

[Published in the Bangladesh Gazeue Extradinary, dated the 10 th October 1977]

GOVERNMENT OF THE PEOPLES REPUBLIC OF BANGLADESH

MINISTRY OF LAW AND PARLIAMENTARY AFFAIRS

NOTIFICATION

Dacea, the 10th October, 1977.

No. 811-Pub-the following ordinance made by the president of the Peoples Republic of Bangladesh on the 7th October, 1977, is hereby published for general information-

THE EXPORT PROMOTION BUREAU ORDINANCE, 1977

Ordinance No. XL VII of 1977

AN

ORDINANCE

to provide for the establishment of a Bureau for promotion of export.

Whereas it is expedient to provide a for the establishment of a Bureau for promotion of export from Bangladesh and for development of plans and policies in support of promotion of export from both private and public sectors of the country and for matters connected therewith and incidental thereto;

NOW, THEREFORE, in pursuance of the Proclamations of the 20th August, 1975, and the 8th November, 1975 and in exercise of all powers enabling him in that behalf. the president is pleased to make and promulgate the following ordinance: -

1. Short title. This Ordinance may be called the Export! Promotion Bureau Ordinance, 1977.
2. Definitions. In this ordinance, unless there is anything repugnant in the subject or context.
 - a) Bureau means the Bangladesh export promotion Bureau established under section 3 of this ordinance;
 - b) Board means the Board of Management of the Bureau,
 - c) Chairman means the Chairman of the Board,
 - d) Member means the member of the Board,
 - e) Prescribed means prescribed by rules or regulations made under this Ordinate; and
 - f) Vice-Chairman means the vice-Chairman of the Board.
3. Establishment and incorporation of the Bureau i) Upon the commencement of this ordinance, there shall be established a Bureau to be called the export promotion Bureau for carrying out the purposes of this ordinance.

Price : 20 Paisa,

(2) The Bureau Shall be a body corporate having perpetual succession and a coition seal with power to enquire, hold and dispose of property, both movable and immovable, and shall by the said name suc and be used.

(3) The Head office of the Bureau shall be at Decea.

4. Management of the affairs of the Bureau. (I) The general direction and administration of the affairs of the Bureau shall vest in a Board of Management of the Bureau which may exercise all posers and do all acts and things which may be exercised and done by the Bureau.

(2) Without prejudice to the generality of the foregoing provisions, the Board may, for the performance of its functions-

(a) undertake any work, incur any expenditure within the budget or any special allocation of funds, procure machinery and materials required for its use and enter into and perform all such contracts as it may consider necessary or expedients;

(b) Seek or obtain advice and assistance in the preparation or execution of a scheme, from any Local authority or agency of the Government or any other agency of the agency, national or international.

(3) The Board shall in discharging its functions, be guided by such directions as the Government may give from time to time.

5. composition of the Board. the Board shall consist of the following members, namely:--

(a) the minister in charge of the Ministry of commerce who shall be the ex officio chairman of the Board,

(b) the vice-Chairman of the Board to be appointed by the Government.

(c) the Directors general of the Bureau to be appointed by the Government.

(d) two part time members to be appointed by the Government to represent trade and industry in the private, sector; and

(e) six part-time members, being Government servants not below the rank of a joint secretary to the Government, to be nominated by the Government, one to represent each of the Ministry of Commerce, the Ministry of Industries, the Ministry of Agriculture, the Ministry of Jute, the Ministry of Foreign Affairs and the Ministry of Textiles.

6. Chief executive of the Bureau. (i) The vice Chariman shall be the Chief Executive of the Bureau and in whom shall vest, subject to the Directions of the Board, all the executive functions of the Bureau.

2. The vice Chairman shall hold office for such duration and on such terms and conditions as the Government may determine.

3. Without prejudice to the provisions of sub-section (I), the Vice-Chairman shall exercise such powers, perform such functions and discharge such duties as may form time to time, be assigned to him by the Government or the Board or as may be prescribed.

4. If the Vice-Chairman is for illness, or for any other reason incapable of performing his duties under this ordinance, the Government may authorise any other member to perform the duties of the vice-Chairman during the period for which he is so incapable.

7. Meetings of the Board. (I) The meetings of the Board shall be held at such times and places and in such manner as may be prescribed.

Provided that the Board shall meet at least once in a month.

2. No act or proceeding of the Board shall be invalid merely on the ground of existence of any vacancy in, or any defect in the constitution of, the Board.

8. Functions of the Bureau-- It shall be the functions of the Bureau---

- (a) To suggest to the government measures designed to provide efficient, adequate, economic and co-ordinate plans and policies for promotion of exports from the country by both private and public sectors.
 - (b) to explore and examine the potentials of export-oriented products within the country and help ensure quality control of all exporters: and
 - (c) to co-ordinate the export efforts of various private and public sector organisations within the country and provide necessary advice, information and assistance to such organisations so as to enable them to participate in, or increase their export to, other countries.
- (2) Without prejudice to the generality of the provision of sub-section (1), the Board may---
- (a) explore and examine markets of other countries with a view to promoting export of raw, semi-finished and finished products from Bangladesh to such countries ;
 - (b) establish such regional or other offices, branches, agencies, display and or sale centers within Bangladesh and, with prior approval of Government, abroad,
 - (c) establish with the approval of the government, subsidiary organisations in Bangladesh or abroad for promotion of export of Bangladesh products;
 - (d) organise and arrange participation in industrial, trade and export fairs and exhibitions abroad,
 - (e) Organise trade and export fairs within the country.
 - (f) undertake and organise publicity of Bangladesh export products abroad;
 - (g) perform such functions as may be assigned to it by the Government
 - (h) appoint such committee or committees as it think fit to assist it in the formulations of policies and programmes and for efficient and expeditious execution of those policies and programmes:
 - (i) Provide for training, studies, surveys, experiments or technical research; or contribute towards the costs of any such studies, surveys, experiments or technical research made by any other agency;
 - (j) Impose any fee or other charges for services rendered by it;
 - (k) do all other things connected with or ancillary to the attainment of the objectives aforesaid.

9. Fund-- (i) There shall be a fund of the Bureau to which shall be credited---

- (a) grants from the Government;
- (b) grants from Local Authorities and other corporate bodies;
- (c) loans raised in Bangladesh with the prior approval of the Government;
- (d) aids and grants, if any, received from foreign countries with the prior approval of the Government;
- (e) Contributions from the chamber of commerce, trade organisations and associations;
- (f) all other receipts of the Bureau.

(2) the funds of the Bureau shall be utilised to meet charges in connection with its functions under this ordinance and all payments of the Bureau shall be made out of that fund.

(3) All monies of the Bureau shall be kept with such bank as may be approved by the Board.

10. Borrowing and investment-- (I) For carrying out its business and functions. the Bureau may, with the approval of, and as such conditions, if any, as may be laid down by the Government, raise funds by loan or otherwise from such local and foreign sources, including banks, as may be approved by the Government.

(2) The Bureau may invest such monies as are not required for immediate expenditure in any of the securities described in section 20 of the Trusts Act, 1882 (II. of 1882) or place them in fixed deposit with any bank approved under sub-section (3) of section 9.

11. Budget.- the Bureau shall submit, by such date before commencement of every year and in such manner and form as the Government may direct, for approval of the Government, two statements to be called the Annual Administrative Budget statement and the Annual Export Market Development Budget statement showing therein the estimated receipts and expenditure of the Bureau in respect of that year.

12. Accounts and Audit (I) the Bureau shall maintain proper Accounts and other relevant records, and prepare annual statements of accounts, in such manner and form as the government may direct. and such directions may require maintenance of separate accounts, one for administrative and maintenance expenses to be financed out of the administrative Budget, and the other of export market development expenses to be financed out of the export Market Development Budget.

(2) The accounts of the Bureau shall be audited by a firm of chartered accountants within the meaning of the Bangladesh chartered Accountants order 1973 (P.O.No. 2 of 1973), who shall be appointed, with the approval of the Government by the Board on such remuneration as it may think fit, and such remuneration shall be paid by the Bureau.

