

বাংলাদেশ ব্যাংক

(Incorporated under the Bangladesh Bank Order, 1972)
(P.O. No. 127 of 1972)



বাংলাদেশ ব্যাংক প্রশাসনিক নির্দেশিকা, ২০০৩

তারবার্তা :
বাংলাব্যাংক

বাংলাদেশ ব্যাংক
প্রধান কার্যালয়
ঢাকা।

“প্রিয়জনকে বই উপহার দিন”-- প্রধানমন্ত্রী

প্রশাসন বিভাগ

প্রশাসনিক পরিপত্র নম্বর : ০৫

০৫ চৈত্র, ১৪০৯
তারিখ : -----
১৯ মার্চ, ২০০৩

বাংলাদেশ ব্যাংকের
সকল বিভাগ ও অফিস,


বাংলাদেশ ব্যাংক স্টাফ রেগুলেশন্স, ২০০৩ প্রবর্তন প্রসংগে।

বিগত ২৮ ফাল্গুন, ১৪০৯ / ১২ মার্চ, ২০০৩ তারিখে অনুষ্ঠিত বাংলাদেশ ব্যাংকের পরিচালক পর্ষদের ২৪৮তম সভায় গৃহীত সিদ্ধান্তের প্রেক্ষিতে এ যাবতকাল বিদ্যমান বাংলাদেশ ব্যাংক (স্টাফ) রেগুলেশন্স বাতিল এবং পরিচালক পর্ষদ কর্তৃক অনুমোদিত ‘বাংলাদেশ ব্যাংক স্টাফ রেগুলেশন্স, ২০০৩’ কার্যকর করা হলো।

০২. এ সিদ্ধান্ত ০৫ চৈত্র, ১৪০৯ / ১৯ মার্চ, ২০০৩ হতে কার্যকর বলে গণ্য হবে।

০৩. এক্ষণে বাংলাদেশ ব্যাংক স্টাফ রেগুলেশন্স, ২০০৩ এর ৪(২) অনুচ্ছেদে বর্ণিত নির্দেশানুসারে সংশ্লিষ্ট সকলের অবগতি ও পরিদর্শনের জন্যে উক্ত রেগুলেশন্স এর কপি প্রধান কার্যালয়ের সকল বিভাগ এবং সকল শাখা অফিসে সংরক্ষিত থাকবে।

০৪. বাংলাদেশ ব্যাংক স্টাফ রেগুলেশন্স, ২০০৩ এর কপি এতদসঙ্গে সংযোজিত হলো।



(রফিউল আলম)

মহাব্যবস্থাপক

ফোন : ৯৫৫০৭৭৩

নথি নং প্রশা (প্রবি) ২৫/২০০৩।

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General

In exercise of the powers conferred by Article 82 of the Bangladesh Bank Order, 1972 (P. O. No. 127 of 1972) the Board of Directors hereby make the following Regulations to define the conditions of service of the employees of the Bank:-

1. Short Title and commencement

- (a) These Regulations may be called the Bangladesh Bank Staff Regulations, 2003.
- (b) They shall come into force with effect from 19 March, 2003.

2. Application

These Regulations shall apply to all employees of the Bank, whether on duty or on leave within or without Bangladesh, on deputation with any bank, institution or government agency; provided that they shall not apply, except as otherwise provided in these Regulations or to such extent as may be specially or generally prescribed by the Board of Directors, to

- (i) staff transferred or lent by the Government of Bangladesh, or
- (ii) staff employed temporarily or officers or specialists recruited on special contracts, or
- (iii) senior officials of the Bank appointed by the Government,

provided further that in the case of the officials mentioned in sub-regulation (iii) the approval of the Government shall also be necessary for the application of any or all of these Regulations.

3. Definitions

- (1) In this Regulations, unless there is anything repugnant in the subject or context, --
 - (a) "*Employee*" means a person to whom these regulations apply;
 - (b) "*Assistant Director*" means an Assistant Director and other officials of the same rank;
 - (c) "*Officer*" means an Officer and other officials of the same rank;
 - (d) "*Staff*" means employees other than Officer and above;
 - (e) "*General Manager of an Office or branch*" means General Manager of Human Resources Department of Head Office and General Manager of a branch office of Bangladesh Bank;
 - (f) "*member of an employee's family*" includes ---

- (i) his wife, child or step-child, whether residing with the employee or not; and
 - (ii) any other relative of the employee or his wife, when residing with and wholly dependent upon the employee, but does not include a wife legally separated from the employee, or a child or step-child who is no longer in any way dependent upon him, or of whose custody the employee has been deprived by law.
- (2) References to a wife in clause (f) of sub-regulation (1) shall be construed as references to a husband where the employee is a woman.

