does not exceed 20". Taka seven hundred and fifty per set.

(iii) When the screen exceeds 20". Taka one thousand two hundred and fifty per set.

(b) If the television receiver is coloured and the retail price is legibly, prominently and indelibly printed on each television set—

(i) When the screen does not exceed 19". Taka three thousand per set.

(ii) When the screen exceeds 19". Taka four thousand and five hundred per set".

By order of the President

TABARAK ALI

Joint Secretary.

[C. No. ....]

NOTIFICATION

Dacca, the 12th November 1980

No. S.R.O. 390-L/80/26-Excise.—In exercise of the powers conferred by the provisions contained in the third column of the First Schedule to the Excises and Salt Act, 1944 (I of 1944), the Government is pleased to make the following further amendments in this Ministry's Notification No. S.R.O. 214-L/75/10/75-Excise, dated the 23rd June, 1975, namely:—

In the aforesaid Notification, in the Table, for serial No. 6 in column 1 and the entries relating thereto in columns 2, 3 and 4 the following shall be substituted, namely:—

"6 Item No. 8 A. Cigarettes manufactured  
(II) (2) (i) (a) with mechanical aid of  
of the First any kind.  
Schedule.

If the maximum retail price is legibly, prominently and indelibly printed on each packet and if such price per ten cigarettes—

- |  |  |
|--|--|
| (i) does not exceed 80 poisha.                         | Taka 30 per thousand cigarettes.   |
| (ii) exceeds 80 poisha but does not exceed 90 poisha.  | Taka 30 plus 75% of the maximum retail price in excess of Taka 80 per thousand cigarettes.     |
| (iii) exceeds 90 poisha but does not exceed Taka 1.00. | Taka 37.50 plus 75% of the maximum retail price in excess of Taka 90 per thousand cigarettes.  |
| (iv) exceeds Taka 1.00 but does not exceed Taka 1.25.  | Taka 50.25 plus 75% of the maximum retail price in excess of Taka 100 per thousand cigarettes. |
| (v) exceeds Taka 1.25 but does not exceed Taka 1.50.   | Taka 72.25 plus 75% of the maximum retail price in excess of Taka 125 per thousand cigarettes. |

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|---|---|
| (vi) exceeds Taka 1.50 but does not exceed Taka 3.00.   | Taka 95.00 plus 75% of the maximum retail price in excess of Taka 150 per thousand cigarettes.  |
| (vii) exceeds Taka 3.00 but does not exceed Taka 5.00.  | Taka 210.00 plus 75% of the maximum retail price in excess of Taka 300 per thousand cigarettes. |
| (viii) exceeds Taka 5.00 but does not exceed Taka 7.00. | Taka 350.00 plus 75% of the maximum retail price in excess of Taka 500 per thousand cigarette.  |
| (ix) exceeds Taka 7.00                                  | Taka 500 plus 75% of the maximum retail price in excess of Taka 700 per thousand cigarettes".   |

By order of the President

A. K. AZIZUL HUQ  
*Secretary.*

[C. No. 8(8)-Exc-111/80]

MINISTRY OF LABOUR AND INDUSTRIAL WELFARE

Section VII

NOTIFICATION

Dacca, the 12th November 1980

No. S.R.O. 391-L/80/LI WVII/5(12)/80.—In exercise of the powers conferred by sub-section (2) of section 3 of the Essential Services (Second) Ordinance 1958 (E.P. Ord. XLI of 1958), the Government is pleased to extend the declaration made under Notification No. S.R.O. 118-L/80/LS WVII/14(2)/77, dated the 13th May, 1980, for a further period of six months with effect from the 12th November, 1980.

By order of the President

A. H. M. NOORUDDIN  
*Deputy Secretary.*

MINISTRY OF CIVIL AVIATION AND TOURISM

NOTIFICATION

Dacca, the 12th November 1980

No. S.R.O. 392-L/80.—In exercise of the powers conferred by Article 21 of the Bangladesh Parjatan Corporation Order, 1972 (P.O.No. 143 of 1972), the Government is pleased to make the following rules, namely:—

THE BANGLADESH PARJATON CORPORATION SERVICE RULES, 1980

CHAPTER I

PRELIMINARY

1. **Short title.**—These rules may be called the Bangladesh Parjaton Corporation Service Rules, 1980.
2. **Application.**—These rules shall apply to the whole time officers and employees of the Bangladesh Parjatan Corporation irrespective of whether they are employed in Head Office or any other office established by the Corporation or projects sponsored or managed by it but shall not apply to—
  - (a) advisers and consultants whether part-time or whole time;
  - (b) Government servants on deputation;
  - (c) officers appointed on special contract.
3. **Acts done before the rules.**—Any order passed, appointment made, action taken or proceeding commenced under the provisions of rules or orders in force on the date of coming into force of these rules shall continue in effect and be deemed to have been passed, made, taken or commenced, as the case may be, under the corresponding provisions of these rules.