(3) The firm of Chartered accountants appointed under sub section (2) Shall be given the accounts and other her relevant records of the Bureau and shall examine them together with the account books and vouchers relating there to; and shall have a list delivered to it of all books kept by the Bureau, and shall at all reasonable times have access to the books, accounts and other documents of the Bureau, and may in relation to such accounts examine the vice chairman, Directors-General, or any member, officer or other employee of the Bureau.

(4) The aforesaid form of chartered accountants shall report to the Government upon the annual accounts, and in the report it shall state whether, in its opinion, the accounts contain all necessary particulars and is properly maintained so as to exhibit a true and correct view of the state of the affairs of the Bureau, and if it has called for any explanation or information from the Board, whether it has been given and whether it is satisfactory.

(5) Without prejudice to the foresaid provisions, the government may also cause of accounts of the Bureau to be audited by such officer or agency as it may deem fit.

13. Reports, etc.--- (1) the Bureau shall furnish to the Government such reports and statements as the Government may from time to time require.

(2) The Bureau shall, as soon as possible after the end of every financial year, furnish to the Government statement of audited accounts together with annual report on the conduct of its affairs during that year.

14. Appointment of officers, etc.--- The Bureau may appoint such advisors, consultant's officers and other employees as it considers necessary for the efficient performance of its functions on such terms and conditions as may be prescribed and, until they are so prescribed, on such terms and conditions as it may determine.

15. Public Servants.--- The chairman, Vice-Chairman, Directors General, members, advisors, consultants or officers and other employees of the Bureau shall, while acting or purporting to act in pursuance of the provisions of this Ordinance or the rules or regulations made thereunder, deemed to be public servants within the meaning of section 21 of the penal code (Act XLV of 186).

16. Delegations of powers. (1) The Board may, by general or special order, delegate to the vice-Chairman, any member or officer of the Bureau any of its powers under this Ordinance or regulations made there under.

(2) The Vice-Chairman may likewise delegate to any member or officer of the Bureau any of his powers under this ordinance or the rules made thereunder, not being a power delegated to him by the Board under sub-section (1).

17. Indemnity--- No suit, prosecution or other legal proceedings shall lie against the chairman, vice-Chairman, directors General, members or any advisor, consultant or officer, or other employees of the Bureau for anything which is in good faith done or intended to be done under this ordinance.

18. Winding up.--- No provision of law relating to the winding up of companies shall apply to Bureau and it shall not be wound up save by order of the Government and in such manner as it may direct.

19. Power to make rules. (1) the Government may, by notification in the official Gazette, make rule for carrying out the purposes of this ordinance.

(2) In particular, and without prejudice to the generality of the foregoing powers, such rules may provide for-

- (a) meeting of the Board;
- (b) determination of the terms and conditions of service of the Vice-Chairman, the Directors-General and the members.
- (c) Powers, functions and duties of the chairman, Vice-Chairman, the Directors-General and the members.
- (d) any other matters required by the provisions of this ordinance to be prescribed.

20. **Power to make regulations---** (I) Subject to the provisions of this ordinance and the rules, the Board may, by notification in the official Gazette and with previous approval of the Government, make regulations for the purpose of giving effect to this Ordinance.

(2) In particular, and without prejudice to the generality of the foregoing, powers, such regulations may provide for.

- (a) Formulation of training Schemes;
- (b) terms and conditions of service and duties and conduct of the officers and other employees of the Bureau;
- (c) Constitution and management of provident funds, benevolent and welfare funds for the officers and other employees of the Bureau and all matters connected with such funds;
- (d) appointment of advisory committee for the purpose of this ordinance.

21. Transfer of properties, liabilities, etc, of the existing Bureau. (I) Notwithstanding anything contained in any law, agreement or contract, upon the establishment of the Bureau-

- (a) the export promotion Bureau functioning immediately before the commencement of his ordinance hereinafter referred to as the superseded Bureau) Shall stand superseded.
- (b) all such properties, movable and immovable, and all rights, liabilities and obligations of the Government relating to the superseded Bureau shall stand transferred to, and vest in, the Bureau; and
- (c) every person in the service of the Republic serving in, or in connection with the affairs of the superseded Bureau shall, if so required by the Government, serve under the Bureau established by this ordinance, on such terms and condition, not being to his disadvantage as the Government may, in consultation with the Bureau, determine; and the person so serving under the Bureau shall, except in the matter of dismissal, removal or reduction in rank, be subject to the power and control of the Bureau in the same manner and to the same extent as any officer or employee appointed by the Bureau.

DACCA;
The 7th October, 1977,

BGP-77/78-4039g-5,775-19-10-77.

ZIAUR RAHMAN, BU
Major General
President

A. K.TALUKDAR
Deputy secretary.

Glstered NO. DA-1

The



**Extraordinary
Published by Authority**

SUNDAY, MAY 27, 1984

Government of The People's Republic of Bangladesh

Ministry of law and Justice
Notification

Dhaka, the 27th may, 1984

No. 481-Pub.- The following Ordinance made by the president of the people's Republic of Bangladesh, on the 15th may, 1984, is hereby published for general information:---

THE EXPORT PROMOTION BUREAU (AMENDMENT) ORDINANCE ,
1984.

Ordinance No. XXXV of 1984
An
ORDINANCE

to amend the Export Promotion Bureau Ordinance, 1977

Whereas it is expedient to amend the Export promotion Bureau Ordinance, 1977 (XLVII of 1977), for the purposes hereinafter appearing,

Now, Therefore, in pursuance of the Proclamation of the 24th Mach, 1982, and in exercise of all powers enabling him in that behalf, the President is pleased to make and promulgate the following ordinance:-

1. **Short title.**--- This ordinance may be called the Export promotion Bureau (Amendment) Ordinance, 1984.

(7185)
Price : 25 paisa

2. Substitution of section 5, ord, XLVII of 1977. In the Export Promotion Bureau Ordinance, 1977 (XLVII of 1977), hereinafter referred to as the said ordinance, for section 5 the following shall be substituted namely:

5. Composition of the Board. (I) The Board shall consist of the following members, namely:-

(a) the Minister in charge of the commerce Division, ex-officio, who shall also be the Chairman of the Board.

(b) the Vice-Chairman of the Board to be appointed by the Government;

(c) the Director General of the Bureau to be appointed by the Government ex-officio.

(d) four members to be appointed by the Government of a term of three years to represent trade and industry in the private sector.

(e) One senior officer of the Bangladesh Bank to be nominated by that Bank; and

(f) six members, being persons in the service of the Republic not below the rank of Joint secretary to the Government, one each to represent the Ministry of commerce, the Ministry of Industries, the Ministry of Foreign affairs, the Ministry of Jute and Textiles, the Fisheries and Livestock Division and the Agriculture and forest Division, to be nominated by the respective Ministry or Division.

3. Amendment of Section 15 ord. XLVII of 1977--- In the said Ordinance, in section 15 for the word Directors General the words Director General shall be substituted.

4. Amendment of section 17, Ord, XLVII of 1977.--- In the said Ordinance, in section 17, for the words Directors General the words Director General shall be substituted.

5. Amendment of section 19, Ord. XLVII of 1977--- In the said Ordinance, in section 19 for the words Directors General" the words Director General Shall be substituted,

Dhaka
The 15th May, 1984

ERSHAD, ndc, psc
Lieutenant General
President

Md. Abul Bashar Bhuiyan
Deputy Secretary (Drafting)

Government of the Peoples Republic of Bangladesh Ministry of Commerce
Notification

Dhaka the 9th June, 1985.