4. Change of Regulation

- (1) The Board of Directors of the Bank reserves the right of changing the rules/regulations herein laid down from time to time.
- (2) No new rule/regulation or alteration in any existing rule/regulation shall have any force until passed as a resolution of the Board and issued in the form of a circular, a copy of which shall be made available for inspection by every employee.

5. Delegation of power

- (i) The powers of the Board under these Regulations may be exercised by its Committee and the powers conferred on the Governor may be exercised by a Deputy Governor, if any.
- (ii) The Governor may, subject to such conditions as he may think fit to impose, delegate to an Executive Director, any official of Human Resources Department and General Manager of a branch, all or any of the powers conferred upon him by these Regulations other than those conferred by Regulations 13, 14, 44, 45 and 46.
- (iii) The General Manager of an Office or branch may, with the approval of the Governor and subject to such conditions as the Governor may think fit to impose, delegate to an Assistant Director and above serving under him all or any of the powers conferred upon him by these Regulations other than those conferred by Regulations 13, 44, 45 and 46.

6. Classification of employees

- (i) The employees of the Bank shall be classified as under :-
 - (a) Assistant Director and above.
 - (b) Officer.
 - (c) Staff
- (ii) The Governor shall determine the category, tiers, number and designation of each post and number of posts in each department or branch office of the Bank.

7. Employment or engagement of temporary staff

Notwithstanding anything contained in these Regulations, the General Manager of an office or branch of the Bank may employ temporary staff in the General or Cash Department subject to such general or special directions as may be prescribed by the Governor from time to time.

8. Appointments

- (i) Appointment to the service of the Bank shall be made by the Governor, subject to the approval of the Board, in the case of appointments in the grade of Officer and above and by the General Manager of an office or branch or other official duly authorised in that behalf by the Governor in the case of remainder, subject to such general or special instructions as may be issued from time to time by the Governor or the Board.
- (ii)
 - (a) Appointment of Assistant Directors and Officers in the general side and Officers in the Cash Department shall be made by promotion from the lower grade and by direct recruitment in such proportion and under such condition as the Board may prescribe.
 - (b) Appointment of Assistant Directors and Officers in the specialised departments shall be made by direct recruitment but Governor may promote suitable persons from lower grades.
 - (c) Appointment of Deputy Directors and above shall ordinarily be made by promotion from lower grades.
Provided that in case of recruitment of foreign domicile or of Officials on special contracts, the provision of this sub-regulation shall not apply.
- (iii) Recruitment to staff shall ordinarily be direct.
- (iv) No person shall be appointed to the service of the Bank unless he has been certified by a qualified medical practitioner approved by the Bank to be of sound constitution and medically fit.
- (v) All appointments shall ordinarily be made at the minimum pay of the class.
- (vi) The Governor may in exceptional circumstances grant premature increments not exceeding four to a Bank employee.

9. Commencement of Service

Active service shall commence from the working day on which an employee reports for duty in an appointment covered by these Regulations at place and time intimated to him by the Bank, provided that he reports before noon, otherwise his active service shall commence from the next working day.

10. Probation

- (i) An employee shall be on probation normally for a period of one year which may be extended to three years by the appointing authority or more than three years by the Governor; during the first month of such period he shall be liable to discharge at one day's notice and thereafter at one month's notice or pay in lieu thereof.
- (ii) An employee upon completion of his service during the probationary period, shall be confirmed w.e.f. the date of completion of probation and this date of confirmation as determined shall be the date of confirmation of the employee in the service of the Bank.

11. Membership of Funds

Every employee required to do so by the Rules of the relative Fund shall become a member of the Bangladesh Bank General Provident Fund and any other Fund, if any, approved by the Board of Directors and shall agree to be bound by the rules of those Funds.