CHAPTER II

DEFINITIONS

4. **Definitions.**—Unless there is anything repugnant in the subject or context—
  - (a) “controlling officer” means the officer declared by the Corporation to be the controlling officer for such purposes as may be specified in the declaration of a particular officer or employee or class of officers or employees;
  - (b) “employee” means such persons in the employment of the Corporation as are not declared as officers, advisers or consultants;
  - (c) “joining time” means the time allowed to an officer or employee to join a post;
  - (d) “lien” means the title of an officer or employee to hold a permanent post to which he has been appointed on a regular basis, either immediately or on the termination of a period or periods of absence;

- (e) "officer" means such persons in the employment of the Corporation as may, from time to time, be designated by the Corporation as officers;
- (f) "pay" means and includes—
  - (i) basic pay,
  - (ii) special pay,
  - (iii) personal pay and
  - (iv) technical pay;
- (g) "post" means a post under the Corporation;
- (h) "probationer" means an officer or employee employed on probation for specified period; and
- (i) "time-scale" means pay which rises by periodical increment from a minimum to a maximum.

### CHAPTER III

#### CLASSIFICATION OF OFFICERS AND EMPLOYEES

5. **Classification of posts.**—The posts under the Corporation shall be of the following two categories, namely:—

- (a) permanent, a post carrying a definite rate of pay and sanctioned without limit of time; and
- (b) temporary, a post carrying a definite rate of pay and sanctioned for a limited time or on *ad hoc* basis.

6. **Classification of officers and employees.**—(1) The officers shall be classified into cadre I, cadre II, cadre III and cadre IV officers and the employees shall be classified into cadre I, cadre II and cadre III employees. The criteria for such classification shall be determined by the Government from time to time.

(2) The various time scales for the posts and the qualifications for the officers and employees shall be determined by the Corporation from time to time in consultation with the Government.

### CHAPTER IV

#### GENERAL CONDITION OF SERVICE

7. **Selection Committee.**—(1) All appointments to posts in the Corporation and its projects shall be made on the recommendation of such Selection Committee as the Corporation or such authority as it may authorise to constitute for the purpose.

(2) Separate Selection Committee shall as far as practicable be constituted for appointment to the different grades of officers and employees.

(3) Selection Committee constituted for the purpose of selecting officers in the posts carrying an initial pay of Taka 1,200.00 and above should include at least one member from outside the Corporation who is considered to be an expert in his field.

**8. Age.**—(1) A person selected for appointment in the service of the Corporation shall not be less than 18 years and more than 27 years of age at the time of his appointment. The upper age limit may be relaxed by the appointing authority in exceptional cases but the reasons for relaxation of the age limit shall be recorded.

(2) A declaration of age, made by an applicant for the purpose of his appointment in the Corporation at the time of entry in service, shall be deemed to be binding on the persons who made it and no revision of such a declaration shall be allowed at a later date for any purpose whatsoever. Matriculation or Secondary School or equivalent certificates shall be admitted as proof of age.

(3) Subject to the provisions of any special rules regulating his appointment, no person may be appointed to a permanent post of the Corporation whether on probation or otherwise without a medical certificate of fitness.

**9. Change of designation.**—(1) The Corporation may transfer its officers or employees from one post to another, change their designation, duties and responsibilities from time to time as it may think fit. The transfer or change shall not, however, be to the disadvantage of the incumbent in respect of pay and status.

(2) The Corporation may require its officers or employees to serve the Corporation or any of its projects or enterprises or its associates anywhere in Bangladesh or abroad.

**10. Abolition or retrenchment of post.**—In the event of an officer or employees' service being dispensed with as a result of the abolition of the post or retrenchment in the establishment of the Corporation or at the instance of the Government, it shall be incumbent upon the Corporation to give him three months' previous notice in writing or in lieu thereof to pay him a sum equivalent to three months' pay. In the case of abolition of posts, endeavour shall first be made to absorb him in equivalent post.

**11. Appointment to the same post.**—(1) Two or more officers or employees cannot be appointed to the same permanent post at the same time.

(2) An officer or employee cannot be appointed on a regular basis to a post on which another officer or employee holds a lien.

**12. Pay and allowances.**—An officer or employee shall draw the pay and allowances attached to the post with effect from the date he assumes the duties of that post and shall cease to draw the pay and allowances when he ceases to discharge these duties.

*Note*—In these rules, "date" means the forenoon of the day in question. For example, if charge is assumed before noon of a day, the pay shall be admissible from that day and if charge is assumed in the afternoon, the pay shall be admissible from the following day.

13. **Absence from duty.**—No officer or employee shall absent himself from duty or leave his station, except on duty, without getting his leave sanctioned or without the prior permission of the controlling officer.

14. **Institution of suit.**—(1) If any officer or employee of the Corporation suffers any wrong, civil or criminal, in the course of his official duty and if he wants to file a suit or case for any wrong he has suffered or alleged to have suffered, he shall take prior permission of the Corporation.

(2) A Government servant who is 'on deputation to the Corporation shall take prior permission of the Government through the Corporation before institution of such a suit or case by him.

15. **Whole time service.**—Unless in any case it be otherwise distinctly provided, the whole time of an officer or employee of the Corporation is at the disposal of the Corporation and he may be employed on the work of the Corporation in any place without claim for additional remuneration. No officer or employee shall take admission into any school or any other educational institution as a regular student without first obtaining permission from the Corporation.