No. 2 (9)/83-EXP. II/EPB, In exercise of the power conferred by Section 5 of the Export Promotion Bureau Ordinance 1977 (XLVII of 1977) & Export Promotion Bureau (Amendment) Ordinance, 1984, (Ordinance No. XXXV of 1984) and in supersession of No. Ir-6/77 export II/8366 dated 4th November, 1977 the Government is pleased to re-constitute the Board of Management of export Promotion Bureau as follows:-

- | | |
|---|---------------|
| i) Minister in Charge, Ministry of Commerce, | Chairman |
| ii) Vice-Chairman, Export Promotion Bureau, | Vice-Chairman |
| iii) Joint Secretary, Ministry of Commerce, | Member |
| iv) Joint Secretary, Ministry of Industries | - do - |
| v) Director general (Joint Secy) M/o Foreign Affairs) | - do - |
| vi) joint Secretary, M/o Jute and Textile | - do - |
| vii) Joint Secretary, Fisheries & Livestock Divn | - do - |
| viii) Joint Secretary Agriculture & Forest Divn. | - do - |
| ix) Direction General, Export Promotion Bureau | - do - |
| x) One Senior Officer of the Bangladesh Bank to be nominated by that Bank. | - do - |
| xi) President, Federation of Bangladesh Chamber of Commerce and Industry 60 Motijheel Commercial Area, Dhaka | - do - |
| xii) President, Bangladesh Chamber of Commerce and Industry, 122-124, Motijheel C/Area, Dhaka | - do - |
| xiii) Mr. A.S.F. Rahman, Managing Director, Beximco, House No. 17, Road No. 2, Dhenmondi Residential Area, Dhaka. | - do - |
| xiv) Mr. Syed Manzur Elahi, Chairman, Apex Group of Industries, 65-66 Motijheel Commercial Area, Dhaka. | - do - |

2. The representatives of Trade and Industry at SL.No xi xii, xiii & xiv will be member of the committee for a term of 3 Years.

3. The concerned Ministries/Divisions will kindly nominate their representative immediately,

Sd/-
(Dabir Uddin Ahmed)
Deputy, Secretary
Deputy, Secretary

The superin endent
Government Press,
Tejgaon, Dhaka.

Cop to P.S. to Domla, Minister for Commerce, Industries, Motijheel, Dhaka.

**MINISTRY OF COMMERCE
NOTIFICATION**

Dacca, the 3rd November, 1977.

No. S.R.O. 329-L/77.--In exercise of power conferred by section 19 of the Export Promotion Bureau Ordinance, 1977 (Ordinance No. XLVII of 1977), the Government of pleased to make the following rules, namely:-

1. Short Title and Commencement.-(1) These rules may be called the Export Promotion Bureau Rules, 1977.

(2) They shall come into force at once.

2. Definition.-In these rules, unless there is anything repugnant in the subject of context, "Ordinance" means the Export Promotion Bureau Ordinance, 1977 (Ordinance No. XLVII of 1977).

3. Meetings of the Board.-(1) The meetings shall be held as and when necessary and at necessary and at such times and places as the Vice-Chairman may, in consultation with the Chairman, determine:

Provided that a meeting may also be otherwise convened by the Chairman when he so thinks fit.

(2) To constitute a quorum at such a meeting not less than one-third of the total number of members shall be present.

(3) The notice of such meeting shall be issued by the Vice-Chairman, or an officer authorised by him in this behalf.

(4) The Vice-Chairman shall, in consultation with the Chairman, call a meeting on a requisition signed by at least one-third of the total number of members to consider only such matters as are indicated in the notice of requisition.

(5) The Vice-Chairman shall so call such a meeting, when so asked by the Government, to consider any matter of public importance.

(6) Vice-Chairman shall, in consultation with the Chairman, determine the agenda for each meeting.

(7) No less than seven clear days notice of each meeting shall be given to the members.

(8) Non-receipt of notice for a meeting issued under sub-rule (7) by any member shall not invalidate the proceedings of such meeting.

(9) A meeting shall be presided over by the Chairman and, in his absence by the Vice-Chairman; and in case both the Chairman and the Vice-Chairman are absent, one of the members authorised by the Chairman or, in his absence, by the Vice-Chairman, in that behalf shall preside.

(10) At such a meeting, each member shall have one vote and in the event of equality of vote, the Chairman of that meeting shall have a casting second vote.

(11) A meeting may also be held by circulation, but no resolution shall be deemed to have been duly passed by the Board by circulation unless the draft resolution together with supporting notes and papers.

4. Adjournment of Meetings.-(1) If in any meeting the quorum is not formed, the meeting shall stand adjourned to a time; date and place to be decided by the Chairman of the meeting, and the adjourned meeting shall be held within a week from the date of adjourned of the meeting.

(2) If at any such adjourned meeting the quorum is also not present within half an hour from the time appointed for holding the meeting, the members present shall form the quorum.

(3) The Chairman may, with the consent of the majority of the members present at a meeting, adjourn the same to another date, time and place.

(4) No business other than those which are included in the agenda shall be transacted at any meeting of adjourned meeting without the permission of the Chairman or the Vice-Chairman.

(5) It shall not be necessary to give notice of an adjourned meeting.

5. Proceedings of Meetings.-(1) The attendance of every meeting of the Board, stating, among other things, names of members present, shall be drawn up and recorded in a book to be kept for the purpose and shall be signed by the members present at the meeting and the book shall be open to inspection by the members.

(2) The proceedings of each meeting shall be circulated among the Chairman, Vice-Chairman and the members before the next meeting.

(3) The proceedings of every meeting shall be placed before the next meeting for confirmation.

(4) When the proceedings are confirmed, with or without modifications, the same shall be entered into the book of proceedings and signed by the Chairman of the meeting.

(5) A resolution passed in the next meeting shall ordinarily be effective after its confirmation in the next meeting, and if it become necessary to give effect to any decision of the Board before its confirmation, the Vice-Chairman shall in consultation with the Chairman, implement the same and report the matter, while placing the proceedings, to the next meeting for confirmation,

6. Honorarium and allowances of Chairman, etc.-(1) Subject to the provision of sub-rule (3), the Chairman and part-time members shall be paid by the Bureau-

(a) an honorarium of Taka one hundred only for attending each meeting of the Board;

(b) an honorarium of Taka seventy-five only for attending each meeting of committee of the board; and

(c) in case he is ordinarily resident outside the Dacca city or Narayangonj, a daily allowance and travelling allowance at the rate as are admissible to a Director-General; and in case he is ordinarily a resident of Dacca city or Narayangonj, a conveyance allowance of Taka Twenty-five only per day for transport is provided by the Bureau.

(2) Subject to such instructions as the Government may issue from time to time in this behalf, the Chairman or any officer or employee of the Bureau may be allowed all or any of the honaurarium and allowances as specified in sub-rule (1).

(3) Notwithstanding anything contained in sub-rule (1), if the meeting of the Board and of the committee of the Board are held on the same day, there shall be paid honorarium and allowance only for one such meeting whichever is higher .

7. Duties of the Vice-Chairman.--(1) The Vice-Chairman, being the Chief Executive of the Bureau shall conduct and manage the affairs of the Bureau in accordance with the provisions of the ordinance, rules, regulations, Government instructions and the resolutions of the Board.

(2) The Vice-Chairman shall be responsible for execution, implementation and compliance with the provisions of the Ordinance, the rules and regulations made thereunder, Government instructions and decisions of the Board.

(3) The Vice-Chairman shall ensure and be responsible for preparation, maintenance and timely submission of all statements forms, returns, reports and registers to the Government as required under the Ordinance.

(4) Subject to the provisions of the Budget, the Vice-Chairman shall be competent to authorise expenditure not exceeding Taka ten thousand only on any one item at any one time.

8. Report and Statement by the Bureau.-The report and statements as required under section 13 of the Ordinance may, alia contain-

- (a) a resume of the performance, progress and achievements during the year under review in relation to the objectives set forth for export promotion activities for that year;
- (b) highlights of the important activities and events; ,
- (c) the programme and objectives set forth for the next year;
- (d) brife indications of the financial position of the Bureau during the year and its projected financial requirements for the next year; and
- (e) reasons for failure, it any, to achieve the programme and objectives fixed for the year under review.

By order of the President
M. MATIUR RAHMAN
Secretary

The
Bangladesh Gazefig
Extraordinary
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Thursday, October 20, 1983

Government of the people republic of Bangladesh
Ministry of Industries and Commerce
Commerce Division
Export Promotion Bhureau

Notification

Dhaka the 20th October 1983

No. SRD

(b) "family" means-

(i) in the case of a male subscriber, the wife or wives (up to four in the case of a Muslim subscriber) and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber.

Provided that if a subscriber proves that his wife been judicially separated from him or has ceased under the customary law of the community to which she belongs to entitled to maintenance, she shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate unless the subscriber subsequently expresses his desire in writing to the secretary that she shall continue to be so regarded.