12. Reversion

An employee promoted from one class to another, or promoted to a higher grade or appointment in the same class, shall be liable to be reverted without notice at any time within one year of such promotion;

Provided that nothing in this regulation shall operate to limit the liability to reversion of an employee who has been promoted to officiate in a temporary vacancy.

13. Termination of service

- (i) An employee shall not leave or discontinue his service in the Bank without first giving one month's notice in writing of his intention so to do to the General Manager of his Office or Branch, and in the case of an Assistant Director and above three months' notice in writing to the Governor and, in case of breach by him of this sub-regulation, he shall be liable to pay to the Bank as compensation a sum equal to his basic pay for the said period of notice;

Provided that the payment of such compensation may be waived by the said General Manager or the Governor, as the case may be, at his discretion.

- (ii) The Bank may determine the service of any employee by calling upon him to resign or otherwise, after the expiry of the period of his probation on giving him three months' notice or pay in lieu thereof if he is an Assistant Director and above, and on giving him one month's notice or pay in lieu thereof if he is an employee of any other class/category. The power to determine the service of an employee shall be exercised by the Governor with the prior approval of the Board in the case of an Assistant Director and above and by the General Manager of an office or branch with the approval of the Governor in the case of other employees.
- (iii) Nothing in sub-regulation (ii) shall affect the right of the Bank :-
 - (a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulation 14, 44 and 45.
 - (b) to determine the services of an employee without notice or pay in lieu thereof on his being certified by the Bank's Chief Medical Officer to be permanently incapacitated for further continuous permanent service in the Bank.
- (iv) The expression "month" used in this Regulation shall be reckoned according to the English Calendar and shall commence from the day following that as on which notice is given by the employee or the Bank, as the case may be.

14. Retirement and re-employment

(1) Every employee shall retire from service :-

(a) on such date after he has completed twenty five years of active service as the competent authority may, in the interest of the Bank and for reasons to be recorded in writing in each case, direct; or

(b) in any other case, on completion of the fifty seventh year of his age.

(2) Notwithstanding anything contained in paragraph (b) of sub-regulation (1), the competent authority may, in the interest of the Bank and for reasons to be recorded in writing in each case, extend the service of an employee beyond, or re-employ an employee after, the date of his retirement under the sub-regulation for a period not exceeding three years at any one time;

Provided that re-employment of an employee shall be subject to such terms and conditions, not being terms and conditions more favourable to the employee than those admissible to him at the time of his retirement, as the competent authority may deem fit;

Provided further that no employee shall be retained in service beyond the age of sixty years except in rare and exceptional circumstances;

Provided further that the services of any employee who is retained in service beyond the age of superannuation may be terminated on three months' notice on either side or upon payment of three months' salary in lieu thereof, and such termination shall not be deemed to be removal or dismissal.

(3) An employee who is required to retire under paragraph (b) of sub-regulation (1), including any such employee whose service has been extended under sub-regulation (2), shall be entitled to such ordinary leave preparatory to retirement as is admissible to him and the period of such leave may extend beyond the date of his retirement but not beyond the completion of the sixtieth year of his age, and if he proceeds on such leave before the said date, his retirement shall take effect on the expiry of the leave.

Explanation : In this regulation, "competent authority" means --

(a) in relation to an employee not below to an Assistant Director -- Board of Directors, and

(b) in relation to any other employee -- The Governor.

15. Record of service

A service record shall be maintained by the Bank at its Head Office in the case of employees in the category of Officer and above and at each branch in the case of other employees. The record shall contain the names of employees in order of seniority, the posts in which they are acting, the grade and date of confirmation therein, their pay and date of next increment, their community, date of birth, district of domicile, first day of active service, length of active service, the date of their attaining the age of 57, the amount of leave availed of and due and the date of their last return from leave.

Part II

Discipline

16. Posting and transfer

All Officers and above shall, while they are in the Bank's service, serve the Bank in its business in such capacity and in such place as they may from time to time be directed. Other employees shall ordinarily be called upon to serve in one specified place.

17. Communication of official documents or information

An employee shall not, unless generally or specially empowered by the competent authority in this behalf, or compelled to do so by a court of law, disclose directly or indirectly to his colleagues or employees belonging to other departments/branches or professions or to the press or public, the contents of any official document or communicate any information which has come into his possession in the course of his official duties, or has been prepared or collected by him in the course of those duties, whether from official sources or otherwise.

18. Taking part in politics and elections

- (1) No employee shall take part in, subscribe in aid of or assist in any way, any political movement in Bangladesh or relating to the affairs of Bangladesh.
- (2) No Bank employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be, subversive of Government as by law established in Bangladesh.
- (3) No Bank employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Bangladesh or elsewhere.

Provided that a Bank employee who is qualified to vote at such election may exercise his right to vote; but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

- (4) A Bank employee who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub regulation (3) to take part in an election to such body.
- (5) The provisions of sub-regulations (3) and (4) shall, so far as may be, apply to

elections to local authorities or bodies, save in respect of Bank employees required or permitted by or under any law, or order of the Government, for the time being in force, to be candidates at such elections.

- (6) If any question arises whether any movement or activity falls within the scope of this regulation, the decision of the Governor thereon shall be final.

19. Absence from duties, leave of station etc.

- (1) A Bank employee shall not engage himself in any activity which causes disaffection among, or interferes with the discipline of, or obstructs the performance of duties by, any other Bank employee;
- (2) A Bank employee, without leave of absence or any reasonable excuse, shall not absent himself or otherwise abstain from, or fail to perform his duties, whether or not in consort with others;
- (3) A Bank employee shall not incite or in any manner persuade any other Bank employee to be absent or to abstain from, or not to perform, his duties;
- (4) A Bank employee shall not prevent any other Bank employee from attending to or performing his duties;
- (5) An Assistant Director and above of the Bank must not absent himself from his station overnight without obtaining previous sanction of the competent authority.

20. Acceptance of gifts and foreign awards

- (1) Save as otherwise provided in this regulation, no Bank employee shall, without the previous sanction of the competent authority, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to the Bank as to its disposal.
- (2) If any question arises whether receipt of a gift places a Bank employee under any form of official obligation to the donor, the decision of the Governor thereon shall be final.
- (3) If any gift is offered by the head or representative of a foreign state, the Bank employee concerned should attempt to avoid acceptance of such a gift if, he can do so without giving offence. If, however, he cannot do so, he shall accept the gift and shall report its receipt to the Bank for orders as to its disposal.
- (4) No Bank employee shall, except with the approval of the Governor accept a foreign award, title or decoration.

Explanation : For the purpose of this rule, the expression "*approval of the Governor*" means prior approval in ordinary cases and post-facto approval in special cases where sufficient time is not available for obtaining prior approval.

21. Public demonstrations in honour of Bank employees

- (1) No Bank employee shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him or any entertainment to be held in his honour.
- (2) Subject to the provisions of any general or special order of the Bank., an employee may attend a farewell entertainment of a substantially private and informal character held as a mark of regard to himself or to some other Bank employee, or to a person who has recently quitted the service of the Bank., on the occasion of retirement from service or departure from a station of himself or such other Bank employee or person.

22. Raising of funds and subscriptions

No Bank employee shall participate in the raising of funds, or accept or take part in the raising of funds for any purpose whatsoever without specific prior permission of the competent authority.

23. Construction of building, etc.

No Bank employee shall construct a building, whether intended to be used for residential or commercial purpose except with the previous sanction of the Bank obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

24. Private trade or employment

- (1) Subject to the other provisions of this regulation, no Bank employee shall, except with the previous sanction of the competent authority., engage in any trade or undertake any employment or work, other than his official duties.

Provided that a Bank employee other than Officer and above may, without such sanction undertake a small enterprise which absorbs family labour and where he does so, he shall file details of the enterprise along with the declaration of assets.

- (2) A Bank employee may undertake honorary work of a religious, social or charitable nature and occasional work of a literary or artistic character which includes publication of one or a few literary or artistic works, provided that his official duties do not suffer thereby; but the Governor may, at any time, forbid him to undertake or require him to abandon any employment which in his opinion, is undesirable.
- (3) This rule shall not apply to sports activities and membership of recreation clubs.

25. Evidence before Committees

- (1) No Bank employee shall give evidence before a public committee without the previous sanction of the Governor.
- (2) No Bank employee giving such evidence shall criticise the policy or decisions of the Bank or of the Government.
- (3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries, nor to evidence given before official committees appointed by the Bank.

