

REGULATIONS

In exercise of the powers conferred by section 18 of the East Pakistan Government, Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXVI of 1961) Read with Labour and Social Welfare Department, Government of East Pakistan, Notifications No. S-1/IE/41/69/74 and o. S-1/IE-41/95 both dated 28.01.1970, the Board of Governors of the East Pakistan Management Development Centre is pleased to make the following Regulations: namely:-

SHORT TITLE AND COMMENCEMENT :

- i) These Regulations may be called the East Pakistan Management Development Centre, Dhaka; Regulations, 1970.
- ii) They shall come into force with effect from 1st of July, 1970.

DEFINITIONS:

In these Regulations, unless there is anything repugnant in the subject or content:

- i) "Centre" means the E. P. Management Development Centre, Dhaka.
- ii) "Ordinance" means E. P. Government Educational and Training Institutions Ordinance, 1961 (East Pakistan Ordinance No. XXIV of 1976)
- iii) "Chairman" means Chairman of the Board.
- iv) "Member-Secretary" means the Member Secretary of the Board of Governors.
- v) "Executive Director" means the Head of the Centre as per definition of "Principal" in the Ordinance under para 2 (f).
- vi) "Administrative Officer" means the Administrative Officer of the E. P. Management Development Centre, Dhaka. or any other officer for the

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01.08.70
নির্বাহী মহাসচিব
উপস্থাপনিক কার্যক্রম (৩৪/৩৪)
বাংলাদেশ ইকনোমিক্স অ্যান্ড সোশ্যাল সার্ভিসেস

time being performing the duties of the said officer under the order of the competent authority.

- vii) "Board Fund" means the Board Fund vesting in the Board of Governors as provided for in section 10 of the Ordinance; and
- viii) All words and expressions used in the regulations shall have the same meanings as assigned to them in the Ordinance.

CO-OPTION OF MEMBERS BY COMMITTEES :

- 3. The board may, while constituting different committees under clause (d) of section 7 of the Ordinance, empower such committees to co-opt any persons for the purpose of carrying in to effect the relevant provisions of the Ordinance.

RECRUITMENT TERMS AND CONDITIONS AND TERMS :

- 4. Recruitment to posts in the Centre shall be made on such terms and conditions as may be determined by the Board.

Provided that, in respect of such matters as are, not specifically so determined, the corresponding service Rules and Regulations of the Government servants concerned will *Mutatis & Mutatis* is apply.

RULES OF BUSINESS OF BOARD :

- 5. i) The meeting of the Board shall be held at least once in every 3 months in the offices of the Centre or in the offices of the Chairman or such other places as may be notified.
- ii) The meeting shall be convened by the Member-Secretary after prior approval of the Chairman.
- iii) Five members of the Board shall form the Quorum in any meeting.
- iv) Each member shall have one vote and in the event of equality of votes the Chairman shall have a casting vote.

- v) In the event of the absence of the Chairman the member duly authorized by the Chairman in writing shall preside over the meeting and in case such authorizations be wanting, the members present shall select a Chairman from them to preside over the meeting.
6. i) The members of the Board other than a salaried officer of Government shall be paid a fee of Rs. 50.00 only per day for attending each meeting of the Board of Governors.
- ii) The members of Executive Committee or any other standing committees as provided for in clause (d) of section 7 of the Ordinance shall be paid such fees for attending meetings of committees as may be determined by the Board of Governors.
7. i) The notice of meeting of the Board with agenda shall be circulated normally at least 7 days before the date fixed for such a meeting.
- ii) Provided that with the permission of the Chairman, items may be added to the agenda at a shorter notice.
- iii) An emergent meeting may be convened by the Chairman at 12 hours notice.
8. i) The proceeding of a meeting of the Board shall not be held invalid merely on the ground that the notice had not been served upon, or received by, any member, provided that the meeting so convened had a quorum.
9. i) The minutes of every meeting of the Board of Governors shall be preserved properly in a securely Bound Register duly typed and these shall be placed at the next meeting for confirmation.
- ii) The Member-Secretary of the Board shall be responsible for carefully and properly recording the minutes of the proceedings and for proper maintenance of records and documents of the meeting.
10. i) The Member-Secretary shall prepare a short note on the items of the agenda and circulate the same among the members before commencement of a meeting.