(ii) in the case of female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased and the widow or widows and children of a deceased son of the subscriber;

Provided that if a subscriber express her desire in writing to the secretary to exclude her husband from her family, the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently cancels formally in writing her desire to exclude him;

(c) "Form" means a Form appended to these regulations;

(d) "Fund" means the Export Promotion Bureau Employees' Contributory Provident Fund Constituted under these regulations;

(e) 'leave' means any variety of leave recognised by the rules or regulations applications applicable to the subscriber;

(f) 'pay' means substantive pay, leave salary, overseas pay and acting allowance;

(g) 'sanctioning authority' means the Secretary of the Bureau;

(h) 'Secretary' means the Secretary of the Bureau and includes any person for the time being performing the duties of the Secretary;

(i) 'subscriber' means a subscriber to the Fund; and

(j) 'year' means a financial year.

3. Constitution of the Fund.- The Board shall constitute a fund to be called the Export Promotion Bureau Employees' Contributory Provident Fund which shall be maintained in Bangladesh and deposited in a scheduled bank in a separate account.

4. Applicability of these regulations – (1) These regulations shall apply to every permanent employee of the Bureau including an employee appointed on contract for not less than three years provided his participation in the Fund is stipulated in his contract but they shall not apply to an employee of the Government on deputation to the Bureau.

P-53

(2) An employee appointed on probation to a post in which he is subsequently confirmed shall be deemed to be a permanent employee for the purpose of these regulations from the date of his first appointment.

(3) Every employee to whom these regulations apply may be a subscriber to the Fund.

5. Nomination – (1) A subscriber shall, as soon as may be after joining the Fund, send to the secretary a nomination, conferring on one or more persons, send to the Secretary a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid;

Provided that if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If a subscriber nominates more than one person under sub-regulation (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in Form A

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Secretary;

Provided that the subscriber shall, along with such notice send a fresh nomination in accordance with the provisions of sub-regulations (1) to (3).

(5) Without prejudice to the provisions of sub-regulation (4), a subscriber shall, along with every nomination made by him under this regulation, send to the secretary a contingent notice of cancellation in Form B.

(6) Immediately on the occurrence of any event by reason of which the contingent notice of cancellation referred to in sub-regulation (5) becomes operative and the nominal on which the notice relates consequently stands cancelled the subscriber shall send to the Secretary a fresh nomination in accordance with the provisions of sub-regulations (1) to (3).

(7) Every nomination made, and every notice of cancellation given, by a subscriber shall to the extent that it is valid, take effect on the date it is received by the secretary.

6. Subscribers' accounts.- A separate account shall be opened and maintained in the name of each subscriber, to which shall be credited-

- (a) the subscriber's subscription;
- (b) contributions made under regulation 9 by the Bureau to his account; and
- (c) interest as specified in regulation 10.

7. Conditions of subscription – (1) Every subscriber shall subscribe monthly to the Fund when on duty.

(2) A subscriber may, at his option, not subscribe during leave.

(3) The subscriber shall intimate his election not to subscribe during leave in the following manner:-

(a) if he is an officer who draws his own pay bills, by making no deduction on account of subscription in his first pay bill drawn after proceeding on leave; and

(b) if he is not an officer who draws his own pay bills, by written communication to the Secretary before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe, and the option of a subscriber under this sub-regulation shall be final.

(4) A subscriber who has withdrawn the amount of subscription and interest thereon, shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

8. Rate of subscription (1) The amount of subscription shall be fixed by the subscriber himself, subject to the following conditions, namely.

(a) it shall be expressed in whole Taka; and

(b) it shall not be less than 8.33% and more

(2) The subscriber who is an officer drawing his own pay bills shall intimate the fixation of the amount of his monthly subscription in each year in the following manner:

(a) if he was on duty on the 30th June of the preceding year, by the deduction which he makes in this behalf from his pay bill for that month;

(b) if he was on leave on the 30th June of the preceding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty;

(c) if he has entered service for the first time during the year, or joins the Fund for the first time, by the deduction which he makes in this behalf from his pay bill for the month during which he joins the fund; or

(d) if he was on leave on the 30th June of the Preceding year and continues to be on leave and has elected to subscribe during such leave, by the deduction which he causes to be made in this behalf from his pay bill for that month.

(3) If the subscriber is not an officer who draws his own pay bills, he shall give written intimation to the Secretary as to the amount of his monthly subscription in each year.

(4) The amount of subscription so fixed shall remain unchanged throughout the year.

Provided that if a subscriber is on duty for a part of a month and on leave for the remainder of that month, and if he has elected not to subscribe during the leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

9. Contribution by the Bureau – (1) shall, with effect from the 30th June of each year, make a contribution to the account of each subscriber:

Provided that if a subscriber quits the service or dies during a year, the contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

(2) The contribution by the Bureau shall be a sum not exceeding 8.33% of the subscriber's basic pay.

(3) If a subscriber elects to subscribe during leave, his leave salary shall, for the purpose of this regulation, be deemed to be his pay drawn on duty.

10. Interest (1) The Bureau shall pay interest on the amount standing to the credit of each subscriber in the Fund at such rate as it may, from time to time, fix.

(2) Interest shall be credited with effect from the 30th June of each year in the following manner:-

(a) on the amount at the credit of a subscriber on the 30th June of the preceding year, less any sum withdrawn during the current year, interest for twelve months.

(b) on sums withdrawn during the current year, interest from the 1st July of the current year upto the last day of the month preceding the month of withdrawal;

(c) on all sums credited to the subscriber's account after the 30th June on the preceding year, interest from the date of deposit up to the 30th June of the current year;

(d) the total amount of interest shall be rounded to the nearest whole Taka (50 poisha counting as one Taka)

Provided that when the amount standing at the credit of a subscriber has become payable, interest thereon shall be credited under this sub-regulation in respect only of the period from the beginning of the current year or from the date of deposit as the case may be, up to the date on which the amount standing at the credit of the subscriber becomes payable.

(3) In this regulation, the date of deposit shall, in the case of recoveries from pay be deemed to be the first day of the month in which they are paid, and in the case of amounts forwarded by the subscriber, shall be deemed to be the first day of the month of receipt, if they are received by the Secretary before the fifth day of that month, or, if they are received on or after the fifth day of that month, the first day of the next succeeding month.

(4) In addition to any amount to be paid under regulation 29, interest thereon up to the end of the month preceding that in which payment is made, or up to the end of the sixth month after the month in which such amount becomes payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that no interest shall be paid in respect of any period after the date which the secretary has intimated to that person or his agent as the date on which he is prepared to make payment in cash, or if he pays by cheque, after the date on which the date on which the cheque in that person's favour is dispatched by post.

(5) Interest shall not be credited to the account of a Muslim subscriber if he informs the Secretary that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the 1st July of the year in which he asks for it. In the event of his written intimation to forego the interest already accrued on his deposits and credited to his account, the amount of interest accrued shall be adjusted by debit to his account and credited to the Fund.

11. Advance from the Fund.- A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the sanctioning authority, subject to the following conditions:-

(a) no advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise, namely:-

(i) to pay the expenses incurred in connection with the prolonged illness of the subscriber or any member of his family;

(ii) to pay for the overseas passage for reasons of health or education of the subscriber or any member of his family;

(iii) to pay obligatory expenses on a scale appropriate to the subscriber's status in connection with marriage, funeral or other ceremonies which by his religion it is incumbent on him to perform;

(b) an advance shall not, except for special reasons, exceed three months pay and shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund;

(c) a second or subsequent advance shall not, except for special reasons, be granted until at least twelve months after the final repayment of all previous advances together with interest thereon have elapsed and unless the amount already advanced does not exceed two thirds of the amount standing to the credit of the subscriber;

(d) the sanctioning authority shall record in writing the reasons for granting the advance;

(e) an advance for the grant of which special reasons are not required under clause (b) or clause (c) may be sanctioned by the Secretary but an advance for the grant of which special reasons are required shall require the sanction of the Vice-Chairman.

12. Recovery of advance - (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number shall not be less than twelve, unless the subscriber so elects, or more than twenty- four. Each instalment shall be a number of whole taka, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.

(2) Recovery shall commence in the first month after the advance is made.

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one and a half per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal.

Provided that Muslim subscribers whose deposits in the Fund carry no interest shall not be required to pay interest on advances granted to them from the fund.

(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal, but if the period referred to in clause (a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly installments. Payment shall be rounded to the nearest taka.

(5) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall, with interest at the rate fixed under regulation 10, forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Secretary to be recovered by deduction from the pay of the subscriber by instalment or otherwise as may be directed by the Secretary.

Provided that Muslim subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

6. Recoveries made under this regulation shall be credited, as they are made, to the account of the subscriber in the Fund.

13. Advance for ouse building:- An advance for construction of a house for occupation by the subscriber himself may be granted to him from the amount standing to his credit in the Fund at the discretion of the sauctioning authority, subject to the following conditions, namely:-

(a) advance shall be granted as nearly as may be in accordance with the terms and conditions set out in paragraph 253-A of the General Financial Rules of the Government except as expressly provided in thate regulations.

(b) advance shall in no case exced 24 months pay of the subscriber or 80 per cent of the amount at the credit of the subscriber in the Fund, whichever is less;

(c) the sanctioning authority shall see that the land and the house construed thereon, for which the advance is granted, is mortgaged to the Bureau before the advance is drawn,

(d) mortgage deed shall be registered within four months of its execution and

(e) recovery shall be made at the rate of 71 per cent of the subscriber's pay commencing from the fourth issue of pay after the first installment of the advance is drawn.

14. Payment towards insurance policies-Subject to the conditions herein after contained in regulations 15 to 23-

(a) payment towards a policy of life insurance may, at the option of subscribers be substituted for the whole or part of subscriptions to the Fund;

(b) the amount of subscriptions with interest thereon standing to the credit of a subscriber in the Fund may be withdrawn to meet-

- (i) payments towards a policy of life insurance;
- (ii) purchase of a single payment insurance policy
- (iii) payment of a single premium or subscription to a family person fund approved in this behalf by the Bureau;
 - (1) before the details of the proposed policy have been submitted to the secretary and accepted by him as suitable or
 - (2) to meet any payment or purchase made or effected more than twelve months before the withdrawal or
 - (3) in excess of the amount required to meet a premium or subscription actually due for payment within six months of the date of withdrawal;

Provided further that payments towards an educational endowment policy may not be substituted for subscriptions to the Fund and that no amount may be withdrawn to meet any payment or purchase in respect of such a policy if that policy is due for payment in whole or part before the subscriber's age of normal superannuation;

Provided further that amounts withdrawn shall be rounded to the nearest whole taka.

15. Subscription under certain circumstances (1) If the total amount of any payments substituted under clause (a) of regulation 14 is less than the amount of the minimum subscription payable to the Fund under sub-regulation

(1) of regulation 8, the difference shall be rounded to the nearest taka and paid by the subscriber as a subscription to the fund.

(2) If the subscriber withdraws any amount standing to his credit in the fund for any of the purpose specified in clause (b) of regulation 14, he shall continue to pay to the fund the subscription payable under regulation 8.

16. Procedure for substitution etc., under regulation 14.- (1) A subscriber who desires to substitute a payment under clause (a) of regulation 14, shall reason for, the reduction; and

(b) send to the secretary, within such period as the secretary may require receipts or certified copies of receipts in order to satisfy the secretary that the amount by which the subscription has been reduced was duly applied for the purpose rspecified in clause (a) of regulation 14.

(2) A subscriber, who desires to withdraw any amount under clause (b) of regulation 14, shall—

(a) intimate the reason for the withdrawal to the secretary by letter

(b) make arragement with the secretary for the withdrawal; and

(c) receipt or certified copies of receipts in order to satisfy the secretary that the amount withdrawn was duly applied for the purpose specified in clause (b) of regulation 14.

(3) The Secretary, shall order the recovery of any amount by which subscription has been reduced, or of any amount withdrawn, in respect of which he has not been satisfied in the manner required by clause (b) of sub-regulation (1) or clause (e) of sub-regulation (2) with interest thereon at the rate fixed under regulation 10 from the pay of the subscriber and place it to the credit of the subscriber in the Fund.

17. Acceptability of insurance policy (1) The Bureau shall not make any payment on behalf of subscribers to the insurance companies nor take steps to keep a policy alive.

(2) A policy to be acceptable under these regulations shall be one effected by the subscriber himself on his own life, and shall, unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of his wife or of his wife and children or any of then , be such as may be legally assigned by the subscriber to the eureau.

Explanations- (1) A policy which has assigned jointly to the subscriber and the subscribers wife or husband shall be deemed to be policy on the life of the subscriber himself for the purpose of this sub-regulation.

(2) A policy which has been assigned to the subscriber's wife shall not be accepted unless either the policy is first re-assigned to the subscription or the subscriber and his wife both join in an appropriate assignment.

(3) The policy may not be effected for the benefit of any beneficiary other than the wife or husband of the subscriber or the wife or husband and children of the subscriber or any of them.

18. Assignment and delivery of the policy. (1) Within three months after the first withholding of a subscription or withdrawal form the Fund in respect of the policy, or, in case of an insurance company whose headquarters is outside

Bangladesh, within such further period as the Secretary, if he is satisfied by the production of the completion certificate (interim receipt), may fix, the policy shall-

- (a) Unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber, or any of them, be assigned by endorsement on the policy to the Bureau as security for payment of any sum which may become payable to the Fund under regulation 23, and delivered to the secretary;
- (b) if it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber, or of his wife and children, or any of them, be delivered to the Secretary.

(2) The Secretary shall satisfy himself by reference to the insurance company where possible, that no prior assignment of the policy exists.

(3) Once a policy has been accepted by the Secretary for the purpose of being financed from the Fund, the terms of the policy shall not be altered nor shall the policy be exchanged for another policy without the prior consent of the Secretary to whom details of the alteration or of the new policy shall be furnished.

(4) If the policy is not assigned and delivered, or delivered within the period prescribed under sub-regulation (1) any amount withdrawn from the fund in respect of the policy shall, with interest thereon at rate fixed under regulation 10, forthwith be paid or repaid, as the case may be, by the subscriber or, in default, be recovered by deduction from the pay of the subscriber by instalments or otherwise, as may be directed by the vice-chairman.

(5) Notice of assignment of the policy shall be given by the subscriber to the insurance company, and the acknowledgement of the notice by the insurance company shall be sent to the secretary within three months of the date of assignment.

19. Subscriber shall not draw any bonus.- The subscriber shall not, during the currency of the policy, draw any bonus the drawal of which during such currency is optional under the terms of the policy, and the amount of the any bonus which under the terms of the policy the subscriber that no option to refrain from drawing during its currency shall be paid forthwith into the Fund by the subscriber or, in default, recovered by deduction from his pay by installments or otherwise, as may be directed by the Vice-Chairman.

20. Re-assignment and making over of the policy – (1) Save as provided in regulation 23, when the subscriber-

- (a) quits the service; or
- (b) has proceeded on leave preparatory to retirement and applies to the secretary for re-assignment or return of the policy ; or
- (c) has been permitted to retire while on leave or declared by a competent secretary for re-assignment or return of the policy or;

- (d) pays or repays to the Fund the whole of any amount withheld or withdrawn from the Fund for any of the purpose mentioned in regulation 14 with interest thereon at the rate fixed under regulation 10, the secretary shall-
- (i) if the policy has been assigned to the Bureau under regulation 18, re-assign the policy to the subscriber or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber together with a signed notice of the re-assignment addressed to the insurance company;
 - (ii) If the policy has been delivered to him under clause (b) of sub-regulation (1) of regulation 18, make over the policy to the subscriber;

Provided that if the subscriber after proceeding on leave preparatory to retirement, or after being, while on leave, permitted to retire or declared by a competent medical authority to be unfit for further service, returns to duty, any policy so re-assigned or made over shall if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the Bureau and delivered to the Secretary or again be delivered to the Secretary as the case may be, in the manner provided in regulation 18, and thereupon the provision of these regulations shall. So far as may be, again apply in respect of the policy:

Provided further that, if the policy has matured or has been assigned or charged or encumbered in any way the provisions of sub-regulations (4) of regulation 18 applicable in the case of failure to assign and deliver a policy shall apply.

(2) Save as provided in regulation 23, when the subscriber dies before quitting the service, the Secretary shall-

- (a) if the policy has been assigned to the Bureau under clause (a) of sub-regulation (1) of regulation 18, re-assign policy to such person as may be legally entitled to receive it and shall make over the policy to such person together with a signed notice of the re-assignment addressed to the insurance company ;
- (b) if the policy has been delivered to him under clause (b) of sub-regulation (1) of regulation 18, make over the policy to the beneficiary, if any, or if there is no beneficiary, to such person as may be legally entitled to receive it.

21. Making over of policy after its maturity etc. (1) if a policy assigned to the Bureau under regulation 18 matures before the subscriber quits the service or if a policy on the joint lives of a subscriber and the subscriber's wife or husband assigned under the said regulation, falls due for payment by reason of the death of the subscriber's wife or husband the secretary shall, save as provided in regulation 23, proceed as follows:-

- (a) if the amount assured together with the amount of any accrued bonuses is greater than the whole of the amount withheld or withdrawn from the fund in respect of the policy with interest thereon at the rate fixed under regulation 10, the secretary shall re-assign the policy to the subscriber or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber, who shall immediately on

receipt of the policy moneys from the insurance company pay or repay to the Fund the whole of any amount withheld with interest, and in default, the provisions of sub-regulation (4) of regulation 18 applicable in the case of failure to assign and deliver shall apply;

(b) if the amount assured together with the amount of any accrued bonuses is less than the whole of the amount withheld or withdrawn with interest, the secretary shall realise the amount assured together with any accrued bonuses and shall place the amount so realised to the credit of the subscriber in the Fund.

(2) Save as provided in regulation 23, if a policy delivered to the Secretary under clause (b) of sub-regulation (1) of regulation 18 matures before the subscriber quits the service, the secretary shall make over the policy to the subscriber:

Provided that if the interest in the policy of the wife of the subscriber, or of his wife and children, or any of them, as expressed on the face of the policy, expires when the policy matures, the subscriber, if the policy moneys are paid to him by the insurance company, shall immediately on receipt thereof pay or repay to the Fund either-

- (i) the whole of any amount withheld or withdrawn from the Fund in respect of the policy with interest thereon at the rate fixed under regulation 10. or
- (ii) an amount equal to the amount assured together with any accrued bonuses; whichever is less and in default, the provisions of sub-regulation (4) of regulation 18 applicable in the case of failure to assign and deliver a policy shall apply.

22. Lapse, etc., of policy.- If the policy lapses, or is assigned otherwise than to the Bureau, under regulation 18, charged or encumbered, the provisions of sub-regulation (4) of regulation 18. charged or encumbered, the provisions of sub-regulation (4) of regulation 18 applicable in the case of failure to assign and deliver a policy shall apply.

23. Grounds for not to re-assign or make over policy- If the Secretary receives notice of

- (a) an assignment otherwise than an assignment to the Bureau under regulation 18, or
- (b) a charge or encumbrance on a policy, or
- (c) an order of a court restraining dealings with the policy or any amount realised thereon he shall forthwith refer the matter to the Government and shall not
 - (i) re-assign or make over the policy as provided in regulation 20; or
 - (ii) realise the amount assured by the policy or re-assign or make over the policy as provided in regulation 21.

24. Utilisation of money withheld for other than the sanctioned purpose.-

Notwithstanding anything contained in these regulations, if the sanctioning authority is satisfied that money drawn as an advance from the Fund under regulation 11 or withheld or withdrawn from the Fund under clause (a) or

clause (b) of regulation 14 has been utilized for a purpose other than that for which sanction was given to the drawal, withholding or withdrawal of the money, the amount in question shall with interest at the rate fixed under regulation 10, forthwith be repaid or paid, as the case may be, by the subscriber to the Fund, or in default, be ordered to be recovered by deduction in lump-sum from the pay of the subscriber even if he on leave.

Provided that the total amount to be repaid or paid as the case may be, be more than half the subscriber's pay, recoveries shall be made in monthly instalments of money from his pay till the entire amount recoverable be repaid or paid, as the case may be, by him.

25. Accumulations payable at the time of quitting service- When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deductions under regulation 28. become payable to him:

Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service, shall, if required to do so by the Bureau, repay any amount paid to him from the Fund in pursuance of these regulations, with interest thereon at the rate fixed under regulation 10 in the manner provided in the proviso to clause (a) of regulation 28. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscriptions and interest thereon, and the part which represents the Bureau's contribution with interest thereon being accounted for in the manner provided in regulation 6.

26. Accumulations payable on application- When a subscriber

- (a) has proceeded on leave preparatory to retirement or
- (b) has been permitted to retire while on leave, or declared by competent medical authority to be unfit for further service.

The amount standing to his credit in the Fund shall upon application made by him in that behalf to the Secretary, become payable to the subscriber.

Provided that the subscriber, if he returns to duty, shall, if required to do so by the Bureau, repay to the Fund, for credit to his account the whole or part of any amount paid to him from the fund in pursuance of these regulations with interest thereon at the rate fixed under regulation 10 in cash or securities, or partly in cash and partly in securities by instalments or otherwise by recovery from his pay or otherwise as the Bureau may direct.

27. Disbursement of accumulation when become payable :- Subject to any deduction under regulation 28. on the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made, the amount shall be disbursed in the following manner:-

(1) When the subscriber leaves a family-

(a) if a nomination, made by the subscriber in accordance with provisions of regulation 5 in favour of a member of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member of members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares;-

Provided that no share shall be payable to-

- (i) sons who have attained legal majority;
- (ii) sons of a deceased son who have attained legal majority;
- (iii) married daughters whose husbands are alive
- (iv) married daughter of a deceased son whose husbands are alive;
- (v) if there is any member of the family other than those specified in clauses (i), (ii), (iii) and (iv)

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (i) of the first proviso.

(2) When the subscriber leaves no family-

- (a) if a nomination made by in accordance with the provisions of regulation 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his credit in the Fund or the part thereof to which the nomination in the proportions specified in the nomination:
- (b) if no such nomination in favour of any person or persons subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section(1) of section 4 of the Provident Funds Act, 1925 (XIX) of 1925) shall be applicable to the part thereof to which the nomination does relate.

28. Deductions : Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Bureau with interest thereon credited under regulation 9 and 10 before the amount standing to the credit of a subscriber in the fund is paid out of the Fund, the Bureau may direct the deduction of –

- (a) any amount, if a subscriber has been dismissed from the service for grave misconduct.
Provided that if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the Fund;
- (b) any amount, if a subscriber resigns his employment under the Bureau within five years of the commencement thereof, otherwise than by reason of superannuation or declaration by competent medical authority that he is unfit for further service;

(c) any amount due under liability incurred by the subscriber to the Burain

29. Tayment.- (1) When the amount standing to the credit of a subscriber in the fund, or the balance thereof afer any deduction under regulation 28, becomes payable, it shall be the duty of the Secretary to make payment, after satisfying himself that no deduction is to be made.

(2) If the person to whom under these regulations any amount or policy is to be paid, assigned, re-assigned or dolivered is a lunatic for whose estate a manager has been appointed in this behalf under the lunacy Act, 1912 (IV of 1912), the parment or re-assignment of delivery shall be made to such manager and not to the lunatic.

(3) Any person who desires to claim payment under sub-regulation (2) shall send a written application in that behalf to the Secretary. Payment of amounts withdrawn shall be made in Bangladesh only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Bangladesh.

30. Payment shall be make prompty-. When the amount standing to the credit of a subscriber has become payable under regulations 25. 26 or 27, the Secretary shall authoriso prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon thereafter as may be

31. Name of the account.- All sums paid into the Fund under these regulations shall be credited in the books of the Bureau to an account name "The Export Promotion Bureau Employees' Contributory Provident Fund Account'. sums of which payment has not been taken within six months after they become payable under these regulations shall be transferred to the "Deposits" account after the 30th June of the year and treated under the ordinary regulations relating to deposits.

32. Account No. to be quoted.- When paying a subscription in Bangladesh either by deduction from pay or in cash, a subscribor shall quote the number of his account in the Fund, which shall be communicated to him by the Secretary. Any change in the number

FORM A
 [Serb- regulation (3) of regulation 5]
 FORM OF NOMINATION

I.....Son/daughter/wife
 of.....having a family as defined in regulation 2 of the
 Bangladesh Export Promotion Bureau Employees' Contri-butory Provident Fund
 Regulations, 1983, herby nominate the persons mentioned below to receive the amount
 that may stand to my credit in the Fund, in the event of my death before that amount has
 become, payable, or having become payable has not been paid, and direct that the said
 amount shall be distributed among the said persons in the manner shown below against
 their names:

Name and address of nominees	Relationship with subscriber	Age Amount or share of accumulations to be paid to each
---------------------------------	---------------------------------	---

Name and address of the person to whom payment os to be made on behalf of the
 minor(s)

Dated this.....day of19
 at.....

Two witnesses to signature

Signature of subscriber

- 1.....
- 2.....

Note- Column 4 should be filled in so as to
 cover the whole amount that may stand to the
 eredit of the subscribers
 in the Fund at any time

FORM- B
 [Seercsub-regulation (5) of regulation 5]
 FORM OF COTINGENT NOTICB OF CANCELLATION OF
 NOMINATION

Without prejudice to my right under sub-regulation (4) of regulation 5 of the Export
 Promotion Bureau Employees' Contributory Provident Fund Regulations, 1983, to
 cancel the nomination made by me on..... whenever I think fit, (a) I hereby give
 notice that in the event of the person/any of the persons nominated there under
 predeceasing me or in the event of my hereafter acquiring a family as defined in
 regulation 2 of the said Regulations, the said nomination shall forthwith stand cancelled.
 (b) I hereby give notice that in the event of the person/any of the persons nominated

there under predeceasing me or of my contracting a fresh marriage, or of my marriage with my wife or any of my wives being dissolved by divorce or otherwise, the said nomination shall forthwith stand cancelled.

Dated this.....day of19
.....

Signature of subscriber _____

Two witnesses to signature

- 1.....
- 2.....

Note:- Delete (a) if having a family, or delete (b) if having no family

R. A. MAJUDAR
Vice- Chairman,

Export Promotion Bureau

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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

REPORT OF THE

MARTIAL LAW COMMITTEE
ON
ORGANISATIONAL SET UP

PHASE-III

(PUBLIC STATUTORY CORPORATIONS/ AUTONOMOUS /SEMI-
AUTONOMOUS BODIES AND ALLIED ORGANISATIONS)

VOLUME- XIII

(MINISTRY OF INDUSTRIES AND COMMERCE)

PART- I

(COMMERCE DIVISION)

CHAPTER – XIII

(EXPORT PROMOTION BUREAU)

February, 1984

GOVERNMENT OF THE PEOPLES REPUBLIC OF BANGLADESH

CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT
Martial Law and Civil Wing

NOTIFICATION

No. 7002/2/Civ-1

Dated Dhaka, the

1984

SUBJECT: Organizational Set up ~~Public-Statutory~~ Corporations
(Autonomous/Semi-autonomous Bodies) and allied organisations.

REFERENCE: Chief Martial Law Administrator's Secretariat letter
No. 7002/2/Civ-I, dated 8 May, 1983

The report of the Martial Law Committee on Organizational
EXPORT PROMOTION BUREAU,
set up of the _____

COMMERCE DIVISION, M/O, INDUSTRIES AND COMMERCE

was submitted to the Hon'ble President and Chief Martial Law Administrator after consideration by the Review Committee in consultation with the representative of the Organisation concerned.

The Hon'ble President and Chief Martial Law Administrator is pleased to approve of the report and the revised organisational set up as printed in this booklet.

By order of the President and
Chief Martial Law Administrator

M. ATIQR RAHMAN
MAJOR GENERAL
Principal Staff Officer

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EXPORT PROMOTION BUREAU
COMMERCE DIVISION
MINISTRY OF INDUSTRIES AND COMMERCE

INTRODUCTION

1. The Export Promotion Bureau had its genesis in 1963, as a Regional Office of the Export Promotion Bureau, Pakistan with Headquarters at Karachi. It continued to function in this capacity until 1972, when with the independence of the country it became an attached Department under the Ministry of Commerce.

2. The Export Promotion Bureau had been converted into a semi-autonomous organisation under Presidential Ordinance No. XLVII of 1977 to act as a national focal point for the overall promotion and development of country's export. The idea behind converting EPB into a semi-autonomous body was to make it competent to assume the responsibility and to have more operational flexibility to meet the requirement of a national export promotion agency.

3. The Export Promotion Bureau, as a semi-autonomous body started functioning since January, 1978. The affairs of the Bureau are run by a 12-member Board of Management of which the Minister in-charge of the Ministry of Commerce is the Ex-officio Chairman, while the Vice-Chairman, a senior Civil Servant nominated by the Government acts as the Chief Executive of the Bureau.

4. The Export Promotion Bureau is functioning with its Head Office at Dhaka, three Regional Offices at Chittagong, Khulna and Rajshahi and four branch offices at Comilla, Sylhet, Barisal and Bogra.

FUNCTIONS

5. The main functions of the Bureau are :
- a. To suggest to the Government measures designed to provide efficient, adequate, economic and co-ordinated plans and policies for the country by both private and public sectors.
 - b. To explore and examine the potentials of export oriented products within the country and help ensure quality control of all exporters.

- c. To co-ordinate the efforts of various private and public sector organisations within the country and provide necessary advice, information and assistance to such organisations so as to enable them to participate in, or increase their exports to other countries.
- c!. To formulate an integrated export development strategy and the follow-up reporting and advising on the progress on implementation of the programme.
- o. To explore and examine the potentiality of export onunled products within the country and help unsure quality product control of all exporters.
- f. To organise and arrange participation in indusliijl trade and export fairs and exhibitions abroad and at home.
- g. To undertake and organise publicity of Bangladesh export products abroad.
- h. To provide for training, studies, surveys, experiments or technical research ; or contribute towards the cost of any such studies surveys, experiments or technical research mado by any other agency.
- i. To make continuous review and advica on the adequacies of policies and institutional work measures in relation to changing international market conditions, production factors and export promotion activities.
- j. To establish a focal point for tho integration and co-ordination of the export policies and programme for export development.
- k. To mediate in settlement of trade disputes arising out of business deals with foreign buyers.
- i. To act as a Secretariat of Government in formulating Export Policy of the country.

EXISTING ORGANISATION

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6. The Export Promotion Bureau is headed by the Vice-Chairman, who is assisted by Director-General, Secretary, Directors, Deputy Directors, Assistant Directors, Research Officers, Information Officers, Accounts Of (jeers, Executive Officers and others.

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7. The existing organisation is given at Annexure 'A'.

CHARTER OF DUTIES

8. The revised charter of duties of the officers is given at Annexure 'B'.

WORK LOAD

9. From the data supplied by the Bureau, it reveals that its 38 officers at Headquarters including 25 basic level officers dealt with on an average 9332 incoming and 42672 outgoing letters annually, i. e. each basic officer handled 5.7 incoming and outgoing letters daily.

10. The above figures of receipt and issue of - letters do not reflect the actual work load of the Bureau. The officers and staff of the Bureau are to perform special and technical nature of job like collection of information regarding availability and supply of product, market intelligence, product development, market information, dissemination of market information, organisation of seminars/workshops directed towards product development, product adoption and marketing. In 1982-83 EPO organised as many as 36 workshops/seminars in different parts of the country to help educate people in general and exporters in particular on various subjects/topics connected with export promotion, marketing and other related fields.

11. Moreover, the officers are to follow up and monitor progress/implementation of various measures directed towards increasing production for purposes of export concerning various agencies both in the public and private sectors.

12. Apart from these, the officers of the Bureau are to undertake motivation and promotional works, planning and developing of projects (for product development) research and statistical work, publication of books and information materials for the benefit of the exporters.

13. Besides, the officers of the Bureau are to participate in expositions organised at home and abroad. During the last three years i.e. from 1980-81 to 1982-83 the Bureau organised as many as 10 local fairs/exhibitions in different parts of the country. During the same period, the Bureau participated in 42 international fairs and 5 specialised Single Country Exhibitions in different parts of the world. All these events proved successful in promoting the country's exports.

OTHER DETAILS

14. Officers : Present state of Class-I officers is given at Annexure 'C'.

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15, Transport : Present state of transport is given at Annexure 'D'.