26. Vindication by Bank employee of their public acts or character

- (1) An employee may not, without the previous sanction of the Governor, have recourse to any court or to the press for the vindication of his public acts or character from defamatory attacks. In granting sanction, the Bank will ordinary bear the cost of the proceedings and in other cases leave the employee to institute them at his own expense. In the latter case, if he obtains a decision in his favour, the Bank may reimburse him to the extent of the whole or any part of the cost.
- (2) Nothing in this rule limits or otherwise affects the right of an employee to vindicate his private acts or character.

27. Declaration of property

- (1) Every employee shall, at the time of entering the service of the Bank, make a declaration to the Bank of all immovable and movable properties, including shares, certificates, securities, insurance policies and jewellery having a total value of Taka 50,000 (Taka fifty thousand) or more belonging to, or held by him or a member of his family and such declaration shall --
 - (a) state the district within which the property is situated,
 - (b) show separately individual items of jewellery exceeding Taka 50,000 (Taka fifty thousand) in value, and
 - (c) give such further information as the Governor may, by general or special order, require.
- (2) Every employee shall, after every five years, in the month of December, submit a return to the Bank, of his assets showing any increase or decrease of his property as shown in the declaration made under sub-regulation (1) or in the last five years return, as the case may be.
- (3) The Governor may, by a general or special order, prescribe the manner for submission of all return of assets under this regulation.

28. Disclosure of liquid assets.

An employee shall disclose his liquid assets when required to do so by the Bank.

29. Speculation and investment

- (1) No employee shall speculate in investments. For the purpose of this sub-regulation, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.
- (2) No employee shall make, or permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (3) No employee shall make any investment the value of which is likely to be affected by some event of which information is available to him as a Bank employee and is not equally available to the general public.

(4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-regulations the decision of the Governor thereon shall be final.

30. Promotion & Management of Companies.

No employee shall take part in the promotion, registration or management of any bank or other company.

Provided that an employee may, subject to the provisions of any general or special order of the Governor, take part in the promotion, registration or management of a Co-operative Society registered under the Co-operative Societies Act, 2001.

31. Lending and borrowing

- (1) No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person with whom he has any official dealings;
- (2) No employee of the Bank should approach directly any commercial bank, or financial institution or any other credit institution for any loan or advance for any purpose. If any employee proposes to take a loan, or advance etc., the application addressed to the commercial bank, financial institution or other credit institution concerned will have to be routed through the Bank. Such applications will be considered by the Human Resources Department on the basis of merit of each case. General Managers of branches will forward such application to the Human Resources Department of Head Office to clear these with his comments/ recommendation.
- (3) No employee shall stand any guarantee for any type of loan or advance in favour of any person from any commercial bank, financial institution or any other credit institution without prior approval from the competent authority. Such applications will also be dealt with according to the procedure laid down in sub-regulation (2).

32. Insolvency and habitual indebtedness

A Bank employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if the whole of that portion of his salary which is liable to attachment is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which, in ordinary circumstances, he cannot repay within a period of two years, he shall be presumed to have contravened this rule unless he proves that the insolvency or indebtedness is the result, of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits. An employee who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the General Manager or to the Governor, as the case may be.

33. Approach to members of parliament, etc.

No employee shall, directly or indirectly, approach any member of Parliament or any other non-official person to intervene on his behalf in any matter.

34. Management, etc., of newspapers or periodicals

No employee shall, without previous permission of the Governor, own wholly or in part, or conduct or participate in editing or management of, any newspaper or other periodical publication.

35. Radio broadcasts and communication to the press

No employee shall, without the previous permission of the competent authority, participate in a radio or television broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any person, to any newspaper or periodical;

Provided that such sanction shall generally be granted if such broadcast or such contribution or letter is not, or may not be considered likely to jeopardise the integrity of the employee, the security of Bangladesh or friendly relations with foreign states, or to offend public order, decency or morality or to amount to contempt of Court, defamation or incitement to an offence;

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

36. Criticism of Government and publication of information or opinion upon matters relating to foreign countries

(1) No employee shall, in any document published under his own name or in any public utterance or radio broadcast or television broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing --

(a) the relation between the Government and the people or any section thereof, or

(b) the relations between the Government and any foreign country.