22 26

BOARD FUND :

1. i) The Board Fund shall be kept in a PL Account or with any scheduled Banks as may be approved by the Board.
- ii) The Executive Director shall operate the Board Fund.
- iii) No payment shall be made except under the orders of the Executive Director.
- iv) All moneys shall be credited for the with on receipt and in no case later than-working days from the date of receipt to the Bank.
- v) At the end of each month the receipt and expenditure entered into the Cash Book shall be compared by the Administrative Officer item by item with the Bank Pass Book and the difference, if any, explained in the foot of the Cash Book. The Executive Director will see the Cash Book on the 3rd day of each month or on the 1st working day after the 3rd if it happens to be holiday or the Executive Director happens to be away or ill.
- vi) A permanent advance of Rs. 1000.00 may be kept with an officer of the Centre duly authorized by the Executive Director.

POWER OF THE EXECUTIVE DIRECTOR :

1. The Executive Director :

- a) Shall be the Executive Head of the Centre and shall be responsible for carrying out the decisions of the Board and for the purpose of functioning and administration of the Centre and shall be the appointing authority in respect of posts carrying initial monthly salary of Rs. 500.00 and below, and shall have powers to make appointment on a temporary basis for a period not exceeding 6 months to any post carrying a salary above Rs. 500.00 and to make appointment to ministerial posts for a period not exceeding 1 year;
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- c) Shall have powers to sanction contingency Expenditure of non-recurring nature upto Rs. 5000.00 and of recurring nature upto Rs. 500.00 in each case.
-) Shall have powers to declare stores supplies and unserviceable and arrange their disposal;
- f) Shall be competent to write off losses of all kinds except on account of negligence or fraud not exceeding Rs. 1000.00;
- e) Shall have powers to sanction loans and advance to employees in accordance with the rules made under the Ordinance by the Government subject to the availability of fund.
-) Shall have powers to draw his T. A. Bills and countersign the T. A. Bills and other Bills of members of the staff of the Centre;
- g) Shall have powers to allow expenditure for making payments etc. the staff of the Centre and for its normal contingencies for the period between the close of the financial year and the passage of the budget;
-) Shall have powers to appoint or assign to any member of the staff of the Centre to carry on duties of other posts in addition to his own in the interest of the Centre;
- i) Shall have powers to define the sphere of duty of each employee;
- j) Shall have powers to grant honorarium or fee upto Rs. 1000.00 in a year in each case for work done or services rendered in the interest of the Centre;
-) Shall have powers to grant honorarium of fee to the Guest Speakers and Lecturers/side research agencies at the rate fixed by the Board from time to time;
- h) Shall nominate, in writing, with the approval of Chairman, a senior officer of the Centre to perform the duties of the Executive Director during his temporary absence;

- m) Shall have powers to grant leave of all kinds to officers and employees to the Centre;
- n) Shall where an urgent decision is to be taken, be competent to take such step as is necessary provided that such a decision shall be referred to the next meeting of the Board for confirmation;
- o) Shall have powers, subject to general as well as specific directions of the Board, if any, to approve and execute any contract for and on behalf of the Board;
- p) Shall be responsible for arranging audit of the accounts of the Board Fund by a firm of Chartered Accountants once in every year, and copies of the audit report shall be sent to the Board and with the comments of the Board to the provincial Government.

POWERS OF THE ADMINISTRATIVE OFFICER :

1. The Administrative Officer :

- a) Shall be the drawing and disbursing officer and should exercise such powers and duties as shall be assigned to him by the Executive Director from time to time.
- b) Shall have powers to sanction contingent & expenditure not exceeding Rs. 50.00 in any one item;
- c) Shall work under general supervision and control of the Executive Director.


 01.08.2021
 নির্বাহী অফিসার
 উর্ধ্বতন প্রশাসনিক কর্মকর্তা (সঃ দঃ)
 বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট