



**ALLOCATION OF BUSINESS AMONG
THE DIFFERENT MINISTRIES AND DIVISIONS
(Schedule I of the Rules of Business, 1996)**

(Revised up to April 2010)

**CABINET DIVISION
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

LIST OF MINISTRIES AND DIVISIONS

	Pages
1. President's Office :	
A. Public Division	1
B. Personal Division	1—2
2. Prime Minister's Office	3
3. Armed Forces Division	4
4. Cabinet Division	5—6
¹ [* * *]	
² [6. Ministry of Chittagong Hill Tracts Affairs] ..	7—8
³ [7. Ministry of Primary and Mass Education] ..	9—10
8. Ministry of Agriculture	11
9. Ministry of Civil Aviation and Tourism	12
10. Ministry of Commerce	13—14
⁴ [11. Ministry of Communication	
A. Roads and Railways Division	15
B. Bridges Division]	16
12. Ministry of Cultural Affairs	17—18
13. Ministry of Defence	19—20
⁵ [14. Ministry of Food & Disaster Management	
A. Food Division	21—22
B. Disaster Management and Relief Division] ..	22—23
15. Ministry of Education	24—25
⁶ [16. Ministry of Power, Energy and Mineral Resources	
A. Power Division	26
B. Energy and Mineral Resources Division]	26—27
17. Ministry of Environment and Forest	28

- | | |
|------|--|
| Note | <ol style="list-style-type: none"> 1. "5, Election Commission Secretariat" heading & its entries deleted vide S.R.O No. 319-Law/2008-CD-4/2/2007-Rules, Dated 25-11-2008. 2. Amended vide Cabinet Division Notification No. CD-4/2/97-Rules/69, Dated 29th June 2000. 3. Amended vide Cabinet Division Notification No. CD-4/2/2001-Rules(Part-2)/01; Dated 2nd January, 2003. 4. Amended vide Cabinet Division Notification No. CD-4/2/2001--Rules(Part-2)/9 (150); Dated 27th January, 2002 & S. R. O No 82. Law/2008-CD-4/4/2008-Rules, Dated 31 March 2008. 5. Amended vide Cabinet Division Notification No. CD-4/5/2003-Rules/42, Dated 6-5-2004. & S. R. O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24.07.2008. and Amended vide S. R. O No. 253-Law/2009-CD-4/5/2008-Rules, Dated 01.12.2009. 6. Amended vide Cabinet Division Notification No.CD-4/1/94-Rules(Part-2)/58; Dated 15th May, 2001. |
|------|--|

			Pages
18.	Ministry of Establishment :	29—32
	(A) Bangladesh Public Service Commission Secretariat		33
19.	Ministry of Fisheries and Livestock	34—35
¹ [20.	Ministry of Finance :		
	A. Finance Division	36—38
	B. Economic Relation Division	39—41
	C. Internal Resources Division	41—42
	D. Bank and Financial Institutions Division]	42—43
21.	Ministry of Foreign Affairs	44—45
22.	Ministry of Health and Family Welfare	46—49
23.	Ministry of Home Affairs	50—52
24.	Ministry of Housing and Public Works	53—54
25.	Ministry of Industries	55—57
26.	Ministry of Information	58—59
² [27.	Ministry of Textiles and Jute]	60—61
³ [28.	Ministry of Labour and Employment]	62—63
⁴ [29.	Ministry of Law, Justice and Parliamentary Affairs	
	A. Law and Justice Division	64—65
	B. Legislative and Parliamentary Affairs Division		66—67
	C. Parliament Secretariat]		67—68
30.	Ministry of Land	69—70
31.	Ministry of Local Government, Rural Development and Co-operatives :		
	A. Local Government Division	71
	B. Rural Development and Co-operatives Division	72
Note:-	1. Amended Vide SRO No.7-Law/2010-CD-4(6)/2009-Rules, Dated 06.01.2010.		
	2. Amended Vide S. R. O No. 82-Law/2008-CD-4/4/2008-Rules, Dated 31 March 2008 & No. CD-4/5/2003-Rules/42 Dated 6th May 2004.		
	3. Amended Vide Cabinet Division Notification No. CD-4/2/2001-Rules/156, Dated 20th December, 2001 & S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24 July 2008.		
	4. Amended Vide SRO No.273-Law/2009-CD-4(1)/2009-Rules, Dated 23.12.2009.		
	* Previous Sl. No. 22 Omitted and Sl. No. 23—38 Renumbered vide S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24 July 2008.		

			Pages
32.	¹ [Ministry of Planning :		
	A. Planning Division	73—75
	B. Statistics Division	
	C. Implementation, Monitoring and Evaluation Division]		75
33.	Ministry of Posts and Tele-communications	76
34.	Ministry of Religious Affairs	77
35.	² [Ministry of Science and Information & Communication Technology]		78—79
36.	Ministry of Shipping	80—81
37.	Ministry of Social Welfare	82
38.	Ministry of Women and Children Affairs	83—84
39.	Ministry of Water Resources	85
40.	Ministry of Youth and Sports	86
³ [41.	Ministry of Liberation War Affairs]	87
⁴ [42.	Ministry of Expatriates Welfare and Overseas Employment]	..	88

-
- Note:-
1. Amended vide S.R.O. No. 124-Law/2010-04.423.022.02.01.002.2010; Dated 25 April, 2010.
 2. Amended vide Cabinet Division Notification No. CD-4/1/2002-Rules/42; Dated 11th April, 2002. & S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24th July 2008.
 3. Amended vide Cabinet Division Notification No. CD-4/2/2001-Rules/122(150); Dated 23rd October, 2001 & S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24th July 2008.
 4. Amended vide Cabinet Division Notification No. CD-4/2/2001-Rules/156, Dated 20th December, 2001 & S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24 July 2008.
- * Previous SI. No. 38, 39 deleted and SI. No. 40—44 Renumbered vide S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24th July 2008.

1. PRESIDENT'S OFFICE

A. Public Division:

1. Provide Secretarial service to the President in discharge of his constitutional, legal and executive functions as the Head of the Republic.
2. Administer and disburse President's discretionary funds.
3. Secretarial assistance in the preparation of President's speeches and messages.
4. Administration including financial matters of the Division.
5. Public relation and press.
6. Welfare of staff of this Division.
7. Inquiries and statistics on any of the subject allotted to this Division.
8. Perform such other function as may be assigned by the President.
9. Fees in respect of any of the subject allotted to this Division except fees taken in courts.
10. All laws on subjects allotted to this Division.

B. Personal Division :

1. Household affairs of the President.
2. Arrangements for all ceremonial functions i.e. presentation of credentials by foreign diplomats, State Banquets receptions. Oath taking, presentation of gallantry and national awards.
3. Reception and entertainment of Foreign Heads of States and Foreign Dignitaries and other VIP's.
4. Maintenance and furnishing of the office and official residence of the President.
5. Security and protection of the person of the President as per Rules.
6. Operation, Direction and Supervision of President's Guard Regiments (PGR).
7. Tours of President home and abroad.
8. State conveyance of the President.

9. Procurement and maintenance of transports of the President and his household.
10. Engagement schedules of the President.
11. Welfare of staff of this Division.
12. Administration including financial matters of this division.
13. Pension and other facilities of ex-Presidents.
14. Fees in respect of any of the subject allotted to this Division except fees taken in courts.
15. Perform such other functions as may be assigned by the President.
16. All laws on subjects allotted to this Division.

2. PRIME MINISTER'S OFFICE

1. Secretarial assistance to the Prime Minister.
2. Assistance to the Prime Minister in the discharge of his responsibilities as and when necessary.
3. Assistance to the Prime Minister in the discharge of his Parliamentary responsibilities.
4. Matters relating to Political Affairs.
5. Administration including financial matters of this office.
6. National Security Intelligence (NSI).
7. Co-ordination of all Intelligence Agencies.
1[* * *]
9. NGO Affairs.
- 9A. Matters Relating to Board of Investment (BOI).
10. Bangladesh Export Processing Zones Authority.
- ²[10A. All matters relating to Privatization Commission.]
11. Administration and Supervision of subordinate offices and organisations under this office.
12. Press and public relations.
13. Prime Minister's Security including Special Security Force.
14. Administration of Prime Minister's Discretionary Fund.
15. Messages and speeches of the Prime Minister.
16. Reception of Foreign Heads of Government and dignitaries.
17. Arrangement of Protocol and Ceremonials.
18. Tours of the Prime Minister inside country (Foreign tours to be organised by the Ministry of Foreign Affairs).
19. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this office.
- ³[19A. Development and welfare of the tribal people, other than those of the "Chittagong Hill Tracts."]
20. All laws on subjects allotted to this office.
21. Inquiries and statistics on any of the subjects allotted to this office.
22. Fees in respect of any of the subjects allotted to this office except fees taken in courts.
23. Such other functions as may be assigned to this office from time to time.

1. Deleted vide SRO No. 322-law/04-CD-4(5)/2003-Rules, Dated, 24th November, 2004.

2. Amended vide Cabinet Division Notification No. S.R.O No. 142-law/CD-4/2/2003-Rules;; Dated, 28th May, 2003.

3. Amended vide Cabinet Division Notification No. CD-4/2/97-Rules/69, Dated, 29th June, 2000.

3. ARMED FORCES DIVISION

1. To prepare Defence Policy, Plan and Monitor treaty Commitments.
2. To plan, co-ordinate and arrange mobilization of the Defence Services, Para-Military and Auxiliary Forces on declaration of National Emergency/War.
3. To co-ordinate and control the activities of Defence Services when deployed in Aid of Civil Power.
4. To prepare procurement policy for the Defence Services.
5. To plan and co-ordinate all joint services training, operation, administration and logistics.
6. To co-ordinate and control the activities, except budget legal and statutory matters of Inter Services Organisations.
7. To co-ordinate all Inter Services sports/games, protocol and ceremonial functions.
8. All types of official visits and courses abroad by the Defence Services persons.
9. Foreign Military Delegation.
10. Industries concerned with War-like stores, Ordnance Factories, manufacture of arms, fire-arms, ammunitions and explosives.
11. Welfare of ex-service men.
12. Defence Academies, Staff Colleges and higher military training within and outside Bangladesh.
13. To maintain close liaison between the Civil Administration and the Defence Services in performing the above mentioned responsibilities.
14. All appointments to the posts of Colonel or equivalent and above in the Army, Navy and Air Force.

4. CABINET DIVISION

1. Secretarial work for the Cabinet and its Committees.
2. Custody of papers and documents of the Cabinet and Committees and their decisions.
3. Review of progress and implementation of Cabinet and Committee decisions.
4. Remuneration and privileges of the President, Prime Minister and other Ministers.
5. Immunity of the President.
6. Administration of Oath of the president and Resignation of the President.
7. Rules of Business and Allocation of Business among the Ministries and Divisions.
8. Toshakhana.
9. Flag Rules, National Anthem Rules and National Emblem Rules.

¹[9A. Observance of National Mourning Day on the 15th August.]

10. Appointment and resignation of the Prime Minister, Ministers, Ministers of State and Deputy Ministers and administration of their Oath.
11. Common services relating to the Prime Minister, Ministers, Ministers of State and Deputy Ministers excluding T.A. and D.A..

²[11A. All matters relating to Anti-corruption commission.]

12. Declaration of War.
13. Secretaries Committee and Sub-Committees.
14. General administration in Upazilas, Districts and Divisions.
15. Warrant of Precedence.
16. Monitoring of Criminal Justice.
17. Nomination for International Awards.

1. Amended vide S.R.O. No. 91-law/2010-04.423.022.02.01.001.2010, Dated : 30th March, 2010.

2. Amended vide S.R.O No. 322-law/04-CD-4(5)/2003-Rules: Dated : 24th November, 2004.

18. National Implementation Committee for Administrative Reforms/ Reorganisation (NICAR).
19. Administration including financial matters of this Division.
20. Administration and supervision of subordinate offices and organisations under this Division.
21. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
22. All laws on subjects allotted to this Division.
23. Inquiries and statistics on any of the subjects allotted to this Division.
24. Fees in respect of any of the subjects allotted to this Division except Fees taken in courts.
25. National Awards and Award giving ceremonies.
26. Inter-Ministerial Co-ordination.

¹[* * *]

²[“6. MINISTRY OF CHITTAGONG HILL TRACTS AFFAIRS

1. Matters relating to the administration of the Ministry of Chittagong Hill Tracts Affairs.
2. Advise local authorities in Chittagong Hill Tracts areas on regulatory matters.
3. Co-ordination of all related matters with concerned Ministries/ Divisions.
4. Provisions of secretarial services to the Council Committee, Special Committee and working Committee on Chitagong Hill Tracts areas.
5. Counseling, monitoring and where required, implementing all relevant decisions of the Government and the Committees.
6. Formulating plans and programmes, including development action plan in respect of Chittagong Hill Tracts areas.
7. Dealing with matters relating to Chittagong Hill Tracts Regional Council (চিৎগং হিল ট্রাক্টস রিজিয়াল কাউন্সিল) and Hill District Councils of Chittagong Hill Tracts areas.
8. Matters relating to Upazilla Parishad, Pourashava, Union Parishad, Gram Parishad and all other local authorities of Chittagong Hill Tracts areas as per existing laws pertaining thereto.
9. Co-ordination with all concerned government agencies to protect unique characteristics of environment and topography of Chittagong Hill Tracts areas.
10. Undertake programmes for socio-economic development, education, culture, social custom, manner, language, religion, rites, practices and maintain originality of tribal and non tribal people of Chittagong Hill Tracts areas.
11. Matters relating to conduct and co-ordination of relief and rehabilitation and disaster management activities in Chittagong Hill Tracts areas.
12. Observation and monitoring of NGO activities in Chittatong Hill Tracts areas.
13. Supervision and co-ordination of all development activities of Chittagong Hill Tracts Regional Council (চিৎগং হিল ট্রাক্টস রিজিয়াল কাউন্সিল) and all other local authorities of Chittagong Hill Tracts areas and co-ordination of Inter-Ministerial/Divisional development activities.