(2) An employee, who intends to publish any document under his own name or deliver any public utterance or radio broadcast or television broadcast containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-regulation (1) may arise shall submit to the Bank a copy of draft of the document which he intends to publish or of the utterance or of the radio broadcast or television broadcast which he intends to deliver and shall not publish the document or deliver the utterance or radio broadcast or television broadcast save with the sanction of the competent authority and with such alterations, if any, as the competent authority may direct.

37. Propagation of Sectarian creeds, etc.

No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism as are likely to affect his integrity in the discharge of his duties or to embarrass the Bank or create feelings of discontent or displeasure amongst the Bank employees in particular and amongst the people in general.

38. Nepotism, favouritism and victimisation, etc.

An employee shall not indulge in parochialism, favouritism, victimisation and wilful abuse of office.

39. Conduct towards female colleagues

An employee shall not use any language or behave with his female colleagues, in any manner, which is improper and goes against the official decorum and dignity of female colleagues.

40. Conflict of Interest

(1) Where an employee while discharging his official duty, finds --

- (a) that any person who is a member of his family or his first degree relative is interested in any matter pending with him, relating to any contract with any company or firm or to any other person;
- (b) that any person who is a member of his family or his first degree relative is employed in such company or firm or under such person, he shall not deal with the matter and send the same to his higher authority for decision.

Explanation : For the purpose of this regulation family and first degree relatives include --

Wife, husband, parents, son, daughter, brother, sister and person wholly dependent upon the concerned employee.

(2) Where the spouse of an employee is a member of any political party or involved in any political activity in any manner, the concerned employee shall, at once, in writing, report it to the Bank.

41. Use of political or other influence

No Bank employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Governor or any Bank employee in support of any claim arising in connection with his employment as such.

42. Bank decisions, orders etc.

No Bank employee shall --

- (a) oppose in public or impede in any manner, compliance with any order or decision of the Bank or incite or abet others to do so;
- (b) express in public any dissatisfaction or resentment or participate in any agitation or abet others to participate in any agitation against any order or decision of the Bank or abet others to do so;
- (c) exert any undue influence or pressure on the Bank to change, modify, revise or cancel any order or decision;
- (d) create or attempt to create or abet others to create any dissatisfaction, misunderstanding or hatred in any manner, among the Bank employees or group of Bank employees.

43. Approaching foreign Mission and aid-giving agencies

No Bank employee shall approach directly or indirectly, a foreign Mission in Bangladesh or any foreign aid-giving agency to secure for himself invitation to visit a foreign country or to elicit training facilities abroad.

Part III

Punishment

44. Penalties

- (1) An employee who commits a breach of any of the regulations of the Bank or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interest of the Bank or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct, or who is convicted of a criminal offence, shall be liable to the following penalties:-
 - (a) reprimand;
 - (b) delay or stoppage of increment or promotion;
 - (c) degradation to a lower post in his permanent class or to a lower stage in his incremental scale, i.e. reduction in rank or pay;
 - (d) recovery from pay of the whole or part of any pecuniary loss caused to the Bank by the employee;
 - (e) compulsory retirement;
 - (f) removal from service; and
 - (g) dismissal from service.
- (2) No employee shall be subjected to the penalties (b), (c), (d), (e), (f) or (g) of sub-regulation (1) except by an order passed by the Governor in case of an Assistant Director and above, or the General Manager of an Office or Branch in the case of other employees, and no such order shall be passed without the charge or charges being formulated in writing.
- (3) Order communicating the decision regarding penalty imposed by the Governor or General Manager, as the case may be, can be issued under the signature of an Assistant Director or above.

45. Inquiry and punishment

- (1) When an employee is to be proceeded against for any offence, the appointing authority or any person authorised by him shall frame a charge and, by notice accompanied by the charge, require the employee, hereinafter called the accused, to show cause, within a period which shall not be less than (2) two days from the date of service of the notice, why he should not be punished under these Regulations and also to state whether he desires to be heard in person.

- (2) If, after consideration of the cause, if any, shown by the accused, and hearing him in person, if the accused appears for the purpose, the appointing authority finds the accused guilty of the charge, or if no cause is shown within the required period, the appointing authority shall, by notice specifying the penalty proposed to be imposed, require the accused to show cause within 7 (seven) days of the service of the notice, why the penalty specified therein shall not be imposed.
- (3) After considering the cause, if any, shown under sub-regulation (2), or if no cause is shown within required period, the appointing authority may impose upon the accused the penalty specified in the notice under sub-regulation (2) or any other penalty provided for in Regulation 44, but not more severe than that mentioned in the notice under sub-regulation (2) of this regulation.
- (4) For the purpose of this regulation, a notice shall be deemed to have been validly served if it is served by delivery to the accused or by affixing it to a conspicuous place of his last known residence or by publication in not less than two daily newspapers.

Provided that the requirements of the sub-regulations (1), (2), (3) and (4) may be waived if the facts on the basis of which action is to be taken have been established in a court of law, or where the employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of these sub-regulations are waived, the reason for so doing shall be recorded in writing.

- (5) An employee may be placed under suspension by the authority empowered to pass the final order under this regulation.
- (6) During such suspension he shall receive subsistence allowance equal to his basic pay, provided that if no penalty is imposed under sub-regulations (b), (c) (d), (e), (f) or (g) of regulation 44, the employee shall be refunded the difference between his basic pay and the emoluments which he would have received but for such suspension, for the period while he was under suspension, and that, if a penalty is imposed on him under the said clauses, no order shall be passed which shall have the effect of compelling him to refund such subsistence allowance. The period during which an employee is under suspension shall, if he is not punished under sub-regulations (f) and (g) of regulation 44, be treated as period spent on duty or leave as the officer who passes the final order may direct.

46. Appeal.

- (1) An employee shall have a right of appeal, to the Board of Directors in the case of an Assistant Director and above, and to the Governor in the case of other employees, if he considers that any order passed by any superior authority injuriously affects his interest. Such appeal shall be sent through his immediate superior officer, who shall forward it to the appellate authority with his comments.
- (2) The appellate authority to whom the appeal has been made may pass such order on the appeal as it may deem fit.

- (3) Trivial appeals, appeals on matters which do not affect an employee personally and appeals which merely repeat an appeal which has been already rejected shall not be answered.
- (4) An order passed on an appeal under sub-regulation (2) shall be final.
- (5) Appeals shall not be addressed personally to members of the Board of Directors and any such act shall be deemed to be a breach of discipline.

Part IV

Miscellaneous

47. Salary

Subject to the approval of the Government, the Board shall prescribe, from time to time, the salary of each class of posts in the Bank. The Governor shall determine the number of posts in each department of the Bank.

48. Leave, medical attendance and accommodation

The Governor shall prescribe from time to time the regulations relating to Leave, medical attendance and accommodation and shall also determine the conditions of eligibility and mode of payment thereof.

49. Repeal, etc.

- (1) Bangladesh Bank (Staff) Regulations made in exercise of the powers conferred by Bangladesh Bank Order, 1972, in so far as they applied to the persons to whom the said rules/regulations applied, are hereby repealed, but such repeal shall not affect anything done or suffered under those rules/regulations.
- (2) Any rules or regulations made, order passed, notification issued, thing done, action taken or proceedings commenced under any of the provisions/regulations of the hereto-before existing Bangladesh Bank (Staff) Regulations or deemed to have been so made, passed, issued, done, taken or commenced, shall continue in force and be deemed to have been made, or as the case may be, passed, issued, done, taken or commenced under the corresponding provision/regulation of this Bangladesh Bank Staff Regulations, 2003.

50. Signing of agreement

Every employee to whom these regulations apply, either wholly or in part shall subscribe to an agreement in the following form :-

**"Declaration under paragraph 50 of
Bangladesh Bank Staff Regulation, 2003**

I hereby declare that I have read and understood the Bangladesh Bank Staff Regulation, 2003 and I hereby subscribe and agree to be bound by the said regulation as amended from time to time.

Place : -----

Date : -----

Signature : -----
Name in full : -----
Designation : -----
Date of joining : -----

Witness :

Witness :

1. Signature : -----
Name : -----
Father's name : -----
Occupation : -----
Address : -----

2. Signature : -----
Name : -----
Father's name : -----
Occupation : -----
Address : -----