16. **Lien.**—(1) An officer or employee holding a permanent post on a regular basis shall retain a lien on that post,—

- (a) while performing the duties of that post;
- (b) while holding a temporary post or officiating in another post;
- (c) during joining time on transfer to another post, unless he is transferred on a regular basis to a post on a lower pay or another permanent post, in which case, his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
- (d) while on leave; and
- (e) while under suspension.

(2) The lien of an officer or employee on a permanent post may be terminated on his appointment on a regular basis to another permanent post.

#### CHAPTER V

#### CRITERIA FOR APPOINTMENT, PROBATION, PROMOTION AND SENIORITY.

17. **Appointment.**—(1) The Corporation shall prescribe the minimum qualification for appointment to the various posts.

(2) Fifty per cent of the vacancies in each post shall be filled in by direct recruitment and fifty per cent by promotion. If suitable candidates are not available for promotion, the vacant posts may be filled in by direct recruitment



18. **Probation.**—(1) The period of probation for an officer/employee appointed by the Corporation shall be two years for direct recruitment and one year for departmental promotion. The probationary period may be extended by one year if the services are found unsatisfactory but the officer/employee shall be informed of the extension, in writing, before the completion of his probationary period.

(2) On successful completion of the period of probation, the employee shall be appointed on a regular basis with effect from the date of commencement of service in the Corporation.

19. **Promotion.**—An officer is eligible for promotion to the next higher scale when he completes three years' satisfactory service provided vacancy exists and he is otherwise found suitable for promotion.

20. **Seniority.**—(1) Seniority of an officer or employee of the Corporation shall be calculated on his joining the service in a particular grade scale provided that there is no break in service.

(2) If more than one person is recruited at a time, the seniority *inter se* shall be determined in order of merit as fixed by the Selection Committee.

(3) Promotees shall have seniority over direct recruits of the same batch. If more than one person is promoted in the same batch, seniority *inter se* shall be in accordance with the seniority in the scale from which the promotion is made.

(4) The Corporation shall maintain gradewise or scalewise seniority list of its officers or employees. Such seniority list shall be made available to the officers or employees concerned for examination on request.

#### CHAPTER VI

#### JOINING TIME

21. **Joining time.**—(1) Joining time may be granted to an officer or employee to enable him—

(a) to join a new post to which he is appointed while on duty in his old post; or

(b) to join a new post on return from leave, other than extraordinary leave without pay, not exceeding four months.

(2) No joining time will be admissible to an officer or employee whose transfer does not involve change of residence from one station to another.

(3) In the case of transfer involving a change of residence from one station to another, a period of six working days shall be allowed for preparation and in addition such number of days as may actually be required in the journey in shortest route. A holiday does not count as a day for the purpose of this sub-rule.

22. **Curtailment or extension of joining time.**—The authority ordering the posting may, in any case, curtail or extend the period of joining time admissible under these regulations.

23. **Payment for joining time.**—Joining time shall be treated as on duty and an officer or employee shall be entitled to the salary which he would have drawn had he not been transferred.

24. **Absence after expiry of joining time.**—An officer or employee who does not join his post within his joining time shall not be entitled to any pay or leave salary on the expiry of his joining time. Wilful absence from duty without written intimation to the controlling officer after the expiry of joining time shall be treated a misconduct.

25. **Leave while on transit.**—If an officer or employee takes leave while in transit from one post to another the period which has elapsed since he handed over charge of his old post, shall be included in his leave, unless the leave is taken on medical certificate. In the later case the period may be treated as joining time. The joining time can be combined with pre-sanctioned leave.

## CHAPTER VII

### FIXATION OF PAY ON APPOINTMENT, PROMOTION, INCREMENT, ETC.

26. **Pay on appointment.**—An officer or employee on duty shall draw the pay of the appointment held by him. An officer or employee on leave shall draw leave salary as per rules.

27. **Initial pay.**—(1) The initial pay of an officer or employee on first appointment shall be the minimum of the time-scale of the post to which he is appointed.

(2) The Corporation may, in case of first appointment to Corporation's service, grant to any officer or employee a higher starting pay in a time-scale subject to a maximum of 3 increments.

(3) The initial pay of an officer or employee on promotion or appointment, other than first appointment, shall be regulated in the following manners, namely:—

- (a) When the appointment is to a higher post, he shall draw, as initial pay, the stage of the time-scale which is next above his basic pay in respect of the old post;
- (b) In other cases he shall draw as initial pay at the stage of the time scale which is equal to his basic pay in respect of the old post, or if there is no such stage, the stage next below that pay *plus* personal pay equal to the difference. If the minimum pay of the time-scale of the new post is higher than his basic pay in respect of the old post, he shall draw that minimum as initial pay. If an officer or employee has immediately before worked in the same or an identical post or in the same time-scale, the pay as fixed shall not be less than the basic pay which he drew on the last such occasion.

28. **Increment.**—An officer or employee after satisfactory completion of one year service in the time-scale shall be entitled to his normal annual increment. The service in the lower scale shall not count for increment in the higher scale. For the purpose of counting service for increment the absence without leave and leave without pay and allowances shall be non-qualifying.

29. **Efficiency bar.**—Where an efficiency bar is prescribed in a time-scale the next increment above the bar shall not be allowed without the specific sanction of the officer authorised by the Corporation in this behalf. Such sanction shall be based on positive recommendation of the such officer that the service of the officer or employee concerned has been satisfactory justifying the crossing of the bar.

30. **Charge allowance.**—(1) When an officer or employee holds charge of a higher post in addition to his own duties under orders of the officer authorised in this behalf, he may be permitted to draw charge allowance at the rate of 20% of his basic pay subject to the maximum of Tk. 200 per month:

Provided that the duration of the charge for entitlement of the charge allowance shall not be less than three weeks.

(2) The arrangement, under sub-regulation (1) shall not ordinarily continue for more than six months.

#### CHAPTER VIII

#### ADDITIONS TO PAY AND OTHER PRIVILEGES AND BENEFITS

31. **Accommodation.**—Officers and employees of the Corporation may be provided with accommodation owned or hired by the Corporation. Government instructions issued from time to time regarding entitlement of accommodation shall be followed and rent for such accommodation shall be recovered at such rate and in such manner as may be prescribed by the Corporation.

32. **Fee for work done with prior approval of the Corporation.**—The Corporation may permit any of its officers or employees to accept fee for work done or service rendered to any Government, Semi-Government or other organisation with the prior approval of the Government.

33. **Honorarium.**—The Corporation may grant honorarium to any of its officers or employees for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. The work should, however, be undertaken with prior approval and if possible after settling the amount of honorarium.

34. **Bonus.**—The Corporation may, with the approval of Government and subject to such condition as may be determined by it, pay bonus to its officers or employees.

35. **Encashment of leave on average pay.**—(1) Officers or employees of the Corporation may be permitted to encash fifty per cent of the leave sanctioned to the last pay drawn provided that the total leave shall not be for a period of less than fourteen days and encashment shall not be for a period of less than seven days. The encashment leave shall be debited to the leave account as leave availed of.

(2) Encashment up to a maximum of 2 months may be permitted to officers or employees.

(3) Officers or employees, on attaining the age of superannuation, may be allowed encashment of leave at his credit in the leave account on that day provided such accumulation shall not exceed a period of 8 months.

(4) Leave salary for the balance of leave at credit on the death of officers or employees may be paid to his legal heirs.

36. **Grant of advance for purchase of land, motor cycle, etc.**—Officers or employees of the Corporation may be permitted to draw advances for the purchase of bi-cycles, motor cars, motor-cycles, land for house and for constructions of house in accordance with such rules as are applicable to Government officers and employees.

#### CHAPTER IX

#### SUSPENSION, REMOVAL, DISMISSAL, TERMINATION AND RESIGNATION

37. **Discontinuation of salary.**—An officer or employee who is removed or dismissed from service or who resigns from the service of the Corporation shall cease to draw his pay and allowance from the date of such removal, dismissal or from the date on which the resignation is accepted.

38. **Suspension and subsistence allowance.**—(1) An officer or employee against whom action is proposed to be taken for being guilty of misconduct or corruption, may be placed under suspension by the appointing authority who shall be paid subsistence allowance during the period he remains under suspension.

(2) Subsistence allowance shall be paid at a rate not exceeding 50% of the pay of the officer or employee. Where the officer or employee is in receipt of dearness or cost of living or house-rent allowance or is provided with accommodation by the Corporation on the date he is placed under suspension, the Corporation shall allow him to draw such allowance and to continue in possession of the accommodation in addition to the subsistence allowance.

39. **Pay and allowances on re-instatement.**—When an officer or employee who has been suspended, dismissed or removed on the grounds of moral turpitude is re-instated, the punishing, revising or the appellate authority shall order for the regularisation of the period of suspension.

40. **Leave during suspension.**—(1) An officer or employee under suspension shall not be granted leave nor permitted to retire until the enquiry into the charge is concluded and a final order passed thereon.

(2) An officer or employee attaining the age of superannuation shall retire but shall not be allowed any retiring benefit until the case is finalised.

41. **Termination and resignation.**—(1) During the period of probation, the service of an officer or employee may be terminated at any time without any reason being assigned. If the officer or employee himself desires to resign during the period of probation, he may do so by giving 30 days' notice of his intention to resign.

(2) During regular service period, the service of an officer or employee may be terminated—

- (i) by 30 days' previous notice on either side;
- (ii) by the Corporation if the officer or employee is found guilty of insubordination, intemperance or misconduct;
- (iii) by the Corporation by giving 90 days' notice or by payment of 90 days' pay in lieu of such notice or by proportionate payment for the unexpired period of notice if the officer or employee is found surplus to the requirement of the Corporation;
- (iv) by the Corporation by 30 days' notice or by payment of 30 days' pay in lieu thereof or by proportionate payment for expired period of notice;

Provided that this rule shall apply subject to conditions of any bond or agreement between the officer or employee and the Corporation.

## CHAPTER X

### LEAVE

42. **Right to leave, etc.**—(1) Leave is not a privilege and cannot be claimed as a matter of right. The authority empowered to grant leave shall have the discretion to refuse or revoke leave when exigencies of the service so requires excepting in the case of leave on medical ground.

(2) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.

(3) When the day immediately preceding the day on which an officer or employee's leave begins or immediately following the day on which his leave or joining time expires is a holiday or series of holidays, the officer or employee may leave his station with proper permission at the close of the day before, or return to it on, the day following such holiday or series of holidays.

(4) Any kind of leave may be granted in combination with or in continuation of any other kind of leave.

(5) The Corporation may commute retrospectively period of absence without leave into extra-ordinary leave.

(6) Officers or employees shall, as far as practicable, be encouraged to enjoy earned leave every year.

(7) Earned leave shall not be refused normally by the Controlling Officer.

43. **Recall to duty.**—An officer or employee on leave may be recalled to duty. If he is recalled to duty before expiry of 50% of his leave, he shall be entitled to mileage as on tour both ways. If, however, he is recalled after the expiry of 50% of leave, he shall be eligible for mileage for the return journey only. In both the cases he will draw leave salary until he joins his post.

44. **Fitness certificate.**—(1) An officer or employee on leave granted on medical certificate may not return to duty without first producing a certificate for fitness.

(2) An officer or employee who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, unless the period of absence is subsequently regularised. Wilful absence from duty after the expiry of leave will be liable to disciplinary action.

45. **Leave on average pay.**—(1) Officers or employees appointed on regular basis shall earn leave at the rate of  $1\frac{1}{2}$ : 11 of the period spent on duty and the maximum accumulation shall be eight months. The amount of leave that may be taken at a time shall not exceed four months. When the leave is taken on medical certificate or for the purpose of pilgrimage, education, rest and recreation outside Bangladesh, the period may be extended to six months.

(2) **Leave on half-average pay.**—Officers or employees appointed on a regular basis shall earn leave on half-average pay at the rate of  $\frac{1}{12}$ th of the period spent on duty. This leave can be availed on private affairs or on medical ground. Such leave can be converted to leave by debiting two days of leave on half-average pay for each day of leave on full pay if the leave is taken on production of certificate from a Medical Officer and if asked for by the individual.

46. **Authority to grant leave.**—Leave admissible under these rules may be granted to an officer or employee by the authority competent to appoint him and also by any other authority to whom power is delegated in this behalf by such authority.

47. **Extraordinary leave.**—(1) Extraordinary leave without pay may be granted to an officer or employee in special circumstances, such as, when no other leave is admissible or when other leave is admissible but the officer or employee applies in writing for the grant of extraordinary leave.

(2) Extraordinary leave may be granted up to a maximum of two years in all throughout the service period of an officer or employee appointed on regular basis. This leave may be granted for higher education or on medical ground for treatment of tuberculosis or cancer on production of a medical certificate. The Corporation may under special circumstances and on compassionate ground extend the period of extraordinary leave beyond the above mentioned limit by six months.

48. **Disability leave.**—(1) Disability leave may be granted by the Corporation to an officer or employee who sustained an injury caused by an accident arising out of and, in the course of his duty assigned to him by the Corporation.

(2) Disability leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed. If, however, the Corporation is satisfied as to the cause of the disability, such leave may be granted in exceptional cases where the disability manifested itself within six months after the occurrence of its cause.

(3) The period of disability leave granted shall be such as may be certified by the Medical Officer to be necessary. It shall not be extended except on the certificate of the Medical Officer and shall in no case exceed twenty-four months.

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

(5) Disability leave shall be counted as duty in calculating service for gratuity only and shall not be debited against the leave account.

(6) Leave salary during disability leave shall be—

(a) for the first four months of any period of such leave, the incumbent may be allowed full pay;

(b) for the remaining period of any such leave, the incumbent shall draw half pay.

(7) In the case of a person to whom the Workers' Compensation Act, 1923 (III of 1923), applies, the amount of leave salary payable under these rules shall be reduced by the amount of compensation payable under the said Act.

49. **Quarantine leave.**—Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family of an officer or employee. Such leave may be granted by the competent authority on the certificate of Medical Officer of the Corporation for a period not exceeding 21 days, or in exceptional circumstances, 30 days. Any leave necessary for quarantine purpose shall be treated as ordinary leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

50. **Maternity leave.**—(1) Maternity leave on full pay may be granted to a female officer or employee on regular service. Such leave may be granted for a period which may be extended up to three months from the date of its commencement or up to 6 weeks from the date of confinement whichever is earlier.

(2) Leave of any other kind may be granted in continuation of maternity leave if the request for its grant be supported by a medical certificate from the Medical Officer.

51. **Leave account.**—Leave account of officers or employees shall be maintained in the form prescribed by the Corporation and leave shall be sanctioned by the competent authority.

52. **Leave on superannuation, etc.**—Leave at the credit of an officer or employee in his leave account shall lapse on superannuation or on the termination of his service.

53. **Leave salary in taka.**—Officers or employees shall draw leave salary in Bangladesh currency irrespective of countries where they spend their leave unless the permission of the Government has been taken to draw the salary in foreign currency.

#### CHAPTER XI

#### SUPERANNUATION

54. **Superannuation.**—The date of superannuation of an officer or employee shall be the date on which he attains the age of 57 years.

In no case, however, an officer or employee shall be retained in service beyond 60 years of age.

#### CHAPTER XII

55. **Travelling allowance.**—Officers or employees of the Corporation shall be governed by the travelling allowance rules applicable to Government servants.

#### CHAPTER XIII

#### DISCIPLINE AND APPEAL

##### Discipline

56. **Ground for penalties.**—(1) When an officer or employee is found guilty of inefficiency or misconduct, or an offence involving moral turpitude and is convicted by a court of law, he may be punished by one or more of the penalties mentioned below.

(2) The following acts of omissions shall be treated as misconduct, namely:—

- (i) wilful insubordination or disobedience, whether alone or in combination with others, to any lawful or reasonable order of superior;
- (ii) theft, fraud or dishonesty in connection with the employer's property;
- (iii) taking or giving bribes or any illegal gratification;
- (iv) habitual late attendance;
- (v) riotous or disorderly behaviour or any act subversive of discipline;



- (vi) habitual absence without leave or absence without leave for more than ten days;
- (vii) habitual breach of any law or rule or regulation;
- (viii) frequent repetition of any act or omission or commission;
- (ix) resorting to illegal strike or 'go slow' or inviting others to resort to illegal strike or 'go slow';
- (x) falsifying, tampering with, damaging or causing loss of, employer's official records; and
- (xi) habitual negligence or neglect of duty.

(3) The following are the penalties which may be imposed upon an officer or employee of the Corporation, namely:—

#### Minor Penalties

- (a) censure;
- (b) with holding of increment for specified period with or without cumulative effect including stoppage at an efficiency bar.

#### Major Penalties

- (a) withholding of promotion;
- (b) reversion to lower post or lower stage of pay scale;
- (c) discharge from the service of the Corporation which does not disqualify from future employment;
- (d) dismissal from the service of the Corporation, which ordinarily disqualify from future employment.

(4) Minor penalties may be imposed on officers of cadre IV and cadre III and all employees by the Heads of the Divisions in Head Office. In the Projects, the Chief Executive may impose minor penalties on all officers and employees subject to the condition that in case of imposition such penalties on a cadre II officer prior approval of the Corporation shall be obtained.

57. **Enquiry procedure.**—(1) Major penalties may not be imposed on any officer or employee unless he has been informed in writing the grounds on which it is proposed to take action and he has afforded adequate opportunity to defend himself.

(2) The officer or employee shall be allowed seven days' time from the date of receipt of the charge to put in a written explanation of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so desires, an enquiry shall be held.

(3) The authority shall appoint an enquiry officer or committee to examine and report on the allegations against the officer or employee. The status of the enquiry officer or member of the committee, as the case may be, should be higher than the accused.

(4) At that enquiry, oral evidence shall be heard and recorded and the persons charged shall be entitled to cross-examine the witness, to give evidence in person and to have such witness called as he may wish. The officer of committee conducting the enquiry may, however, for special reason to be recorded to writing, refuse to call witness. The proceedings shall contain sufficient records of the evidence and a statement of the findings and the recommendation thereto.

(5) The enquiry officer or the enquiry committee, as the case may be, will submit the findings to the authority concerned for decision.

(6) In case of punishment, a copy of the order inflicting such punishment shall be supplied to the officer or employee concerned.

(7) In awarding punishment, the punishing authority shall take into account the gravity of the offence, the previous record, if any, of the officer or employee concerned or any other aggravating circumstances that may exist.

58. **Suspension.**—(1) When an officer or employee is chargesheeted, he may be placed under suspension pending further enquiry into the charge against him and the officer or employee shall be informed in writing of such suspension. The period of suspension shall not ordinarily exceed six months.

(2) During the period of such suspension, he shall be paid a subsistence allowance equivalent to half of the monthly salary and allowance in full, if any. He shall also be entitled to the accommodation benefit, house rent, medical facilities that are normally being provided to him while not under suspension.

59. **Appeal.**—(1) An officer or employee on whom punishment has been imposed may prefer an appeal against the punishment to such appellate authority as the Corporation may decide in this behalf within six months of receipt of the order imposing punishment.

(2) In case of appeal against punishment, the appellate authority shall consider whether the facts established afforded sufficient grounds for taking the action and whether the punishment is excessive. After such consideration, the appellate authority shall pass such order as it may think proper.

(3) Every officer or employee preferring an appeal shall do so separately and in his own name and the appeal shall contain all material statement and argument relied on by the appellant. It shall contain no disrespectful or improper language and shall be complete in all respects.

(4) All appeal shall be submitted through proper channel.

(5) An appellate authority may call for any paper connected with the appeal.

CHAPTER XIV

60. **Maintenance of secrecy.**—Officers or employees of the Corporation of all grades shall not divulge any secret or confidential information which comes to his knowledge during the course of discharge of his duties or any other way relating to the trade and business of the Corporation.

61. **Restriction of gifts.**—No officer or employee shall accept any gift from any person or body having or likely to have dealing with the Corporation or from candidates seeking employment in the Corporation.

62. **Restriction on participating in politics.**—Officers or employees of the Corporation are not allowed to participate directly or indirectly in any political activities.

63. **Restriction on dealing and occupation.**—No officers or employees shall—

(a) engage in any trade or business on his own account without the knowledge of the Corporation;

(b) accept any outside employment while in the service of the Corporation or an office whether remunerative or honorary, or undertake part time work for a private or public body or private person or accept fees therefor without knowledge of the Corporation.

64. **Publicity.**—No officer or employee shall make any communication regarding the affairs of the Corporation to press or make any public utterance or make any statement of fact or opinion by making appearance in Television or in the Radio except with the prior permission of the Corporation.

65. **Annual confidential reports.**—By the 15th of January every year, the Annual Confidential Report for the year ending on 31st December on all officers and staff except 9th and 10th grade employees shall be written by the officer as shown below in such forms as the Corporation may, from time to time, decide in this behalf:

Officers/Staff on whom A.C.R.'s will be written.	Reporting Authority.	Countersigning Authority.
Staff and Officers up to the rank of Executive Officers.	Deputy Manager	.. Manager.
Deputy Managers	.. .. Managers	.. .. Directors.
Managers	.. .. Directors	.. .. Chairman.
Officers and Staff of Projects other than Project-in-Charge.	Managers (Acc. & Cat.)	Director (Imp.)

66. These rules shall come into force from the date of their publication in the official gazette.

By order of the President

MOHAMMAD ALI

Secretary.

## MINISTRY OF FINANCE

## NATIONAL BOARD OF REVENUE

(Customs)

## ORDERS

Dacca, the 12th November 1980

No. S.R.O. 393-L/80/597/Cus.—In exercise of the powers conferred by clause (c) of section 21 of the Customs Act, 1969 (IV of 1969), the National Board of Revenue is pleased to authorize the repayment to the extent specified in column 4 of the Table below of the customs-duties paid on the importation of the raw materials specified in column 2 of the said Table and used in the production or manufacture of the goods specified in column 3 thereof, subject to the following conditions, namely:—

- (i) the goods have been manufactured according to the formula duly furnished to the National Board of Revenue showing the quantity of various imported raw materials specified in column 2 of the said Table and used in the production or manufacture of the goods specified in column 3 thereof;
- (ii) the manufacturer maintains proper record of the goods manufactured in accordance with the formula referred to in sub-paragraph (i) and produces, on demand, such records and other evidence as may be required by the National Board of Revenue to satisfy itself that the imported raw materials have been used in accordance with that formula;
- (iii) the manufactured goods are exported out of Bangladesh and an application for repayment of the customs-duties is presented to the proper officer of customs within 60 days of such exportation or of the publication of this order, whichever is later;
- (iv) the exporter makes a declaration on the reverse of the original shipping bill or other export documents to the effect that he would claim repayment of the customs-duties paid on the imported raw materials used in the production of the goods being exported; and
- (v) the repayment at the rate specified shall be allowed provided that the goods exported are manufactured with the same constituents on which the rate of repayment is ordered and the manufacturer-cum-exporter shall immediately intimate to the National Board of Revenue and the Directorate of Inspection and Training (Customs and Excise), Dacca—
  - (a) any change in the process of the imported raw materials,
  - (b) any change in the composition of the manufactured goods to be exported, and
  - (c) use of any indigenous raw materials in place of the imported raw materials.

2. The repayment authorized by this Order shall be admissible in respect of the goods exported on or after the 6th January 1978.

TABLE

Sl. No.	Name of imported raw materials.	Goods produced or manufactured by M/S. Standard Manufacturing Co. Ltd., 16, Farashganj Road, Dacca.	Extent of repayment of customs duties.
1	2	3	4
			Per thousand pieces.
1	Printing Ink (Paint and Lacquer).	'Pakseal' Brand Aluminium Capsuls (Aluminium wares other than Utensils 29×34-MM in assorted colours. (Quantity not exceeding 10,00,000 pieces).	Taka 20·72
2	Varnish		
3	Aluminium Foil		

[C.No. 1 (18)Cus-IV/79]

No. S.R.O. 394-L/80/598/Cus.—In exercise of the powers conferred by clause (c) of section 21 of the Customs Act, 1969 (IV of 1969), the National Board of Revenue is pleased to authorize the repayment to the extent specified in column 4 of the table below of the customs-duties paid on the importation of the raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof, subject to the following conditions, namely:—

- (i) the goods have been manufactured according to the formula duly furnished to the National Board of Revenue showing the quantity of various imported raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof;
- (ii) the manufacturer maintains proper record of the goods manufactured in accordance with the formula referred to in sub-paragraph (i) and produces, on demand, such records and other evidence as may be required by the National Board of Revenue to satisfy itself that the imported raw materials have been used in accordance with that formula;

- (iii) the manufactured goods are exported out of Bangladesh and an application for repayment of the customs-duties is presented to the proper officer of customs within 60 days of such exportation or of the publication of this order, whichever is later;
- (iv) the exporter makes a declaration on the reverse of the original shipping bill or other export documents to the effect that he would claim repayment of the customs-duties paid on the imported raw materials used in the production of the goods being exported; and
- (v) the repayment at the rate specified shall be allowed provided that the goods exported are manufactured with the same constituents on which the rate of repayment is ordered and the manufacturer-cum-exporter shall immediately intimate to the National Board of Revenue and the Directorate of Inspection and Training (Customs and Excise), Dacca,—
- (a) any change in the process of the imported raw materials,
- (b) any changes in the composition of the manufactured goods to be exported, and
- (c) use of any indigenous raw materials in place of the imported raw materials.

2. The repayment authorized by this order shall be admissible in respect of the goods exported on or after the 2nd January 1979.

TABLE

Sl. No.	Name of imported raw materials.	Goods produced or manufactured by M/S. Lever Brothers (Bangladesh) Ltd. Chittagong.	Extent of repayment of customs duties.
1	2	3	4
			Per ton.
1	Steel Drums (Empty)	Glycerine. (Quantity not exceeding 302 tons).	Taka 694.10
2	Ferric Chloride		
3	Activated Carbon		

[C. No. 13(40)NBR/Cus-IV/74]

No. S.R.O. 395-L/80/599/Cus.—In exercise of the power conferred by clause (c) of section 21 of the Customs Act, 1969 (IV of 1969), the National Board of Revenue is pleased to authorize the repayment to the extent specified in column 4 of the table below of the customs-duties paid on the importation of the raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof subject to the following conditions, namely :—

- (i) the goods have been manufactured according to the formula duly furnished to the National Board of Revenue showing the quantity of various imported raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof;
- (ii) the manufacturer maintains proper record of the goods manufactured in accordance with the formula referred to in sub-paragraph (i) and produces, on demand, such records and other evidence as may be required by the National Board of Revenue to satisfy itself that the imported raw materials have been used in accordance with that formula;
- (iii) the manufactured goods are exported out of Bangladesh and an application for repayment of the customs-duties is presented to the proper officer of customs within 60 days of such exportation or of the publication of this order, whichever is later;
- (iv) the exporter makes a declaration on the reverse of the original shipping bill or other export documents to the effect that he would claim repayment of the customs-duties paid on the imported raw materials used in the production of the goods being exported; and
- (v) the repayment at the rate specified shall be allowed provided that the goods exported are manufactured with the same constituents on which the rate of repayment is ordered and the manufacturer-cum-exporter shall immediately intimate to the National Board of Revenue and the Directorate of Inspection and Training (Customs and Excise), Dacca,—
  - (a) any change in the process of the imported raw materials,
  - (b) any change in the composition of the manufactured goods to be exported, and
  - (c) use of any indigenous raw material in place of the imported raw materials.

2. The repayment authorized by this order shall be admissible in respect of the goods exported on or after the 13th June, 1980.

TABLE

Sl. No.	Name of the imported raw materials.	Goods produced or manufactured by M/S. Crescent Industries, Chittagong.	Extent on repayment of customs duties.
1	2	3	4
			Per Metric Ton.
1	Ined'ble tallow in bulk	Crescent "151" Brand Laundry Soap packed in strong wooden cases at 108 cakes per case, each cake weighing 5.5 oz. net. (Quantity not exceeding 300 Metric Tons).	Tk. 3,868.91
2	Coconut oil		
3	Caustic Soda		
4	Blankil in.		
5	Sicofat orange		
6	Sicofat red		

[C. No. 1(16) Cus-IV/80]

No. S.R.O. 396-L/80/600/Cus.—In exercise of the powers conferred by clause (c) of section 21 of the Customs Act, 1969 (IV of 1969), the National Board of Revenue is pleased to authorize the repayment to the extent specified in column 4 of the table below of the customs-duties paid on the importation of the raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof, subject to the following conditions, namely:—

- (i) the goods have been manufactured according to the formula duly furnished to the National Board of Revenue showing the quantity of various imported raw materials specified in column 2 of the said table and used in the production or manufacture of the goods specified in column 3 thereof;
- (ii) the manufacturer maintains proper record of the goods manufactured in accordance with the formula referred to in sub-paragraph (i) and produces, on demand, such records and other evidence as may be required by the National Board of Revenue to satisfy itself that the imported raw materials have been used in accordance with that formula;
- (iii) the manufactured goods are exported out of Bangladesh and an application for repayment of the customs-duties is presented to the proper officer of customs within 60 days of such exportation or of the publication of this order, whichever is later;



(iv) the exporter makes a declaration on the reverse of the original shipping bill or other export documents to the effect that he would claim repayment of the customs-duties paid on the imported raw materials used in the production of the goods being exported; and

(v) the repayment at the rate specified shall be allowed provided that the goods exported are manufactured with the same constituents on which the rate of repayment is ordered and the manufacturer-cum-exporter shall immediately intimate to the National Board of Revenue and the Directorate of Inspection and Training (Customs and Excise), Dacca,—

(a) any change in the process of the imported raw materials,

(b) any change in the composition of the manufactured goods to be exported, and

(c) use of any indigenous raw materials in place of the imported raw materials.

2. The repayment authorized by this order shall be admissible in respect of the goods exported on or after the 19th March 1979.

TABLE

Sl. No.	Name of the imported raw materials.	Goods produced or manufactured by M/S. Gazi Wire Ltd., Chittagong.	Extent of repayment of Customs duty.
1	2	3	4
			Per Ton
1	Copper Rod ..	.. 1. 0.95 M.M. Dia Super Taka Enamelled Copper Wire as per B.S.S. 3160.	13,892.51
2	P.E.W. Varnish		
3	Cresylic Acid	(Quantity not exceeding 5 tons).	
4	Solvent Naptha		
5	Ethylene-Dichloride		

KAZI SHAHIDUL HUQ  
Second Secretary (Customs).