1. “5, ELECTION COMMISSION SECRETARIAT” heading & its entries deleted vide S.R.O No. 319-Law/2008-CO-4/2/2007-Rules. Dated 25-11-2008.

2. Amended vide Cabinet Division Notification No. CD-4/2/97-Rules/69, Dated : 29th June, 2000.

14. Administration of Chittagong Hill Tracts Development Board.
15. Matters relating to International Centre for Integrated Mountain Development (ICIMOD) relating to Chittagong Hill Tracts.
16. Matters relating to Civil Affairs Office, Chittagong.
17. Liaison with all International Organizations relating to subjects allotted to this Ministry and all foreign dealings.
18. Matters relating to enactment of all laws on subjects allotted to this Ministry.
19. Inquiries and statistics on Subjects allotted to this Ministry."]

¹[7. MINISTRY OF PRIMARY AND MASS EDUCATION]

1. Formulation of sectoral plan in primary and mass education sector.
2. Preparation, monitoring and evaluation of development projects (Primary and mass education).
3. Primary education.
4. Mass Literacy Programme including informal and non-formal education.
5. Educational research and training (Primary and mass education).
6. Implementation and monitoring of compulsory primary education programmes.
7. Motivation and publicity at national and local level about primary education for all and mass education programmes.
8. Educational policy and reforms (Primary and mass education).
9. Curriculum development (Primary and mass education).
10. Preparation, printing and distribution of text books (Primary education). Taking all other cases in the field of pre-primary and primary education.
11. Processing of educational projects/schemes of primary and mass education sector with PEC/NEC/ECNEC and implementation of the decisions of the Cabinet.
12. Co-ordination of activities of other Ministries, Government and non-Government agencies in the field of mass education and adult education.
13. Learned Bodies in the field of primary and mass education research, etc. and financial aid to these organisations.
14. (a) Aid from foreign and international bodies in the field of primary and mass education.
(b) International Organisations and other international programmes in the field of primary and mass education.
15. Determination of policies and guidelines about primary scholarship examination.
16. Career development, training and research in related field.
17. Education and welfare of Bangladeshi students overseas education development in Bangladesh Missions abroad; financial assistance to educational institutions and Bangladeshi Students Associations abroad.

¹. Amended vide Cabinet Division Notification No-CD-4/2/2001-Rules (part-2)/01, Dated 2nd January 2003.

18. Charities and charitable institutions pertaining to subjects belonging to this Division.
19. Matters relating to the recommendations of Education Reforms Commission.
20. National Research Fellows.
21. Secretariat administration including financial matters.
22. Administration and control of subordinate offices and organisations under this Division.
23. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
24. All laws on subjects allotted to this Division.
25. Inquiries and statistics on any of the subjects allotted to this Division.
26. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

8. MINISTRY OF AGRICULTURE

1. Agricultural research and education.
2. Agricultural extension and training.
3. Soil survey.
4. Specifications of agricultural implements and machineries.
5. Communication with International Organisations.
6. Development of crops, viz, cotton, tobacco, vegetables and fruits, wheat etc.
7. Marketing of agricultural products.
8. Agricultural credit and taccavi loan.
9. Agricultural assistance and rehabilitation.
10. Agriculturist associations and agricultural co-operatives.
11. Planning Cell—preparation, evaluation, preservation and supply of seeds, fertilizers and insecticides.
12. Agricultural inputs viz, procurement, installation, management and maintenance of tube-wells and power-pumps.
13. Production and preservation of seeds.
14. Survey for irrigational purpose.
15. Import, management and maintenance of agricultural implements and machineries.
16. Preservation of crops.
17. Secretariat administration including financial matters.
18. Administration and control of subordinate offices and organisations under this Ministry.
19. Administration of B.C.S (Agriculture).
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
21. All laws on subjects allotted to this Ministry.
22. Inquires and statistics on any of the subjects allotted to this Ministry.
23. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

9. MINISTRY OF CIVIL AVIATION AND TOURISM

1. Civil Aviation—all matters relating to air space control, flight safety, aeronautical inspection, licensing of aircraft and air crew, administration of airports and aerodromes, etc.
2. Airways and air services.
3. Co-ordination and research relating to this Ministry.
4. Legislation relating to civil aviation and tourism.
5. Air priority.
6. Registration of travel agencies.
7. Classification of hotels.
8. Secretariat administration including financial matters.
9. Administration and control of subordinate offices and organisations under this Ministry.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subject allotted to this Ministry.
11. All laws on subjects allotted to this Ministry.
12. Inquiries and statistics on any of the subjects allotted to this Ministry.
13. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

10. MINISTRY OF COMMERCE

1. Promotion and regulation of internal commerce.
2. Commercial intelligence and statistics and publications thereof.
3. Companies Act, Partnership Act, 1932, Societies Registration Act, 1860 and the Trade Organisations Ordinance, 1961.
4. Control and Organisation of Chamber of Commerce.
5. Price Advising Boards.
1[* * *]
6. Accountancy including Chartered Accountancy.
7. Cost and Management Accountancy.
8. Matter relating to vested and abandoned commercial properties.
9. Commercial Monopolies.
10. Price Control.
11. Export policies including protocols, treaties agreements and conventions bearing on trade with foreign countries.
12. Review export policies and programmes.
13. Regulation and control of import trade and policies thereof.
14. Trade delegation to and from abroad, overseas trade, exhibitions and trade representation in consultation with the Ministry of Foreign Affairs.
15. Purchase and supply of internal and external stores.
16. Transit trade through Bangladesh.
17. State Trading.
18. International Commodity Agreements.
19. Export promotion including administration of export credit guarantee scheme.
20. Tariff commission, tariff policy, tariff valuation, Commonwealth tariff preference, general and international agreements on tariff.
21. International trade organisation including UNCTAD and GATT.

¹ **Amended** vide SRO No. 287-law/2008-CD-4(5)/2003-Rules, Dated 28.10.2008.

22. European Economic Community.
23. Quality control, standardization and marking of the agricultural products/animals products for the purpose of export.
24. Administration of Commercial Wings in Bangladesh Missions abroad and appointment of officers and staff thereof.
25. Administration of B.C.S (Trade).
26. Secretariat administration including financial matters.
27. Administration and control of subordinate offices and organisations under this Ministry.
28. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
29. All laws on subjects allotted to this Ministry.
30. Inquiries and statistics on any of the subjects allotted to this Ministry.
31. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

11.11. MINISTRY OF COMMUNICATION

A. Roads and Railways Division :

1. Formulation of policies regarding roads, road transport and Bangladesh Railway.
2. Development, improvement and maintenance of national highways, regional highways, district roads and other important roads including, bridges and culverts thereof.
3. Matters relating to (a) Roads and Highways Department, (b) Bangladesh Road Transport Corporation (BRTC), (c) Bangladesh Road Transport Authority (BRTA), (d) Bangladesh Railway Authority, (e) Office of the Government Inspector of Bangladesh Railway, (f) Bangladesh Railway and (g) Dhaka Transport Co-ordination Board (DTCB).}
4. Transport co-ordination.
5. Monitor Survey in the field of road transport, compulsory insurance of motor vehicles and mechanically propelled vehicles.
6. Promotion of transport co-operation and institutions for development and management of road transport.
7. Administration of B.C.S (Roads and Highways), B.C.S (Railway Engineering) and B.C.S (Railway transportation and commercial) cadres.
8. Constitution and reconstitution of BRA.
9. Matters relating to development and investment programmes and revenue budget of Bangladesh Railway.
10. Determination and enforcement of safety standards.
11. Secretariat administration including financial matters.
12. Administration and control of subordinate offices and organisations under this Division.
13. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
14. All laws on subjects allotted to this Division.
15. Inquiries and Statistics on any of the subjects allotted to this Division.
16. Fees and tolls in respect of any of the subjects allotted to this Division except fees taken in courts.

Note :-¹Amended Vide SRO No.82-Law/2008-CD-4/4/2008—Rules Dated: 31.03.08.

²Amended Vide SRO No.229-Law/2009-CD-4/4/2008—Rules Dated: 08.10.09.

B. Bridges Division :

1. All matters relating to planning (including feasibility study) implementation, monitoring and evaluation of construction of bridges of 1500m or over, toll road, flyover, expressway, causeway, link road etc.
2. Undertake steps to secure required funds both from external and internal sources for the implementation of such plan.
3. Take all necessary steps to enter into agreements with various agencies for securing funds for the implementation of the bridge projects and other projects Jamuna Multipurpose Bridge subject to the approval of the Government.
4. Enter in to Contracts/agreements with contractors and consultants as approved by the Government for the execution of different components of such projects.
5. Operation and maintenance of the Multipurpose Bridges and other projects and allow other agencies like Bangladesh Railway, GTCL, PDB and T&T Board, mobiles operator etc. to operate and maintain their facilities located within the designated area and enter into contracts with concerned agencies including private concerns for these purposes.
6. Determine and collect tolls for various classes of traffic using the Multipurpose Bridges, Toll Roads etc.
7. Take steps to secure and control development within the designated areas and controlled zones at the entry and exit terminal ends of the Multipurpose Bridges.
8. Employ and use traffic officers and other officials to enforce the by-laws, collect tolls and carry out such duties as the Division may consider necessary to discharge its functions.
9. Appointment, promotion and administration of all officers and staffs in NNS grade 10—20.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
11. All laws on subjects allotted to this Division.
12. Inquiries and Statistics on any of the subjects allotted to this Division.
13. Fees and tolls in respect of any of the subjects allotted to this Division except fees taken in courts.
14. Secretariat administration including financial matters.
15. Administration and control of subordinate offices and organisations under this Division.
16. Matters relating to Bangladesh Bridge Authority.]

12. MINISTRY OF CULTURAL AFFAIRS

1. Preservation, research and development of national cultural heritage and fine arts of Bangladesh.
2. Archaeology, architecture and sculpture.
3. Promotion and development of Public Libraries/ National Library.
4. To facilitate introduction of Bengali language in all fields of life.
5. Maintenance and repairs of ancient and historical monuments including those declared to be of national importance.
- ¹[6. Observance of Shaheed Day on the 21st February;
- 6A. 21st February Award (Ekushe Padak).]
7. Grants-in-aid to cultural organisation.
8. International Organisations and other international programmes in the fields of culture and heritage.
9. Encouragement in the growth and development of fine arts and national culture and heritage.
10. Pride of performance; merit awards in fine arts, culture, heritage, etc.
11. Organisations and participation in national and international cultural meets.
12. Development of publications in the fields of literature, culture and heritage.
13. National bodies relating to culture and heritage and grants-in-aid to them.
14. Cultural agreements with foreign countries.
15. Exchange of cultural teams with foreign countries.
16. Folk literature, folk culture, folk museum.
17. Pension to literatures, artists, etc.

¹ Amended Vide Cabinet Division Notification No. CD-4/1/94—Rules (Part-2)/81, Dated: 31st July, 2000.

18. Secretariat administration including financial matters.
19. Administration and control of subordinate offices and organisations under this Ministry.
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
21. All laws and subjects allotted to this Ministry.
22. Statistics on any of the subjects allotted to this Ministry.
23. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

¹[13. MINISTRY OF DEFENCE

1. Defence of Bangladesh.
2. Defence Services of Bangladesh and Armed Forces attached to or operating with any of the Armed Forces of Bangladesh excluding planning, co-ordination and arrangement of mobilization of the defence services on declaration of national emergency/war and co-ordination and control of the activities of the defence services when deployed in aid of civil administration.
3. Army, Naval and Air Force Works.
4. Production of cypher documents.
5. International Red Cross and Geneva Conventions in so far as these affect belligerents.
6. Gallantry awards and decorations in respect of forces under its control.
7. Military Lands and Cantonments.
8. Meteorological observations.
9. Pardons, reprieves and respites etc. of all personnel belonging to armed forces.
10. National Services and Bangladesh National Cadet Corps (BNCC).
11. Matters relating to Cadet Colleges.
12. Matters relating to Space Research and Remote Sensing Organisation (SPARSO).
13. Civil Services paid from Defence Estimates.
14. Hydrographic surveys and preparation of navigational charts (excluding Hydrographic surveys in the inland water of Bangladesh and preparation of charts for inland navigation).
15. Survey of Bangladesh.
16. Budget, legal and statutory matters of the Armed Forces.
17. Secretarial administration including financial matters.

¹ Amended Vide Cabinet Division Notification No. CD-4/2/2001—Rules/122 (150), Dated: 23rd October, 2001.

18. Administration and control of subordinate offices and organisations under this Ministry.
19. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
20. All laws and subjects allotted to this Ministry.
21. Inquiries and statistics on any of the subjects allotted to this Ministry.
22. Fees in respect of the subjects allotted to this Ministry except fees taken in courts.]

¹[14. MINISTRY OF FOOD AND DISASTER MANAGEMENT]²[A. Food Division]

1. Formulation, review and execution of legislation, policies, plans, procedures, standing orders and guidelines relating to overall food system, food policy.
2. Establishment of a dependable national food security system.
3. Procurement, storage and movement of food-grains, such as Paddy, Rice, Wheat, Maize, etc. in order to maintain an adequate public food grain stock for national food security as well as for distribution through Public Food Distribution System (PFDS) as price incentive for domestic production and price support for consumers.
4. Inspection, analysis and maintenance of quality and standards of food grains imported or exported by this Division.
5. Stabilization of the price of food-grains.
6. Encourage food-grains trade in the private sector.
7. Recommend development of market infrastructure, such as storage, transportation handling and marketing facilities to encourage and support private sector food grains trade.
8. Maintaining database on food production, food availability, food accessibility, consumption pattern, food stock and food reserve and establishing inventory control and food management information system.
9. Food planning research and monitoring.
10. Administration of B.C.S (food) Cadre, technical and non-cadre services under the Division, and its attached Directorate/subordinate offices including personnel management, control, performance appraisal and oversight functions.
11. Import and export of food stuff and civil supplies.
12. Monitoring of food supply positions in the country.
13. Rationing.
14. Construction and maintenance of food godowns.
15. Preparation and execution of various development projects/ programmes on subjects allotted to this Division.
16. Liaison with regional and international organizations, and matters related to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
17. Secretariat administration including financials matters.

¹ Amended Vide Notification No. CD-4.5.2003—Rules/42, Dated : 6th May, 2004 & S. R. O. No. 231-Law/2008-CD-4/5/2008—Rules : Dated 24.07.2008.

² Amended Vide SRO No.253-Law/2009-CD-4/5/2008-Rules, Dated : 1st December, 2009

18. Maintenance of stock and preservation of adequate food reserve.
19. Hiring and acquisition of godowns for storage of food-grains taking on lease or acquiring land for construction of food-grains godowns.
20. Matters concerning food budget, accounts and finance relating to this Division.
21. All laws and rules on subjects allotted to this Division.
22. Inquiries and information on any of the subjects allotted to this Division.
23. Fees in respect of any subject allotted to this division except fees taken in the court.
24. All other matters relating to the Food Division under the Ministry of Food and Disaster Management.

B. Disaster Management and Relief Division

1. Formulation review and execution of legislation, policies, plans, procedures, standing orders and guidelines relating to overall disaster risk reduction and emergency response management including relief, rehabilitation and safety net programmes.
2. Maintaining database on recipient of Vulnerable Group Feeding (VGF), Vulnerable Group Development (VGD) and other safety net management information system.
3. Relief and Disaster risk reduction programmes, planning, research and monitoring.
4. Administration of technical and non-cadre services under this Division and its attached Directorates/Bureau and subordinate offices including personnel management, control, performance appraisal and oversight functions.
5. Coordination of all activities relating to disaster management and relief incorporating disaster risk reduction and emergency response management.
6. Mainstreaming Disaster Risk Reduction across line ministries and agencies at all levels, local governments, NGOs, CBOs, Civil society and all other stakeholders.
7. Implementation of the disaster related programmes/projects undertaken due to adverse impacts of climate change.
8. Design, approval, administration, coordination and monitoring of emergency relief and rehabilitation programmes including distribution of relief materials, gratuitous relief etc.

9. Approval, administration and monitoring of safety net programmes, such as Test relief, Vulnerable Group Feeding (VGF), Vulnerable Group Development(VGD), Food For Works Programme. Institutional Feeding Programme, Rural Infrastructure Maintenance Programme, Risk Reduction Programme, Road Maintenance Programme, House Building Grants, etc.
10. Construction and maintenance of small bridges/culverts, multi-purpose disaster shelters, Cyclone shelters, flood shelters with a view to eliminating/reducing disaster risks.
11. Preparation and execution of various development projects/programmes on subjects allotted to this Division.
12. Administration and coordination of aids, loans, grants, search and rescue operation, emergency relief and technical assistance on disaster management under regional and international cooperation.
13. Liaison with regional and international organizations, and matters related to treaties and agreements with other countries and world bodies relating to subjects allotted to this division.
14. Assessment of disaster situation and recommendation to declare State of Disaster Emergency and issuance of evacuation notices and monitor disaster early warning dissemination.
15. Establish, strengthen and improve the national disaster response mechanism.
16. Updating of Standing Order on Disaster (SOD) and its implementation.
17. Establish, manage and operate Disaster Management Information Centres (DMIC) at national and local levels including Emergency Operation Centres (EOCs).
18. Expanding prevention and preparedness measures across a broader range of hazards such as earthquake, infrastructure collapse, Tsunami, fire and events causing mass casualties.
19. Develop, manage and coordinate training learning and development and awareness rising on disaster management.
20. Matters relating to budget, accounts and finance of this Division.
21. Implementation of the refugee related programmes.
22. All laws and rules on subjects allotted to this Division.
23. Inquiries and information on any of the subjects allotted to this Division.
24. Fees in respect of any subject allotted to this Division except fees taken in the court.
25. All other matters relating to the Disaster Management and Relief Division under the Ministry of Food and Disaster Management.]

15. MINISTRY OF EDUCATION

1. Formulation of sectoral plan on Secondary, Higher Secondary and University education sector.
2. Preparation, monitoring and evaluation of educational projects of Secondary, Higher Secondary and University education sector.
3. University education including University Grants Commission.
4. Technical education.
5. Secondary and Higher Secondary (College) education.
6. Madrasah education.
7. Distance education including educational media and technology.
8. Educational research and training.
9. Bangladesh National Commission for UNESCO.
10. National students council.
11. Educational Policy and reforms (Secondary, Higher Secondary and University Education).
12. Curriculum development (Secondary, Higher Secondary and University Education).
13. Preparation, printing and distribution of text books (above primary education level).
14. Introduction of population education in schools.
15. Processing of educational projects/schemes in Secondary, Higher Secondary and University sector with PEC/NEC/ECNEC and implementation of the decisions of the Cabinet.
16. Policy directives of holding the public examination above primary education level conducted by the Boards under Ministry of Education.
17. Learned bodies in the field of education, research, etc. above primary education level and financial aid to these organisation.
18. (a) Aid from foreign and international bodies in the field of education above primary education level.

(b) International Organisation and other international programmes in the field of education and science above primary education level.
19. Pride of performance, merit awards in the field of arts, science and education.

20. Education and welfare of Bangladesh students overseas, education development in Bangladeshi Missions abroad, financial assistance to educational institutions and Bangladeshi Students Associations abroad.
21. External examination, equivalence of degrees, diplomas, certificates and exchanges of degrees, diplomas and certificates with foreign countries.
22. Recognition of professional and technical qualification for the purpose of recruitment to posts under the Government of Bangladesh.
23. Educational exchange programmes, exchange of teachers, professors, educationists, scientists, technologists, etc.
24. Overseas studies and scholarships, foreign teachers and students in Bangladesh.
25. Rehabilitation and other problems relating to displaced teachers and students.
26. Recruitment of teachers for appointment in foreign countries.
27. Admission of foreign students in National Institutions.
28. Publication of scientific and professional books.
29. Charities and charitable institution pertaining to subjects belonging to this Division.
30. Matters relating to the recommendations of Education Reforms Commission above primary education level.
31. National Research Fellows.
32. Bangladesh Scouts and Girl Guides.
33. First appointment and administration of the officers of B.C.S (General Education).
34. First appointment and administration of the officers of B.C.S (Technical Education).
35. Secretarial administration including financial matters.
36. Administration and control of subordinate offices and Organisations under this Division.
37. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
38. All laws on subjects allotted to this Division.
39. Inquiries and statistics on any of the subjects allotted to this Division.
40. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

16. ¹[Ministry of Power, Energy and Mineral Resources]²[A. Power Division]

1. All policies and matters relating to ³[power].
2. General policies relating to generation, transmission and distribution of electricity including Thermal power, Hydel and Mini Hydro-Electricity etc.
3. Formulation and Administration of National Power Policy.
- ⁴[4. Regulation and development for electrical energy.
- 4a. Regulation of electrical energy as fed into the electricity grid from any Nuclear Power Plant.]
5. Acquisition and revocation of license for electrical undertaking.
6. Administration of Electricity act, rules made thereunder and allied matters.
7. Administration and control of Bangladesh Power Development Board, Rural Electrification Board, Office of the ⁵[Electrical Adviser and Chief Electric Inspector and Dhaka Electric Supply Authority (খিএল ইলেক্ট্রিক্যাল অফিসার ও ঢাকা বিদ্যুৎ সরবরাহ কর্তৃপক্ষ)].]
8. Any other matter relating to :—
 - (a) Bangladesh Power Development Board.
 - (b) Rural Electrification Board.
 - ⁶[(c) Office of the Electrical Adviser and Chief Electric Inspector.
 - (d) Dhaka Electric Supply Authority (খিএল ইলেক্ট্রিক্যাল অফিসার ও ঢাকা বিদ্যুৎ সরবরাহ কর্তৃপক্ষ)].]
9. All laws on subject allotted to this Division.
10. Preparation of Budget, all administrative matters & control of financial matters of the Ministry and subordinate Deptts/Corporations/Offices etc.
11. Inquiries and statistics on any of the subjects allotted to this Division.
12. Fees in respect of the subjects allotted to this Division except fees taken in courts.
13. Liaison with international organisations and matters relating to treaties and agreements etc.

⁷[B. Energy and Mineral Resources Division]

1. All policies and matters relating to Petroleum, Natural Gas and Mineral Resources.
2. Policy relating to mineral resources other than Petroleum and Petroleum products.

Note-1. 1-3 Amended vide Cabinet Division Notification No.-CD-4/1/94-Rules (Part-2)/58: Dated 15th May, 2001.

4. Amended vide Cabinet Division Notification No.-CD-4/1/94-Rules (Part-2)/37(100): Dated 19th May, 1999.

5-7. Amended vide Cabinet Division Notification No.-CD-4/1/94-Rules (Part-2)/54: Dated 15th May, 2001.

3. ⁸[General Policy (Regulatory & Development) relating to Petroleum, Gas & Mineral Resources other than radioactive materials and nuclear fuels.]
4. Subjects mentioned in the Petroleum Ordinance, 1974 (XVI of 1974) and Bangladesh Oil, Gas & Mineral Ordinance (Ordinance No. XI of 1986), where Government is concerned.
5. Subjects mentioned in the Bangladesh Mineral Exploration & Development Corporation Order, 1972 (President's Order No. 120 of 1972) now merged with Bangladesh Oil, Gas & Mineral Corporation, where Government is concerned.
6. Administration Planning, Programming and Policy relating to Geological Survey.
7. Administration & control of Geological Survey of Bangladesh, Bureau of Mineral Development, Department of Explosives, Bangladesh Petroleum Institute, ⁹(****) Bangladesh Oil, Gas and Mineral Corporation and Bangladesh Petroleum Corporation.
8. Any other matter relating to :—
 - (a) Bangladesh Petroleum Corporation.
 - (b) Bangladesh Oil, Gas and Mineral Corporation.
 - (c) Department of Geological Survey of Bangladesh.
 - (d) Department of Explosives.
 - (e) Bangladesh Petroleum Institute.
 - (f) Bureau of Mineral Development.
9. All laws on subject allotted to this Division.
10. Preparation of Budget, all administrative matters & control of financial matters of the Division and subordinate Deptts/Corporations/Offices etc.
11. Inquires and statistics on any of the subjects allotted to this Division.
12. Fees in respect of the subjects allotted to this Division except fees taken in courts.
13. Liaison with international organisations and matters relating to treaties and agreements etc.

⁸. Amended vide Cabinet Division Notification No-CD-4/1/94-Rules (Part-2)/37 (100): Dated: 19th May, 1999.

⁹. Amended vide Cabinet Division Notification No-CD-4/1/94-Rules (Part-2)/58: Dated: 15th May, 2001.

17. MINISTRY OF ENVIRONMENT AND FOREST

1. Environment and Ecology.
2. Matters relating to environment pollution control.
3. Conservation of Forests and development of Forest Resources (Government and Private), forest inventory, grading and quality control of forest products.
4. Afforestation and regeneration of forest extraction of forest produce.
5. Plantation of exotic cinchona and rubber.
6. Botanical Gardens and Botanical Surveys.
7. Tree plantation.
8. Planning Cell—Preparation of schemes and co-ordination in respect of forest.
9. Research and Training in forestry.
10. Mechanised forestry operations.
11. Protection of wild birds and animals and establishment of sanctuaries.
12. Matters relating to marketing of forest produce.
13. Administration of B. C. S (Forest).
14. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
15. All laws on subjects allotted to this Ministry.
16. Inquiries and statistics on any of the subjects allotted to this Ministry.
17. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

18. MINISTRY OF ESTABLISHMENT

1. Formulation of policy on regulation of services and determination of their terms and conditions (policy on method of recruitment, age limit, qualification, reservation of posts for certain areas and sex, medical fitness, examinations, appointment, posting, transfer, deputation, leave, travel, seniority, promotion, selection, supersession, retirement, superannuation, re-employment, appointment on contract, conditions of pensions, determination of status etc.)
2. Securing to all Government servants the rights and privileges conferred on them by or under the Constitution, Law, Rule, Regulation, Statutory Orders in force.
3. Interpretation of rules and orders on service conditions relating to matters allocated to this Ministry.
4. Policy regarding employment of non-nationals in the service of the Republic and regulation of employment of foreigners in jobs in Bangladeshi enterprises.
5. Honorary appointment of persons to Civil posts.
6. Policy regarding classification of services and posts and determining their status.
7. Determination of status of officers including status when posted in Bangladesh Embassy, Mission other than officers of the Ministry of Foreign Affairs, grant of ex-officio Secretariat status to non-Secretariat posts.
8. All matters regarding absorption/employment of surplus public servants.
9. All matters relating to formulation of policies, composition of Cadre Services and advising other Ministries & Divisions on proper management of Cadre Services under their control.
10. Policy regarding recruitment of staff (Head Assistants, Assistants, Stenographers, Steno-typists & M. L. S. S.) in the Secretariat and all matters relating thereto including their duties and responsibilities.

11. First appointment to any posts belonging to any regularly constituted Cadre Service.
12. (a) Administration of B. C. S. (Administration).
(b) First appointment and Administration of :
 - (i) Lawyer Magistrates.
 - (ii) Temporary Magistrates and granting Magisterial powers to other officers.
 - (iii) All other officers and staff of this Ministry.
(c) Grant of Magisterial Power to other officer.
13. Appointment and transfer of Officers in Upazila, Zilas and Divisions.
14. All matters relating to Recruitment Rules for all Services and Posts under the Republic.
15. Nomination of Government servants to work as experts/consultants in Projects and jobs at home and abroad.
16. Nomination of Government servants in jobs in UN system and into its various agencies as national representative.
17. Administrative Research, Management and Reforms for better and economic execution of Government business.
18. Review and revision of Organogram and Equipment of the public offices.
19. Review of organisations, functions method and procedures of Ministries, Divisions, Departments, attached and subordinate Offices.
20. Simplifications of systems, procedures and forms.
21. Secretariat Instructions.
22. Periodical inspection and review of staff position in Ministries, Divisions, attached and subordinate offices for optimum utilisation of manpower.
23. Appointment of Chairman and Managing Director who work as members of the Board of Directors of Governors of Managing Boards by whatever name they are called, of the Corporations, Boards Authorities, Statutory Bodies etc. excepting Universities, Higher and Secondary Education Boards, Banks and Financing Institutions.

24. Fixation of terms and conditions of all deputationists.
25. Deputation of all officers under administrative control of this Ministry.
26. Appointment of all Officers in the Secretariat at MNS 1 to 9 and their interministerial transfer.
27. Appointment and Transfer of Private Secretary and Assistant Private Secretary to Members of the Cabinet, other Ministers and Advisors.
28. All matters relating to Attached & Subordinate Offices and Advisory Bodies of this Ministry, viz: (1) PATC. (2) BCS(Admn.) Academy, (3) Deptt. of Printing & Stationery, (4) Government Employees Welfare Directorate, (5) Directorate of Government Transport, (6) Office of the General Editor, District Gazetteer, (7) Divisional Commissioner's Office and (8) Deputy Commissioner's Office.
29. Policy regarding Discipline, Procedure & Enquiry, Appeal & Review and all references thereto.
30. Policy regarding ACR, its countersignature, preservation, representation on adverse comments, its use and all reference thereto.
31. Policy regarding conduct of the public servants and all references thereto.
32. Policy regarding use & sale of stationery items and supply to Ministries, Divisions and Attached & Subordinate Offices.
33. Policy on determination of office-hours and declaration of public holidays.
34. All matters relating to the Welfare of Government Employees; Administration & Management of welfare services such as Community Centres, Staff-bus facility.
35. All matters relating to Administration and Management of Government and Autonomous Bodies, Benevolent & Group Insurance Funds and Welfare Grant.
36. Policy regarding the official and residential telephones entitlement and matters related thereto regarding Government, Autonomous and Semi-Autonomous Bodies & Corporations.

37. Policy regarding liveries and matters related thereto.
38. Policy regarding use, repair and disposal of Government Transport.
39. Sanction of pension and other retirement benefits to the officers and staff under the administrative control of this Ministry.
40. Formulation of Departmental Examination Rules.
41. Preparation and maintenance of History of Services, Civil List and List of up-to-date posting of Officers (AD List).
42. Policy on composition and functions of Departmental Promotion Committees and Selection Boards.
43. Career development of Government servants and matters related thereto.
44. All matters relating to representation of the Government servants.
45. All matters relating to Service Associations.
46. Reimbursement of legal expenses incurred by Government servants.
47. Compilation of data/statistics relating to Civil employees for use by the Government for manpower planning.
48. Maintenance of Secretarial Record Room and Library.
49. Use of Bengali language in official work.
50. Budget of Ministry of Finance and its control.
51. Policy on Training of Government servants in Bangladesh and abroad.
52. Liaison with International Organisations and matters relating to Treaties and Agreements with other countries and World Bodies relating to subjects allotted to this Ministry.
53. Collection of all information and data regarding subjects allocated to this Ministry.
54. All laws on subjects allotted to this Ministry.
55. Fees in respect of any of the subjects allotted to this Ministry except fees taken in Courts.

(a) Bangladesh Public Service Commission Secretariat :

1. To assist the Bangladesh Public Service Commission in discharging its functions under the Constitution and other laws.
2. Regulation and control of officers and staff of the Bangladesh Public Service Commission Secretariat and its Zonal establishments.
3. All laws on subjects allotted to this Secretariat.
4. Inquiries and statistics on any of the subjects allotted to this Secretariat.
5. Fees in respect of any of the subjects allotted to this Secretariat except fees taken in Courts.

19. MINISTRY OF FISHERIES AND LIVESTOCK

1. Preparation of schemes and co-ordination of national policy in respect of fisheries.
2. Prevention and control of fish diseases.
3. Utilisation of fish and fish wastes and development of fisheries resources and fishing.
4. Control, management and development of Government Fisheries which are under the development scheme of this Ministry and such other fisheries which will be included in future in the development scheme of the Ministry.
5. Fish farms—Management and conservation of fish and other population of aquatic organisms of economic importance.
6. Refrigeration and cold storage facilities for fish.
7. Improvement and augmentation of aquaculture and cultivation of pink pearls.
8. All matters relating to Marine Fisheries including permission for acquisition, licensing and monitoring of operation of fishing vessels including Factory Ship.
9. Fishing and fisheries beyond territorial waters (including deep sea fishing), fish harbour, fish quality-testing, laboratories and other ancillary organisations.
10. Zoological research, zoological gardens and zoological surveys.
11. Veterinary education (other than Agricultural University) and development of Animal Resources.
12. Improvement of cattle wealth.
13. Co-ordination and determination of standards in institutions of higher veterinary education (other than Agricultural University).
14. Prevention and control of animal and poultry diseases.
15. Poultry—Management of poultry farm, grading and quality control.
16. Dairies—Management of cattle farm.

17. Animal nutrition.
18. Duckery—Management of Duckery Farm, grading and quality control.
19. Artificial insemination.
20. Professions : veterinary practice.
21. Prevention of cruelty to animals.
22. Livestock census and cattle insurance.
23. Planning Cell—Preparation of schemes and co-ordination in respect of fisheries and livestock.
24. Research and training in fishery and livestock.
25. Mechanised fishery and livestock operations.
26. Participation in relevant internal conference, associations, other bodies and implementation of decisions made thereof.
27. Administration of B.C.S. (Fisheries).
28. Administration of B.C.S. (Live-stock).
29. Feasibility study on establishment of Fisheries and Livestock Farms before allocation of khas land by Ministry of Land.
30. Utilisation of coastal land for Brakish water shrimp culture.
31. Secretariat administration including financial matters.
32. Administration and control of subordinate offices and organisation under this Ministry.
33. Liaison with International Organisations and matters relating world bodies relating to subjects allotted to this Ministry.
34. All laws on subject allotted to this Ministry.
35. Inquiries and statistics on any of the subjects allotted to this Ministry.
36. Fees in respect of any of the subjects allotted to this Ministry except fees taken in Courts.

20. MINISTRY OF FINANCE

¹[A. Finance Division :

1. Formulation of fiscal and monetary policies in consultation with other Divisions, if necessary.
2. Review of fiscal and monetary policies.
3. Analysis of and research on financial policies, collection of data relating thereto and publication of documents like the Economic Survey, Economic Analysis of the Budget and Resume of Activities of Financial Institutions and autonomous bodies under the Ministry of Finance.
4. Finance of the Bangladesh Government and matters relating to audit and accounts.
5. Budget and ways and means: appropriations and re-appropriations.
6. Scrutiny and approval of the budget of autonomous bodies/corporations in the following manner, namely:
 - (i) the budget of autonomous bodies/corporations which show no loss on invested capital shall be approved by the Administrative Ministry and sent to the Finance Division for the purpose of compilation only;
 - (ii) the budget of autonomous bodies/corporations which show a deficit shall be scrutinised and approved by Finance Division in consultation with the Administrative Ministry;
 - (iii) the budget of autonomous bodies/corporations in which loans/grants are included shall be sent to the Finance Division for its concurrence.
7. (a) Scales of pay/fixation of pay/special pay/technical pay/additional pay, etc. and framing rules regarding the same.
 (b) Leave Rules and Orders thereunder.
 (c) Rules regarding pension/gratuity and retirement benefit and orders thereunder.
 (d) T. A. rules and sanction of all allowances and fringe benefits.
 (e) GP Fund Rules.
8. Expenditure control.
9. Inter-country/Inter-government financial settlement.

Note:1. Amended Vide Cabinet Division Notification No.-CD-4/1/94-Rules/22(100),
 Dated 25th March, 1998.

10. Money supply, currency, coinage and legal tender.
11. Import and export of gold and silver.
12. Negotiable instruments of all kinds, mint and security printing press.
13. Foreign exchange budgeting for cash resources.
14. Foreign exchange regulation.
15. Exchange rate policy.
16. Matter related to IMF.
17. Borrowing and floatation of market loans.
18. Examination of financial aspect of all development schemes.
19. Accounts procedures and rules, treasuries, sub-treasuries.
20. Public Accounts Committee.
21. Scrutiny of creation of new posts and examination of schemes of new-expenditure.
22. Remuneration of Comptroller and Auditor-General.
23. Administration of public debt including loans and aids.
24. Provident Fund.
25. Matters relating to borrowing by public bodies such as Corporations, Municipalities, etc.
26. Institutional finance for development of industry, trade, agriculture and housing.

¹[* * *]

- ²27. Implementation of national unified grades and scales of pay and dealing with matters connected therewith.
28. Provision of secretariat service to the Cabinet Committee on implementation of Pay and Services reports and dealing with any other matters connected therewith.
29. Provision of secretarial assistance to the working group on Pay and Services.

¹ Serial No. 27-33 ~~deleted vide~~ S.R.O. No.07-law/2010-CD-4(6)/2009-Rule, Dated: 06 January 2010.

² Serial No. 34-47 ~~renumbered to 27-40 vide~~ S.R.O. No.07-law/2010-CD-4(6)/2009-Rule, Dated: 06 January 2010.

30. Inspection of Government offices and autonomous bodies/ corporations:
 - (i) to examine if financial discipline and propriety, etc. are observed by them;
 - (ii) to examine whether Government funds are properly utilized and appropriate measures taken to avoid wastage of Government properties/resources; and
 - (iii) to fix responsibility for irregularities, carelessness, etc. resulting in the loss of Government properties/resources.
31. Suggestion of measures for improvement in the organisational set-up and financial procedures for better enforcement of financial discipline and accountability and for attaining better economy.
32. Examination of reasons for loss or low profit in the nationalized sectors and suggestions for remedies thereof.
33. Administration of B.C.S (Audit and Accounts).
34. Secretariat administration including financial matters.
35. Administration and control of subordinate offices and organizations under this Division.
36. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
37. All laws on subjects allotted to this Division.
38. Inquiries and statistics on any of the subjects allotted to this Division.
39. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.]
- ¹40. All matters relating to Tax Ombudsman.

Note:—1. Amended Vide S.R.O. No. 285-law/2005-CD-4/1/2002-Rules, Dated 6th October, 2005.

B. Economic Relation Division :

1. Assessment, mobilisation, negotiation and allocation of all multilateral and bilateral economic aid for implementation of development projects under Annual Development Plan and Five Year Plan.
2. Examination and scrutiny of proposals for foreign aid (Loans, grants, etc.) received from Ministries/Divisions for allocation and identification of sources thereof.
3. Mobilisation, negotiation and allocation of external assistance relating to food and commodity assistance from bilateral and multilateral sources.
4. Co-ordination and processing for approval of all technical assistance programmes including assessment of requirement of negotiation with bilateral donors and multilateral agencies.
5. Policies and co-ordination of matters relating to employment of Bangladeshi nationals as experts and consultants in aided projects.
6. Policies and procedures for appointment of expatriate consultants and technical assistance experts.
7. Guidelines and procedures for tendering involving funds provided under external aid.
8. Co-ordination, review and monitoring of the utilization of foreign aid.
9. Foreign debt management including debt profiling and budgeting, debt servicing and maintenance of accounts thereof.
10. Matters relating to annual meeting of Bangladesh Aid Group including preparations therefore and follow up action.
11. Foreign exchange budgeting (other than cash foreign exchange budgeting) in respect of development imports including bridge financing for project/commodity aid.
12. External economic relations with international development agencies like—
 - (a) World Bank/IDA and IFC.
 - (b) Asian Development Bank (ADB).
 - (c) United Nations Development Programme (UNDP).
 - (d) Other United Nations Agencies like UNICEF, UNCDF, ESCAP, ECOSOC, WHO, FAO, IFAD, ILO, UNEPA, UNIDO, UNV.

- (e) Islamic Development Bank (IDB).
 - (f) Commonwealth matters in respect of—
 - (i) Finance Ministers' Conference.
 - (ii) Commonwealth Fund for Technical Co-operation (CFTC).
 - (g) OPEC fund for International Development.
 - (h) Colombo Plan.
13. External aid policy matters relating to Non-Government Organisations (NGOs) including foreign voluntary agencies.
 14. All international agreements involving financial economic and technical co-operation: Joint Commission/Joint Economic Commission, Joint Economic Committee, Economic and Technical Co-operation Agreements, etc., dealing predominantly with economic and financial issues.
 15. Liaison with Resident Missions of Multilateral Agencies and bilateral donor countries.
 16. Administration of Economic Wing of Bangladesh Missions abroad and appointment of officers and staff thereof.
 17. External Economic Policy: matters relating to economic and technical co-operation between developing countries and between developed and developing countries, specially issues of development finance, transfer of resources, external debt technology transfer.
 18. Preparation of briefs and materials on financial and economic questions relating to Bangladesh's participation in the UN and allied organisations, Commonwealth Conference, Non-allied Conference, Organisation of Islamic Conference, South Asian Association for Regional Co-operation (SAARC), etc.
 19. Fellowship and Foundations:
 - (a) Programming and Management of fellowships, scholarship and foreign training offers from bilateral and multilateral sources including liaison with Asia Foundation, Ford Foundation, British Council, IRDC and ADC.

(b) Liaison with Allocation Committee, Selection Committee I/II particularly Ministry of Establishment and other Ministry/ Division concerned.

(c) Offer of technical assistance by Bangladesh.

20. Secretariat administration including financial matters.

21. Administration and control of subordinate offices and organisation (if any) under this Division.

22. Liaison with International Organisations and matters relating to treaties and agreement with other countries and world bodies relating to subjects allocated to this Division.

23. All laws on subjects allotted to this Division.

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

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

C. Internal Resources Division :

1. Raising of necessary domestic revenue for the Government.

2. Matters relating to all taxes, customs, duties, fees, etc. including Income Tax, Sales Tax, Excise duties, Customs duties, Fees, etc. other than land revenue.

3. Lotteries.

4. All Committees and Commissions on taxation and internal resources mobilisation.

5. National Savings.

6. Stamps duties.

7. Supply and distribution of all kinds of stamps and administration of the Stamps Act, 1899 (II of 1899) and the rules made thereunder.

8. Any other matters relating to internal resources mobilisation.

9. Administration of B.C.S (Customs and Excise).
10. Administration of B.C.S (Taxation).
11. Secretariat administration including financial matters.
12. Administration and control of subordinate offices and organisations (if any) under this Division.
13. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
14. All laws on subjects allotted to this Division.
15. Inquiries and statistics of any of the subjects allotted to this Division.
16. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

¹[* * * *]

²D. Bank and Financial Institutions Division.

1. Administration and interpretation of the Bangladesh Bank Order, 1972 (P. O. No. 127 1972) and orders relating to specialised banks and other matters relating to state owned banks, Insurance and financial institutions.
2. Insurance and law of Insurance.
3. Banking including Co-operative Banking.
4. Regulation of share market and future markets.
5. Co-ordination matters relating to-
 - (a) Capital issue;
 - (b) Credit rate policy;
 - (c) Interest rate policy.
6. Review of investment policies and programs.

¹ D. Banking Division" Omitted Vide Cabinet Division Notification No. CD-4/1/94 Rules 22 (100), Dated, 25th March, 1998.

² Amended vide S.R.O. No.07-law/2010-CD-4(6)/2009-Rule, Dated: 06 January 2010.

7. Secretariat administration including financial matters.
8. Administration and control of subordinate offices and organizations under this Division.
9. Liaison with International Organizations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
10. All laws on subjects allotted to this Division.
11. Inquiries and statistics of any of the subjects allotted to this Division.
12. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

21. MINISTRY OF FOREIGN AFFAIRS

1. Relations and dealings with other countries.
2. Matters relating to international organisations, world bodies and their decisions.
3. Agreements and treaties including boundary and territorial treaties with other countries and international organisations and treatment, custody and preservation of State document connected therewith.
4. Diplomatic and consular representations.
5. Making peace with other countries.
6. Offences against laws of nations.
7. Foreign and extra-territorial jurisdictions.
8. Bangladesh Missions abroad and personnel serving in those Missions including the granting of their rank and status.
9. Visits of and protocol connected with foreign representatives and other protocol matters.
10. Protocol and ceremonial matters relating to foreign and Commonwealth visitors and diplomatic and consular representatives.
11. Tours of the President in foreign countries.
12. Policy regarding extradition to and from other countries and repatriation of Bangladesh nationals from abroad.
13. Security and operation of cypher traffic.
14. Foreign Title, honour, award or decoration of Bangladesh nationals.
15. Relations with Commonwealth countries.
16. Council for cultural relations.
17. Political pensions paid to foreign refugees and descendants of those who rendered services abroad.
- ¹[18. External publicity in collaboration with the Ministry of Information.

19. Press release on news/comments published in the foreign press about the President and on matters having a direct bearing on President in consultation with the Ministry of Information.
20. Matters relating to the establishment of diplomatic consular and Trade Missions in Bangladesh and their immunities.
21. Piracies and crimes committed on the high seas or in the air.
22. Hospitality grant of the Government of Bangladesh.
23. Diplomatic flight clearances for non-scheduled chartered flights of foreign civil and military aircrafts transiting Bangladesh.
24. Matters relating to continental shelf, territorial waters, contiguous zones and questions of fishery rights in the high seas and other questions of international law.
25. Training of diplomatic personnel.
26. Matters pertaining to Bangladesh Institute for International and Strategic Studies (BIISS).
27. Administration of B.C.S. (Foreign Affairs).
28. Secretariat administration including financial matters.
29. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
30. All laws on subjects allotted to this Ministry.
31. Inquiries and statistics on any of the subjects allotted to this Ministry.
32. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.]

Note :— ¹Amended Vide Cabinet Division Notification No. CD-4/1/94 Rules/32 (100), Dated 3rd May 1998.

¹[22.] MINISTRY OF HEALTH AND FAMILY WELFARE

1. Policy regarding Health and Family Planning.
2. International aspects of medical facilities and public health, international sanitary regulations, port health, health and medical facilities abroad.
3. Education, Training and Research on Medical nursing, dental, pharmaceutical, para-medical and allied subjects.
4. Standardisation and manufacture of biological and pharmaceutical products.
5. Standards for production, import and export of drugs.
6. Control and management of abandoned pharmaceutical concern.
7. Medical and health services including promotive, preventive, curative and rehabilitative aspects.
8. National/International Associations/Bodies in medical and allied fields such as Red Crescent, TB. Association, Diabetic Association, BMRC, SMF, BNC, BCPS, BMDC, Pharmacy Council, Nutrition Council, Dhaka Shishu Hospital, National Medical Institute Hospital, BNSB and such other bodies receiving Government grants in aids.
9. Matters relating to :
 - (a) Public health.
 - (b) Registration of births and deaths.
 - (c) Adulteration of foodstuffs and other goods relating to health.
 - (d) Control of epidemics and prevention of infectious and contagious diseases and quarantine isolation.
 - (e) Health insurance.
 - (f) Standardisation and quality control of food, water and other health related commodities.
 - (g) Prevention of smoke nuisances.
 - (h) Nutrition research, educational and nutritional deficiency diseases.

¹. Amended Vide SRO No. 231-law/2008-CD-4/5/2008-Rules, Dated 24.07.2008.

10. Matters relating to :
 - (a) Hospital and dispensaries.
 - (b) Lunacy and mental deficiency including places for reception or treatment of lunacies and mental deficient.
 - (c) Regulations for medical professions and standard.
 - (d) Administration of medical institutions and co-ordination and determination of standards in institutions for higher medical education or research.
11. Control of drugs.
12. Control of milk food.
13. Port quarantine (sea and air), seamen and marine hospitals and hospital with post-quarantine facilities.
14. Port and airport health organisations.
15. Medical examination of seamen.
16. National Malaria Eradication Programme.
17. Malaria Control.
18. Sanitation of hospitals and dispensaries.
19. Scientific societies and associations pertaining to subjects dealt with in this Ministry.
20. Homeopathy and indigenous systems of medicine.
21. Objectionable advertisements relating to drugs, medicines, milk food and tobacco.
22. Resettlement of demobilised medical and auxiliary medical personnel.
23. Expanded programme on Immunization.
24. Concession of medical attendance and treatment for Government servants other than (a) those in railway service, (b) those paid from defence services estimates and (c) officers governed by Medical Attendance Rules.

25. Medical examination and medical boards for civil services and those paid from Defence estimates excepting civilian services.
26. Sports and health resorts.
27. Countersigning of medical bills of the persons holding non-profitable offices.
28. Reimbursement of customs duty on gifts of non-consumable medical stores received from abroad.
29. Preparation of schemes relating to family planning and their submission to the Prime Minister or the Cabinet through Planning Commission.
30. Co-ordination and evaluation of all executive functions relating to projects and programmes.
31. Motivation :
 - (a) Preparation and development of publicity media to motivate people in family planning;
 - (b) Organisation of publicity work at national and social levels;
 - (c) Educational campaign in those matters.
32. Supply of aids :
 - (a) Procurement, preservation and distribution of birth control materials;
 - (b) Enlightening the people on the use of birth control materials;
 - (c) Organisations for providing assistance in the matters of family planning through hospitals, health centres, maternity and child welfare centres.
33. Preparation and co-ordinations of activities relating to family planning through other Ministries/Divisions and offices.
34. Training in clinical and non-clinical matters on family planning.
35. Arrangement for research in family planning and utilisation of its results.

36. Survey, monitoring evaluation and compilation statistics of field activities in matters relating to family planning.
37. Activities relating to maternity and child health centres.
38. Administration of B.C.S. (Health).
39. Administration of B.C.S. (Family Planning).
40. Post-mortem examination of dead bodies.
41. All matters relating to administration of morgues.
42. Secretariat administration including financial matters.
43. Administration and control of subordinate offices and organisations under this Ministry.
44. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
45. All laws on subjects allotted to this Ministry.
46. Inquiries and statistics on any of the subjects allotted to this Ministry.
47. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

1[23]. MINISTRY OF HOME AFFAIRS

1. Security and Intelligence, Police, Armed Police, Railway Police, Port Police, Border Security Force, National Militia and Para Military Forces.
2. Law and order.
3. Administration of B.C.S. (Police).
4. Administration of B.C.S (Ansar).
5. Administration of Bangladesh Rifles.
6. Internal security matters relating to public security arising out of dealings and agreements with other countries, INTERPOL.
7. Preventive detention.
8. Domicile, citizenship and naturalisation of foreigners and aliens.
9. Admission of persons to and departure of persons from Bangladesh including policy regarding (a) Immigration, (b) Passports, visa, permits, etc.
10. Proscription of books and publications.
11. Security measures of the Secretariat.
12. Arms Act.
13. Pardons and reprieves excluding personnel belonging to Armed Forces.
14. Police Commission.
15. Police awards.
16. Fire Service and Civil Defence.
17. Externment, extradition and repatriation.
18. Border security.
- 2 [* * * *]
19. Anti-smuggling and related matters.

Note:- 1. Amended vide S. R. O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24-7- 2008.

2. "18A Repairs and maintenance boundary marks" omitted by Cabinet Division Notification No. CD-4/6/89-Rules (Part-2)/106, Dated 23rd September, 1999.

20. Administration of funds raised by public subscription or donations lying dormant.
21. Control of carnivals, fairs, melas, gambling, betting, etc.
22. Goonda Act.
23. Prisons and reformatories.
24. Forensic laboratory.
25. Civil Uniform Rules.
26. War Injuries Scheme and War Injuries Compensation Insurance.
27. Gallantry awards and decorations in respect of forces under its control.
28. Matters relating to the emergency provisions of the Constitution (other than those related to financial emergency).
29. National festivals.
30. Political pensions.
31. Prevention of the bringing into Bangladesh of undesirable literature under Customs Act.
32. Poisons.
33. Offences against laws with respect to any of the matters dealt with in this Ministry.
34. Administration of Explosive Substance Act and Explosive Act.
35. The Foreigners Act.
36. Security and Protection of VVIPs/VIP.
37. Bangladesh (Control of Entry) Act.
38. The Official Secret Act.
39. Secretariat administration including financial matters.

40. Administration and control of subordinate offices and organisation under this Ministry.
41. Field Firing and Artillery Practices Act.
42. Prevention of entry and transit of Narcotics and Drugs.
- 42A. Coast Guard.
43. Department of Narcotics control.
44. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
45. All laws on subjects allotted to this Ministry.
46. Inquires and statistics on any of the subjects allotted to this Ministry.
47. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

¹[24]. MINISTRY OF HOUSING AND PUBLIC WORKS

- 1 Construction and maintenance of public works and buildings (except the works and buildings of the Telegraph and Telephone Board, Post Office Department, R. and H. and Railway).
2. Disposal, acquisition, relinquishing, leasing and licensing of all Government lands and buildings under its control.
3. Development and maintenance of public works and arboriculture in areas under its control.
4. Procurement of materials and implements required for construction work by this Ministry.
5. Research on housing, buildings, construction materials and techniques.
6. Fixation and recovery of rent of Government owned and hired buildings under its control.
7. Erection of monuments of national importance and their maintenance.
8. Formulation of housing policy and programmes.
9. Construction of public housing.
10. Settlement and management of housing estate.
11. Providing architectural services to Housing and Building projects of Government, Public Sector Agencies and assisting different Agencies of Government on architectural and planning issues.
12. Town Development in specific cities.
13. Administration of the Building Construction Act for the control of the various Urban Development Authorities under this Ministry.
14. Slum clearance of areas under this Ministry.

Note:—1 Amended vide S.R.O No.231-Law/2008-CD-4/5/2008-Rules, dated 24.07.08.

15. Providing office accommodation of Ministries/Divisions/Departments subject to availability.
16. Providing residential accommodation of government officials subject to availability.
17. Dealing with the matters relating to the NCHS (Habitat).
18. Administration of B.C.S. (Public Works).
19. All matters relating to construction, repair and maintenance of morgues.
20. Control, management and disposal of abandoned property buildings.
21. Secretariat administration including financial matters.
22. Administration and control of subordinate offices and organisations under this Ministry.
23. Maintenance and control of Uttara Ghanabhaban at Natore.
24. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
25. All laws on subjects allotted to this Ministry.
26. Inquires and statistics on any of the subjects allotted to this Ministry.
27. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

¹[25.] MINISTRY OF INDUSTRIES.

1. Preparation of schemes relating to the public sector industries.
2. Administration of industrial policy.
3. Promotion of foreign investment in industrial enterprises, international investment problems and employment of foreign nationals in commercial and industrial fields.
4. Dealings and agreements with other countries and international organisations for technical assistance, aid etc., in the field of industry.
5. National agencies and institutions for—
 - (a) promoting industrial productivity, and
 - (b) testing industrial products.
6. Standards and quality control.
7. Explosive (excluding the Administration of Explosive Substance Act and Rules).
8. Prescription and review of criteria for assessment of spare parts and raw materials for industries.
9. Production, supply and distribution of processed foodstuff.
10. Industrial monopolies, combines and trusts.
11. Factories and Boilers and Administration of Boilers Act.
12. Industrial research.
13. Standardization of weights and measures.
14. Matters relating to Patent, Design and Trade Marks Department.
15. Testing and quality control of industrial and commercial products.
16. Industrial exhibitions and demonstrations.
17. Sericulture.
18. Matters relating to National Productivity Organisation.
19. Industrial credit, State aid to industries.

Note :- 1. Amended vide S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, dated 24-07- 2008.

20. Development of salt industry including manufacture and trade in salt, control of price and development of salt cottage industry.
21. Cottage and small industries.
22. Industrial management.
23. Co-operation in the industrial sector.
24. Assistance to all industries other than those dealt with by any other Ministry/Division.
25. Co-ordination of the development work of small scale industries.
26. Co-ordination of matters relating to rural industrialisation.
27. Co-ordination of matters of general policy of non-financial undertakings.
28. Formulation of policies and examination of problems common to nationalised industrial corporations.
29. Calling for and submission to the Minister, appropriate papers and documents containing information about performance of the industries under this Ministry.
30. Communicating to the Corporation Government's social, economic and development policies and obtaining for the Minister any general information that may be required to prepare industrial policy.
31. Pricing policy of the products of nationalised industries.
32. Analysing the half-yearly financial reports of the corporations and advising the Minister of any deviation in performance from budget and suggesting to the Minister for corrective actions.
33. Ensuring adherence to the financial rules and practices.
34. Submission of annual performance reports including balance-sheets of sector corporations to the Cabinet.
35. Secretariat administration including financial matters.

36. Administration and control of subordinate offices and organisations under this Ministry.
37. **Liaison with International Organisations and matters relating to protocols and agreements with other countries and world bodies relating to subjects allotted to this Ministry.**
38. All laws on subject allotted to this Ministry.
39. Inquiries and statistics on any of the subjects allotted to this Ministry.
40. Fees in respect of any of the subject allotted to this Ministry except fees taken in courts.

¹[26]. MINISTRY OF INFORMATION

1. Publicity policy—internal and external.
2. Audio-visual, pictorial and press coverage of all activities of the President, Prime Minister and Ministers both at home and abroad.
3. Co-ordination of publicity activities of the different Ministries/ Divisions and Bangladesh Missions abroad.
4. Films including production of news reels and documentaries.
5. Press relations including journalists delegation and other media delegation.
6. Policy regarding Government advertisement.
7. Maintenance of rural publicity organisations.
8. Preparation and release of communiqués, press notes, handouts etc.
9. Press arrangement in connection with tours of the President, Prime Minister and Ministers.
10. Community listening schemes.
11. Bengali translation of Acts, Rules, etc.
12. Preparation media lists.
13. Preservation and interpretation of the policies and activities of the Government of Bangladesh through the medium of the press.
14. Advising Government of information problems relating to the press, keeping Government informed of the main trends of public opinion as reflected in the press and liaison between Government and the press.
15. Administration of Press and Publication Law.
16. Publicity for the Armed Forces.
- ²[17. Administration of the press and regulation of Books Act and the Newspaper Act.
18. Publicity for the Five year Plans.
19. Financial assistance to distinguished musicians, both vocal and instrumental, dancers and dramatists who have contributed substantially to the success of Radio and other units of this Ministry or their survivors in indigent circumstances.

Note :- ¹Amended Vide S.R.O No.231-law/2008-CD-4/5/08, Dated 24-07-08.

²Amended Vide Cabinet Division Notification No. CD-4/1/94 Rules/32 (100), Dated 3rd May 1998.

20. Administration of Radio and Television and all other matters relating to broadcasting and Television : Bangladesh Betar and Bangladesh Television.
21. Analysis and interpretation of public opinion as reflected in the national press.
22. Arrangement for the President's press briefings/conference/moots.
23. Monitoring the performance of national press and broadcasting media and submission of regular reports to the President.
24. Preservation as "National Records" of all speeches of the President.
25. Administration of BCS (Information).
26. Matters relating to trust for press. Dainik Bangla and Dainik Barta Ltd.
27. Compulsory screening of films.
28. Sanctioning of Cinematograph films for exhibition.
29. Administration of Cinematograph Act; Cinematograph and Censorship.
30. Grant of State awards for films produced in Bangladesh.
31. Matters relating to Bangladesh Film Development Corporation.
32. Bangladesh Film Achieves.
33. Secretariat administration including financial matters.
34. Administration and control of subordinate offices and organisations under this Ministry.
35. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
36. All laws on subjects allotted to this Ministry.
37. Inquiries and statistics on any of the subjects allotted to this Ministry.
38. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.]

¹[27. MINISTRY OF TEXTILES AND JUTE

1. Textiles & Jute Policy, planning implementation and evaluation.
2. Administration of state owned textile and jute industries and properties of BJC (Defunct).
3. Administration of Jute Ordinance, Formulation and Administration of jute industries policy.
4. Co-ordination of internal and external marketing of Jute yarn and Textiles including synthetic, specialized, powerloom and products and their transportation and shipment.
5. Overall Co-ordination of export of Textiles and Jute products and its market promotion and related matters.
6. Collection, processing and publication of all Textile statistics & statistics in respect of jute industry, Jute production, Jute marketing and export etc.
7. Promotion and development of foreign investment in Textiles & Jute industries and employment of foreigners in Textile industries.
8. Correspondence, contracts and agreements with International agencies and other countries for technical cooperation and assistance in respect of textiles & Jute products.
9. Regulation, Supervision and Certification of the standard and quality of Textiles & Jute products including their raw materials/ingredients.
10. Determination of overall requirements of raw materials for government-owned Textiles and Jute industries and formulation of policy guidelines in this respect.
11. To facilitate promotion of Textile and Jute industries and related matters in the private sector.
12. Promotion, Research and development of Textiles and Textile raw materials.
13. Technological (Industrial) Research of Jute & Diversified Jute Products and development of Diversified Jute Products and their market research.
14. Promotion, establishment balancing and modernization and replacement of Textile mills/factories in public sector and handlooms.
15. Setting up of commissions as and when required on any subject for study/investigation on Textiles & Jute industries.

16. Matters relating to Textiles & Jute industries, Jute and Textile products.
17. Education and training of Textiles and Jute technology and human resource development in these sectors.
18. Administration and control including financial matters, relating to this Ministry and subordinate/attached Department, Directorate, Corporation, Board and other Agencies.
19. Supervision and regulation of dealing in Textiles, Textile products, Jute and Jute manufactures.
20. Agreement for transport and shipments of Jute and Jute goods manufactured within the country and to foreign countries.
21. Matters relating to Sericulture Industries.
22. Matters relating to Primary Textiles, Jute Sector of the country and their Technical Evaluation.
23. Liaison with International Organizations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
24. Regulation and issue of licenses to dealers, exporters of Jute & Jute manufacturers and occupiers of Jute Mills; if necessary suspension of such license.
25. All laws on subjects allotted to this Ministry.
26. Inquiries and statistics on any of the subjects allocated to this Ministry.
27. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.
28. To facilitate Jute, Ready Made Garments (RMG) and Primary Textiles including allied textile-processing industries.
29. Matters relating to the backward & forward linkages on Textiles, Jute, Textile goods & Jute goods.
30. Matters relating to International Jute Study Group (IJSJG) and other Agencies/International bodies engaged in the welfare/ development of Jute.]

Note. — Amended vide S.R.O No. 82-Law/2008-CD-4/4/2008-Rules Dated 31.03.08 & S.R.O No 231-law/2008-CD-4.5.08 Rule. Dated 24.07.08.

¹[28. MINISTRY OF LABOUR AND EMPLOYMENT

1. Welfare of labour including labour and non-agricultural employment.
2. Industrial employment and social security.
3. Trade Unions, Industrial and Labour disputes, Labour Courts, Wages Boards and Industrial Workers Wages Commission.
4. Labour statistics.
5. Administration of Labour Laws and Rules made thereunder.
6. Labour research including compilation of labour statistics.
7. Dealings and agreements with international organisations in the field of labour and manpower.
8. International Labour Organisations (I.L.O).
9. Labour Conferences.
10. National policy regarding labour and industrial welfare.
11. Employees Social Security and Social Insurance Laws.
12. Labour Administration and Training.
13. Administration of Essential Services (Maintenance) Ordinance.
14. Administration of laws connected with safety and welfare in mines and quarries.
15. Administration of Minimum Wages Legislation.
16. Worker's education.
17. Matters relating to Bureau of Manpower Training.
18. Discipline in industry.
19. Constitution of Wage Boards for individual industries.
20. Regulation of working conditions of industrial workers.
21. Evaluation of the implementation of labour and industrial welfare laws and policies.

Note :— ¹Amended Vide Cabinet Division Notification No. CD-4/2/2001-Rules/156, Dated, 20th December, 2001 & SRO No. 231-law/2008-CD-4/5/2005 Rules Dates 24.07.08.

22. Social Security measures for labour.
23. Co-ordination of activities of other Ministries and organisations in connection with labour and industrial welfare.
24. Manpower research including compilation of manpower statistics.
25. National policy regarding manpower employment :
 - (a) Resettlement and employment of demobilised personnel;
 - (b) Administration of Essential Personnel (Registration) Ordinance, 1948.
26. Employment (Record of Service) Act, 1951.
27. National manpower problems.
28. National Council for Skill Development and Training.
29.
 - (a) Apprenticeship in plan training;
 - (b) Skill training policy including standardisation, testing and certification;
 - (c) National Committee for Skill development and Training.
30. Secretariat administration including financial matters.
31. Administration and control of sub-ordinate offices and organisations under this Ministry.
32. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
33. All laws on subjects allotted to this Ministry.
34. Inquiries and statistics on any of the subjects allotted to this Ministry.
35. Fees in respect of the subjects allotted to this Ministry except fees taken in courts.]

¹[29.] MINISTRY OF LAW, JUSTICE AND PARLIAMENTARY AFFAIRS²[A. Law and Justice Division

1. Advice to all Ministries, Divisions and offices on all legal and Constitutional questions arising out of any case, and on the interpretation of the Constitution and any law including International law.
2. Conventions with other countries on judicial matters.
3. Dealings and agreements with other countries and International Organization in judicial matters.
4. Administration of justice.
5. Organization, Jurisdiction and powers of all courts, except revenue courts, tribunals under any law; prize courts and contempt of courts.
6. Appointment and terms and conditions of service of chairman and members of courts and tribunals.
7. Matters relating to the Supreme Court, appointments and terms and conditions of service of the Chief Justice and other Judges.
8. All matters relating to Bangladesh Judicial Service Commission.
9. All matters relating to Judicial Administration Training Institute (JATI).
10. Fees taken in courts and tribunals; judicial stamps; court-fees and stamp duties.
11. Matters relating to Government law officers; appointment and terms and conditions of service of attorney-general, additional attorney-general, deputy attorney-general, assistant attorney-general, Government pleaders, public prosecutors, special prosecutors and legal advisers to all statutory corporations and bodies.
12. Conduct of cases on behalf of the Government in all courts and tribunals.

¹ Amended Vide SRO No 231-law/2008-CD/4/5/2008-Rules, Dated : 24.07.08.

² Amended Vide SRO No 273-law/2009-CD/4(1)/2009-Rules, Dated : 23.12.09.

13. Will, intestacy and succession.
14. Reciprocal agreements with foreign countries for the services of summons in civil suits and for the execution of decrees of civil courts, for the enforcement of maintenance orders and for the administration of the estates of foreigners dying in Bangladesh.
15. Authorization of officers to sign and verify claims or written statements in suits by or against the Government.
16. Administration of Bangladesh Judicial Service including posting, transfer, etc. of judicial officers.
17. Administration and control of subordinate offices and organizations under this Division.
18. Liaison with International Organizations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
19. Appointment and terms and conditions of service of Administrator-General and Official Trustee; Official Receiver.
20. Inquiries and statistics on any of the subjects allotted to this Division.
21. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.
22. Marriage and divorce, infants and minors, adoption, joint family and partition.
23. Legal proceedings and advice thereon.
24. Civil procedure.
25. Criminal law and criminal procedure.
26. Evidence and oath.
27. Trusts and trustees.
28. Arbitration and limitation.
29. Bankruptcy and insolvency.
30. Transfer of property.
31. Registration.
32. Money-lending and money-lenders.
33. Legal aid to the poor, defence of paupers and undefended accused.
34. Secretariat administration including financial matters.

B. Legislative and Parliamentary Affairs Division:

1. Advice to all Ministries, Divisions and offices on all legal and Constitutional questions arising out of any legislative proposal and on the interpretation of the Constitution and any law including international law related to such proposal.
2. Drafting, scrutiny and opinion on all kinds of Bills, Ordinances, Constitutional Orders, statutory orders, rules, regulations, by-laws, resolutions, notifications, any custom or usage having the force of law and any other legal instruments.
3. Drafting, scrutiny and opinion on all contracts and agreements including international contracts, agreements, covenants, memorandum of understanding and all other legal instruments.
4. Interpretation of international treaties, conventions and international legal affairs and matters relating to international arbitration arising out of international treaties, contracts, etc.
5. Translations of laws and other statutory rules and orders.
6. Copyrights in Government law publications.
7. Publication of Acts, Ordinances and Constitutional Orders and other Statutory Orders, rules, regulations and other legal instruments.
8. Publication of authorized translation in Bengali of Acts, Ordinances and Constitutional Orders and statutory Orders, rules and regulations.
9. Compilation and Publication of unrepealed Acts and Ordinances and Constitutional and President's Orders and other Statutory Orders, and regulations.
10. Codification, consolidation, adaptation and technical amendment of laws.
11. Posting, transfer, deputation etc. of Legislative Drafting and Translation Officials.
12. Administration and training of Legislative Drafting Officials and other Officials and Staffs employed in the Division.

13. Administration and control of subordinate offices and organizations under this Division.
14. Liaison with International Organizations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
15. Affairs relating to the Parliament, if required.
16. Inquiries and statistics on any of the subjects allotted to this Division.
17. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.
18. Matters relating to Human Rights and the Human Rights Commission.
19. Office of Ombudsman.
20. All legislative matters relating to Election Commission.
21. Law Commission and Commission on legal matters.
22. Matters relating to Law Reforms.
23. Administration of Information and Communication technology cell.
24. Secretariat administration including financial matters.
25. Administration of Copyright of all laws of the government.
26. Laws on subjects allotted to this Division.]

¹[C.] Parliament Secretariat :

1. Advice to Ministries and Divisions on Parliamentary procedure and other Parliamentary matters.
2. Extracting from proceedings of Parliament statements involving any assurance, promise or undertaking given by the Government on the floor of the House and ensuring their implementation by the Ministries or Divisions concerned.
3. Obtaining decision of the President regarding assent to a Bill passed by Parliament conveying it to the Speaker.

¹ Amended Vide SRO No 273-law/2009-CD/4(1)/2009-Rules, Dated : 23.12.09.

4. Matters connected with powers, Privileges and immunities of Members of Parliament and conveying it to the Speaker.
5. Remuneration, privileges and terms and conditions of services of the Speaker, Deputy Speaker and Whips.
6. Matters relating to Parliament.
7. International Parliamentary Conventions.
8. Secretariat administration including financial matters.
9. Administration and control of subordinate offices and organisations (if any) under this Secretariat.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Secretariat.
11. All laws on subjects allotted to this Secretariat.
12. Inquiries and statistics on any of the subjects allotted to this Secretariat.
13. Fees in respect of any of the subjects allotted to this Secretariat except fees taken in courts.

¹[30.] MINISTRY OF LAND

1. Rights in and over land and water and laws regarding land tenure excluding management of tank and other closed fisheries up to the area of 20 acres and fisheries which are under development scheme and such other fisheries which will be included in future in the development scheme of the Ministry of Fisheries and Livestock.
2. State acquisition and management.
3. Transfer, alienation of Government land, devolution of land by escheat and otherwise.
4. Constitution, organisation, jurisdiction and power of land procedure in rent and revenue courts and fees taken therein.
5. Disposal of Government land and alienation of land revenue.
6. Residences of officers employed in Settlement and Khasmahal work.
7. Demarcation of boundaries.
- ²[7A. Repairs and maintenance of boundary marks.]
8. Assessment and collection of land revenue and rents.
9. Maintenance of land records, survey for revenue purpose and record-of-rights and survey and settlement operations.
10. Management of government land.
11. Waste land.
12. Court of Wards and encumbered and attached estates.
13. Revenue sales.
14. Certificate procedure under Public Demands Recovery Act.
15. Land revenue, tauji and accounts.
16. Road and public works cess, education cess and local rates.
17. Alluvial lands.

Note:— ¹ Amended Vide SRO No. 231-law/2008-CD-4/5/2008, Dated : 24.07.08

² Amended Vide Cabinet Division Notification No. CD-4/16/89—Rules (Part-2) 106, Dated : 23rd September, 1999.

18. Establishments relating to settlement, khasmahal, partition and road cess, and local rates, valuation and revaluation offices.
19. Loans to land holders and other notables.
20. Treasury troves, escheats and revenue agents.
21. Recovery of loans.
22. State purchase operation.
23. Requisition and compulsory acquisition of land.
24. Reclamation and colonisation of waste land in general.
25. Pre-1947 compensation claims.
26. Vested and non-resident property.
27. Unclassed state forest.
28. Miscellaneous revenue matters not administered by any other Ministry/Division.
29. Secretariat administration including financial matters.
30. Administration and control of sub-ordinate offices and organisations under this Ministry.
31. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry
32. All laws on subjects allotted to this Ministry.
33. Inquiries and statistics on any of the subjects allotted to this Ministry.
34. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

¹[31.] MINISTRY OF LOCAL GOVERNMENT, RURAL
DEVELOPMENT AND CO-OPERATIVES

²[A. Local Government Division

1. Local Government :

Matters relating to the Local Government including the Local Government Institutions.

2. Financing, regulation and inspection of authorities established for Local Government and Village Administration.

3. Administration of Local Government Engineering Department (LGED). Department of Public Health Engineering (DPHE), Water Supply and Sewerage Authorities (WASA) and National Institute of Local Government (NILG);

Monitoring and supervision of all programmes carried out by the above organisations.

4. Administration of B.C.S. (Public Health Engineering).

5. Matters relating to Drinking Water.

6. Development of Rural Water supply, Sanitation and Sewerage System.

³[7. (a) Development, maintenance and management of Upazila Roads, Union Roads and Village Roads including bridges and culverts as allocated by the Government from time to time.

(b) Development, maintenance and management of Growth Centers and other markets connected by Upazila, Union and Village Roads.

(c) Development, maintenance and management of Small Scale Water Resources schemes up to the limit as determined by the Government.]

8. Rural police.

9. Burial and burial grounds, cremation and cremation grounds.

10. Pound and prevention of cattle trespass.

11. Dak Banglows and Rest Houses of Local Bodies.

12. Public parks and arboriculture which are under Local Government Institution.

13. Secretariat administration including financial matters.

14. Administration and control of sub-ordinate offices and organisations under this Division.

15. Liaison with International Organisations and matters relating to Treaties and Agreements with countries and world bodies relating to subjects allotted to this Division.

16. All laws on subjects allotted to this Division.

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

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

1. Amended Vide S.R.O. No. 221-law/2008-CD-4/5/2008, Dated 24.07.08.

2. Amended Vide S.R.O. No. 141-Law/CD-4/2/2001—Rules Dated : 28th May, 2003.

3. Amended Vide S.R.O. No. 125-Law/CD-4/2/2001—Rules (2nd part) Dated : 30th May, 2005.

¹ [B. Rural Development and Co-operatives Division

1. Rural Development Policy.
2. Co-operative Law, Rules & Policy.
3. Implementation of Poverty Reduction Programmes in rural areas assigned to this Division.
4. Promote entrepreneurship development through micro-credit, agricultural credit, small and cottage industries on co-operative basis, co-operative banking, co-operative insurance, co-operative farming, co-operative marketing, milk co-operatives and other co-operative enterprises.
5. Human resources development for Co-operative members; Education, Training and Research on Rural Development & Co-operatives.
6. Innovation of new models for rural development through action research.
7. Development and empowerment of woman through co-operative societies in formal and informal groups as assigned to this Division.
8. Administration of the officers of BCS (Co-operative) Cadre.
9. Administration and control of sub-ordinate offices, bodies organizations and institutes under this Division, such as Department of Co-operatives, BRDB, BARD, RDA etc.
10. Co-ordination of all matters related to Rural Development & Co-operatives.
11. Organize national, international seminar, workshop, conference and dialogue, etc. related to Rural Development & Co-operatives.
12. National Co-operative awards Rural Development awards.
13. Celebration of National and International Co-operative day.
14. Liaison with International Organizations including CIRDAP, NEDAC, AARDO, ICA, etc.
15. All laws on subjects allocated to this Division.
16. Inquiries and statistics on any of the subjects allocated to this Division.
17. Fees in respect of the subjects allocated to this Division except fees taken in courts.]

Note : 1. Amended Vide S.R.O. No. 1—Law/CD-4/5/2003-Rules, Dated : 1st January, 2004.

¹[32.] MINISTRY OF PLANNING²[A. Planning Division.

1. Preparation of national plans-annual, five-year and perspective for the economic and social development of the country in accordance with the socio-economic objectives of the Government of Bangladesh.
2. Preparation of annual development programmes within the framework of national plan and formulation of policies for the implementation and impact on the economy.
3. Periodic review of national development plan, study of its implications and impact on the economy.
4. Review on selective basis the operational Performance of various sectors of the economy.
5. Evaluating plan, performance & watching the progress of plan implementation on a continuous basis in order to prepare evaluation on national plans.
6. Study of important economic issues and formulation of economic policies and measures.
7. Evaluation of external debts and submission of reports thereon along with evaluation of national plans.
8. Undertaking and promoting economic research and initiating surveys and investigations needed to support effective planning and development.
9. Advice on the nature of the machinery for securing efficient execution of national plans, annual programmes and economic policies.
10. Stimulating and where necessary initiating project formulation examining and tendering advice on programmes and projects with a view to determining their consistency with the national objectives.
11. Reviewing the progress of implementation of approved projects, particularly aided projects; identifying the causes of delays and difficulties in the implementation of projects and proposing solutions thereof.
12. Co-ordination of development activities of various Ministries/ Divisions and their agencies where such activities are inter-related or inter-dependent.
13. Co-ordination of economic policies which have across the economy impact or involve more than one Ministry/Division.
14. To act as the National Focal Point on New and Renewable Sources of Energy as well as perform the co-ordinating role on all energy related inter-ministerial matters.
15. Administration of B.C.S (Economic) Cadre Officers.
16. Secretariat administration including financial matters relating to their Division.
17. Administration and control of subordinate offices and organisations under this division.

18. Issuance of rules and guide-lines for preparation and processing of development projects at national and Upzila levels.
19. To act as the National Focal Point on private investment in all sectors as well as playing the co-ordinating role on all matter relating to private sectors.
20. Liaison with International Organisations and matters relating to treaties and agreements with other Countries and world bodies relating to subjects allotted to this Division.
21. All laws on subjects allotted to this Division.
22. Inquiries and statistics on any of the subjects allotted to this Division.
23. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

B. Statistics Division.

1. All matters relating to Statistics.
2. Promotion, improvement, development and co-ordination of statistics and elimination of duplication of efforts in statistical field.
3. Assessment of statistical requirement for the country in line with international standards, provide general direction to statistical activities, designating statistics collecting agency and authorizing products.
4. Conduct periodic censuses on population, agriculture, live-stock establishment and industries; conduct socio-economic and demographic surveys and collect, compile and publish current official statistics on all economic activities, namely agriculture, manufacture, foreign trade, Government statistics, and others; estimate national and social accounts, compile and analyse those statistics and publish reports thereof.
5. Co-ordinate assistance and advice on methods used by various Ministries/ Divisions in data collection establish standardization and impartial objectivity in official statistics. Accord clearance to statistics generated/collected by any Government agency for national and international use.
6. Organize and establish data bank and electronic data processing system.
7. Administer the Statistics Act and Rules framed hereunder.
8. Provide secretarial services for the National Statistical Council and Standing Committees on National Income Commission.
9. Promote research and training in statistics, organize and administer unified statistical services.

10. Administration of B C S (Statistics) Cadre Officers
11. Secretariat administration including financial matters relating to their Division.
12. Administration and control of subordinate offices and organizations under this Division.
13. Liaison with International Organizations and matter relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
14. All laws on subjects allotted to this Division.
15. Inquiries and statistics on any of the subjects allotted to this Division.
16. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.

C. Implementation, Monitoring and Evaluation Division.

1. Monitoring and Evaluation of the implementation of development projects included in the Annual Development Programme.
2. Collection and compilation of project-wise data for preparing quarterly, annual and periodical progress reports for information of the President, NEC, ECNEC, Ministries and other concerned.
3. Rendering such advisory or consultancy services to Ministries/Agencies concerned on implementation of projects as and when necessary.
4. Field inspection of projects for on the spot verification of implementation status and such other Co-ordination works as may be necessary for the removal of implementation problems, if any, with the assistance of related Ministries/ Agencies.
5. Submission of project inspection reports to the President and Ministers concerned when attention at such levels are considered necessary.
6. Matters relating to Central Procurement Technical Unit (CPTU).
7. Matters relating to The Public Procurement Regulations.
8. Such other functions as may be assigned to the Division by the president from time to time.]

Note : 1. Amended *vide* SRO No. 231-law/2008-CD-4/5/2008 Rules Dated 24.07.08

2. Amended *Vide* S.R.O. No. 124-law/2010-04.423.022.02.01.002.2010, Dated : 25 April 2010.

¹[33.] MINISTRY OF POSTS AND TELECOMMUNICATIONS

1. Postal Services.
2. Post Office Savings Banks.
3. Postal Life Insurance.
4. Telecommunication services : telegraphs and telephones.
5. Telephone industries.
6. Administration of B.C.S. (Postal).
7. Administration of B.C.S.(Telecommunication).
8. Secretariat administration including financial matters.
9. Administration and control of subordinate offices and organizations under the Ministry.
10. Liaison with International Organizations, protocols and agreements with other countries and international bodies, relating to Postal and Telecommunications services.
11. All laws on subjects allotted to the Ministry.
12. Inquiries and statistics on any of the subjects allotted to this Ministry.
13. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

Note : 1. Amended *vide* SRO No. 231-law/2008-CD-4/5/2008 Rules Dated 24.07.08

¹[34.] MINISTRY OF RELIGIOUS AFFAIRS

1. International Organisation and other international programmes in the field of religion.
2. Organisations and participation in national and international meets on religious matters.
3. Development of publications in the field of religion.
4. Charities and charitable institutions pertaining to religion.
5. National bodies relating to religion and grants-in-aid to them.
6. All matters relating to religious organisations/institutions and religious activities.
7. Hajj policy, hajj administration and matters relating to pilgrimages.
8. Waqf.
9. Matters relating to moon-sighting.
10. Matters relating to important religious occasions and celebrations.
11. Matters relating to national and international conferences, consultations, seminars, etc., on religion and religious affairs.
12. Religious delegations from and to foreign countries.
13. Matters relating to Islamic Solidarity Fund.
14. Agreements, understandings, conventions with other countries on religious matters.
15. Matters relating to the establishment of the permanent Camp of the World Assembly Muslim Youth (WAMY).
16. Matter connected with Endowments.
17. Secretariat administration including financial matters.
18. Administration and control of subordinate offices and organisations under this Ministry.
19. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
20. All laws on subjects allotted to this Ministry.
21. Inquiries and statistics on any of the subjects allotted to this Ministry.
32. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

Note : ¹ Amended Vide S.R.O No.231-law/2008-CD-4/5/2008-Rules, Dated 24.07.08.

¹[35. MINISTRY OF SCIENCE AND INFORMATION &
COMMUNICATION TECHNOLOGY]

1. Formulation and review of national policies on Science and Technology in pursuance of national objectives and plans.
2. Implementation of recommendation of the National Committee on Science and Technology (NCST).
3. National bodies on science and technology.
4. Development of oceanographic science.
5. Peaceful uses of outer space and atmospheric research.
6. Development of electronics and its co-ordination amongst various users.
7. Co-ordination of areas of science and technology in which other Ministries have interests and capabilities.
8. Undertaking and financially sponsoring of scientific and technological surveys, research, design and development where necessary.
9. Grants to national research institutions, scientific associations and scientific bodies.
10. Matters concerning domestic/appropriate technology particularly the ventures including the commercialization of technology.
11. All other measures needed for the promotion of science and technology and their application to the development and security of the nation.
12. Matters relating to:
 - (a) Bangladesh Council of Scientific and Industrial Research (BCSIR);
 - (b) Atomic Energy Commission.
13. Matters relating to Scientific and technological documentation including National Science Library (BANSDOC).
14. Promotion of new areas of science and technology.

Note:- ¹ Amended Vide Cabinet Division Notification No. CD-4/1/2002-Rules/42, Dated 11th April, 2002 & S.R.O No.231-law/2008-CD-4/5/2008-Rules, Dated 24.07.08.

15. Observation of National Science week in collaboration with the research bodies/educational institutions.
16. Matters concerning the National Science and Technology Museum.
17. Secretariat administration including financial matters.
18. Administration and control of subordinate offices and organisations (if any) under this Division.
19. Computer Council.
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
21. All laws on subjects allotted to this Division.
22. Inquiries and statistics on any of the subjects allotted to this Division.
23. Fees in respect of any of the subjects allotted to this Division except fees taken in courts.
- ¹[24. Regulation and Development of Nuclear Power including generation of electrical energy from any Nuclear Power Plant (up to the point of integration into the national grid).
25. General policy (Regulation and Development) of radioactive materials and nuclear fuels.]

Note:-¹ Amended Vide Cabinet Division Notification No. CD-4/1/94—Rules/37 (100), Dated 19th May, 1999.

1[36.] MINISTRY OF SHIPPING

1. Ports.
2. Light-house and light-ships.
3. Navigation, Shipping, Maritime Administration of Safety.
4. Mercantile marine.
5. Admiralty jurisdiction, offences committed on high seas.
6. Inland water transport and shipping, marine service and elimination of danger to shipping.
7. Inland waterways.
8. Administration of all inland ships.
9. Engineer and ship surveyors and registrar of inland shipping.
10. Welfare of merchant navy seafarers, employment of seamen.
11. Education, training, standards and certification for Mercantile Marine and Inland Water Transport.
12. Organisation and maintenance of mainland, islands and inter-island shipping services.
13. Matters relating to marine pollution from ships and crafts.
14. Registration and safety administration of fishing vessels.
15. Hydrographic surveys in the inland waters of Bangladesh and preparation of charts for inland navigation.
16. Marine search and rescue.
17. Co-ordination and research relating to this Ministry.
18. Legislation relating to shipping and navigation.
19. Recruitment of seaman.
20. Licensing of Agents for the recruitment of seaman.

Note:- ¹ Amended Vide S.R.O No.231-law/2008-CD-4/5/2008-Rules, Dated 24.07.08.

21. Secretariat administration including financial matters.
22. Administration and control of subordinate offices and organizations under this Ministry.
23. Liaison with International Organizations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
24. All laws on subjects allotted to this Ministry.
25. Inquiries and statistics on any of the subjects allotted to this Ministry.
26. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

¹[37.] MINISTRY OF SOCIAL WELFARE

1. National policy regarding social welfare.
2. Community development with particular emphasis on disadvantage segment of the society.
3. National Council of the Social Welfare.
4. Child welfare and co-ordination of activities of other Ministries, Division and Organisations in connection with social welfare.
5. Administration of Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961 No (Ordinance No. XL VI of 1961) and the Children Act, 1974 (Act No. XXXIX of 1974).
6. Matters relating to the Directorate Social Services.
7. Grants-in aid to voluntary social welfare agencies.
8. Administration of Vagrancy Act and the vagrant and destitute houses, poor houses and orphanages.
9. Education, Training and Rehabilitation of the handicapped.
10. Beggary, vagrancy, juvenile delinquency and other after-care programmes.
11. Probation, parole and after-care of released prisoners.
12. Dealing and agreements with international organizations in the field of social welfares.
13. United Nations International Children's Emergency Fund (UNICEF) and other concerned International bodies/foreign agencies dealing with welfares of the handicapped and under privileged.
14. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
15. Inquiries and statistics on any of the subjects allotted to this Ministry.
16. All laws on subjects allotted to this Ministry.
17. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

Note:- ¹ Amended Vide S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24.07.08.

¹[38.] MINISTRY OF WOMEN AND CHILDREN AFFAIRS

- ²[1. (a) National Policy regarding women;
(b) National Policy regarding children.
2. Programme for the welfare and development of women and children.
3. Matters relating to legal and social rights of women and children.
4. Attending to the problems and affairs relating to women and children, and communicating and disseminating relevant information for awareness building.
5. Programmes for empowerment of women including their employment opportunities.
6. Matters relating to—
(a) The National Council for Women's Development;
(b) The National Council for Children's Affairs.
7. Matters relating to—
(a) The Directorate of Women's Affairs;
(b) The Jatiyo Mohila Sangshtha;
(c) Bangladesh Shishu Academy.
8. Co-ordination and monitoring of WID activities of different Ministries through designated WID Focal Points.
9. Liaison with women's organizations and civil society to encourage their contribution.
10. Control and registration of all voluntary women's organizations.
11. Matters relating to violence against women and children.
- ³[11A. Allowances to the husband –deserted destitute women and the widow]
12. Agreements and liaison with international organisations in the field of gender equality and for the advancement of women and children.
13. Observance of—
(a) International Women's Day on 08, March;
(b) World Children's Day on 1st Monday of October;
⁴[(c) National Children's Day and National Awards for Children;]
(d) Begum Rokeya Dibash on 9 December;
(e) Child Rights Week 29 September to 05 October.
14. (a) Begum Rokeya Padak;
(b) National Awards for Women and Children.

-
1. Amended Vide S.R.O No.231-Law/2008-CD-4/5/2008-Rules, Dated 24.07.08.
 - 2.. Amended Vide Cabinet Division Notification No. CD-4/2/99-Rules (Part)/153; Dated : 3rd December, 2000.
 3. Amended Vide S.R.O No.5-Law/05-CD-4(5)2003-Rules, Dated 06.01.05.
 4. Amended Vide Cabinet Division Notification No. CD-4/1/2002-Rules /51; Dated : 27th April, 2002.

15. Co-ordinating all matters relating to children with other Ministries and Organizations.
16. Liaison with UNICEF and other concerned international bodies/foreign agencies dealing with child development.
17. Liaison with international organizations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
18. Inquiries and statistics on any subject allotted to this Ministry.
19. All laws on subjects allotted to this Ministry.
20. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.]

¹[39.] MINISTRY OF WATER RESOURCES

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

Note:- 1. Amended Vide S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24.07.08.

¹[40.] MINISTRY OF YOUTH AND SPORTS

1. All matters relating to youths—their welfare, training and prospects.
2. Organisation and mobilisation of the youths for voluntary participation in the development activities of the country.
3. Co-ordination of youth services, liaison with concerned Ministries/Divisions.
4. Administration of grants-in-aid under specific projects.
5. Youth Awards.
6. Programmes to encourage a sense of adventure, responsibility, confidence and achievement in youths.
7. Research and study on youths and youth development activities.
8. Promoting activities for creating employment opportunities for the unemployed and underemployed youths.
9. Promotion and development of games and sports.
10. National sports awards.
11. Aid from foreign and international bodies in the field of sports.
12. Grants-in-aid to sports organisations.
13. International Organisations and other international programmes in the field of sports.
14. Pride of performance : merit awards in sports.
15. Organisation and participation in national and international games and athletics.
16. Development publication in the field of sports.
17. National bodies relating to sports.
18. Exchange of sports team with foreign countries.
19. Pension to sportsmen.
20. Secretariat administration including financial matters.
21. Administration and control of subordinate offices and organisations under this Ministry.
22. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
23. All laws on subjects allotted to this Ministry.
24. Inquiries and statistics on any of the subjects allotted to this Ministry.
25. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

Note :- 1. Amended Vide S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24.07.08.

¹[41. MINISTRY OF LIBERATION WAR AFFAIRS

1. Welfare of freedom fighters through Implementation of schemes.
2. Matters relating to—
 - (a) Bangladesh Muktijoddah Kalyan Trust;
 - (b) Organisations of freedom fighters including Bangladesh Muktijoddah Sangsad;
 - (c) Mujib Nagar Smriti Shoudha Projects;
 - (d) Formulation of policies and projects for preservation of the history of War of Independence;
 - (e) Monuments relating to War of Independence including Swadhinata Stambha;
 - (f) Museums relating to War of Independence both in public and private sector;
 - (g) Allowances for freedom fighters and Grants in aid to freedom fighters, organisations;
 - (h) Preservation and maintenance of mass graves and mausoleums of freedom fighters;
 - (i) Other matter connected with War of Independence.
3. Training of freedom fighters in different trade at appropriate levels commensurate with the national requirements.
4. Monitoring quota of freedom fighters and their childrens for jobs in the Government, autonomous and semi-autonomous bodies.
5. Rules and instructions regarding privileges and facilities of freedom fighters.
6. Preparation and preservation of gazetted list of genuine freedom fighters.
7. Enquire into and resolve miscellaneous problems of freedom fighters.
8. Secretariat Administration including financial matters.
9. Administration and control of subordinate offices and organisations under this Ministry.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
11. All laws on subjects allotted to this Ministry.
12. Inquiries and statistics on any of the subjects allotted to this Ministry.
13. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.]

Note :- 1. Amended Vide Cabinet Division Notification No. CD-4/2/2001-Rules/122(150); Dated: 23rd October, 2001 & S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24.07.08.

¹[42. MINISTRY OF EXPATRIATES' WELFARE AND OVERSEAS
EMPLOYMENT

1. Welfare of Bangladeshi expatriates and protection of their rights.
2. Complaint of expatriates and their redress.
3. Facilitation of investment by expatriates in Bangladesh.
4. Projects for the participation of expatriates in economic and social welfare activities in Bangladesh.
5. Registration of recruiting agencies.
6. Overseas employment at all levels.
7. Matters relating to Bangladesh Overseas Employment Services Limited.
8. Organisations and Companies in the public sector dealing with overseas employment including BMET.
9. Administration of Labour Wing in Bangladesh Missions abroad and appointment of officers and staff thereof.
10. Administration of Wage Earner's Welfare Fund.
11. Promotion of Bangladeshi culture among expatriates abroad.
12. Liaison with Associations of Bangladeshi abroad.
13. Secretarial administration including financial matters.
14. Administration and control of subordinate offices and organisations under this Ministry.
15. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
16. All laws on subjects allotted to this Ministry.
17. Inquiries and statistics on any of the subjects allotted to this Ministry.
18. Fees in respect of the subjects allotted to this Ministry except fees taken in courts.]

¹. Amended Vide Cabinet Division Notification No. CD-4/2/2001-Rules/156; Dated: 20th December, 2001 & S.R.O No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24.07.08.