OBSERVATION AND RECOMMENDATIONS

16. Organisation; This is an organisation which is responsible for adoption of dynamic policy and programme measures of promotion of country's export. The economic development of the country mostly depends upon mobilisation of internal resources through increased production of goods and services and multiplication of export earnings through diversification of market and exportable products. From the discussion in the foregoing paragraph and the appendices it will appear that the activities and the work load of the Bureau, particularly at the basic level have increased significantly over the past few years.

17. The increasing emphasis on expansion of the export trade and prescription of increasingly higher export targets every year the work load in the EPB both in quantitative and qualitative terms have increased manifold.

18. The Export Promotion Bureau has to deal mainly with international commerce which is in the process of constant change and development. Therefore, the organisations like EPB must be pragmatic and flexible in approach and outlook. It is with this aim in view the EPS was converted into a semi-autonomous body in 1977 to make it competent to assume the responsibilities and to meet the requirements of a National Export Promotion Agency.

19. It has been brought to the notice of the Committee that in response to the request of the Bangladesh Government a study on the organisational requirements of the EPB was made in July, 1978 by an Adviser deputed by the Commonwealth Secretariat.

20. It has also been represented to the Committee that in consideration of growing importance of Khulna and Rajshahi these two offices be upgraded and strengthened by creating two additional posts of Directors. To meet the need of the time one post of Director has been provided to each of the Regional offices at Khulna and Rajshahi, Besides, one post of Co-ordination officer to the Head of the organisation has been provided.

21. After careful scrutiny of the existing organisation, its work load, functions and responsibilities and the manpower employed and detailed discussion with the officers of the Bureau the Committee recommended a revised set-up as given at Annexure E.

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21. Transport: The Bureau holds 15 transports as under;

a. 9 X Cars

{5 unserviceable }.

b. Microbus

23. Major Office Equipments ; The Bureau holds :

a, 3 X Duplicating machine,

b. 10 X Airconditioner.

c. 1 X Telex machine.

d. 1 X PABX.

e. 1 X Photocopier.

f. 1 X Stencil Cutter machine.

g. 1 X Microfiche machine,

h. 1 X Franking machine-,

i. 30 X Typewriter (29 English & 10 Bengali).

24. Office Accommodation : All the offices of Export Promotion Bureau are accommodated in rented houses.

CONCLUSION

25. The Committee after threadbare discussion with the representative of the EPB and keeping in view the recommendation's of the CFTC Expert Report,' recommends a viable set-up for smooth and efficient functioning of the organisation. In the revised set-up a total of 236 manpower has been provided as against the existing sanctioned strength of 254.

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ANNEXURE— B

REVISED CHARTER s OF DUTIES

VICE-CHAIBMAN

- a. To act as administrative head and to be icsponsible for overall administration of the organization.
- b.. To act as an adviser to the administrative Ministry on technical matters and on formulation ol policies concerning the organization.
- c. To net as Principal Accounting Officer of the organization within the budget provision.
- d. To be responsible for the administration and execution of the oiganzation as per Acts. Ordinance, Rules and Regulation and directives issued by tho Government from time to time.
- e. To be responsible for proper functioning and discipline of the organization.
- f. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
- g. To be responsible for appointing class-I, II, III and IV officers/employees of the dureau as per existing procedures.
- h.- To act as Chairman Selection Committee No. 1. for recruitment and Promotion to Class-l. posts.
- i. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
- j. To control and supervise the work of the organization.
- k. To represent the Bureau and where personal representation is not possible to select representative on his behalf.
- I, To grant earned loave, etc, to oil Class-l officers under him. rn.
To allocate duties of officers as and when required.
- n. To bo responsible for maintaining proper security measures of the organization,
- o, To arrange meetings of the Board of Management of the Bureau and act as Vice-chairman of the Board.
- p. To arrange meeting of the National Export Council, Central Task Force, Export Coordination Unit and Management Committee of the National Export Fair as and when required.
- q. Any other duties assigned by the Government.

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DIRECTOR-GENERAL

- a. Routine duties of the Vice-Chairman of the Bureau in his absence

(not involving financial powers as head of the Bureau),

- b. General supervision of :
 - i. Policy and Planning Division.
 - ii. Fairs and Display Division.
 - iii. Commodities Division,
 - iv- Information Division,
 - v. All other matters related to :
 - Bank Credit Co-ordination Committee, Central Task Force,
 - Export Promotion Council, Export Credit Guarantee Scheme.
- c. Supervision and guidance to officers and staff working in these Divisions.
- d. Assist Vice-Chairman i.i implementing policies/directives of Government relating to promotion of export trade.
- e. Act as Chairman of Selection Committee and Departmental Promotion Committee for recruitment and promotion of Class-1! officers of the • Bureau.
- f. Act as Chairman, Tender Committee No—1.
- g. Any other work assigned by the Vice-Chairman.

SECRETARY

1. Supervision of Administration and Finance Division.
2. Supervision of matters relating to :
 - a. Board of Management,
 - b. Administration of Headquarters,
 - c. Administration of Regional and Branch Offices,
 - d. Setting up of World Trade Centre.
 - e. Processing and implementation of cases for recruitment and promotion.
 - f. To act as Chairman of Selection Committee & DPC for recruitment of Class— 111 & IV posts of the Bureau.
 - G. Maintenance of ACRS of Class I & II officers of the Bureau.
 - h. To act as Director of National Export pair.
 - i. Transfer and posting of officers & staff.
 - j. To act as Chairman of Tendar Committee No—II.

- k. All other administrative matters of the Bureau not specifically mentioned above.
- I. Any other work assigned by the Vice-Chairman.

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DEPUTY DIRECTOR (Administration)

- a. Supervision of work of the Estt., Common Service and Co-ordination Branches,
- b. Processing of cases relating to recruitment, transfer and posting,
- c. Supervision on use and maintenance of transports.
- d. Supervision on matters relating to purchase and distribution of stationery and office equipments.
- e. To act as Member-Secretary of the Departmental Promotion Committee,
- f. To act as Member-Secretary of Tender Committees
- g. Any other work assigned by the authority,

ASSISTANT DIRECTOR (Personnel)

- ¹ a. Maintenance of Administrative Records.
- b. Preparation of papers relating to recruitment and promotion,
- c. Processing of Leave and Pension cases,
- d. Supervision of Receipt and Issue Section,
- e. Maintenance of Stores.
- f. Procurement, Maintenance of office equipments, stationery maintenance of security and directive.
- g. Hiring of office and residential accommodation.

ADMINISTRATIVE OFFICER

- a. Collection of materials relating to BOM Meeting.
- b. Arranging Internal Co-ordination Meeting and taking follow up actions.
- c. Activities Report of the Bureau.
- d. According permission to exporters for visit abroad.
- u. Establishment matters of Milan Trade Centre.

DEPUTY DIRECTOR (Finance & Accounts)

- a. Submission of Budget and obtaining grants from Govt, in respect of Revenue and EMDF of the Bureau.
- b. Implementation of the Govt. orders relating to financial discipline and control.
- c. Implementation of decisions and orders of the BOM of EPB on financial matters.
- d. Supervision work of Revenue Fund Section.
- e. Supervision work of Export Market Development Fund Section.

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- f. All other matters relating to ;
- i) Preparation and submission of annual Budgets and revised Budgets, ii) Submission of financial reports and all kinds of statements for perusal of the Management. iii) Payments of bills.
 - iv) Pre-auditing the bills before payment. v) Maintenance of monthly and annual accounts. vi) Arranging all bills, provides and accountal documents for statutory audit by the approved Chartered Accountants.
 - vii) Any other responsibility that may be entrusted to him by the Management.

ACCOUNTS OFFICER (Revenue)

- a. Officer-in-charge of the Revenue Section.
- b. Preparation of Revenue Budgets (both annual and revised).
- c. Maintaining General and Petty Cash Books.
- d. Preparation and maintenance of Accounts.
- e. Preparation and payments of salary and all other bills.
- f. Maintenance of all records regarding G.P. Fund, C.P. Fund, Group Insurance, Benevolent Fund, House Rent etc.
- g. Carry out reconciliation work with the Bank.

ACCOUNTS OFFICER (Development)

- a. Officer-in-charge of HMD Section.
- b. Preparation of EMDF Budget Estimates and obtaining Budget grant.
- c. Drawing and Remittance of Funds relating to Fairs, Exhibits, etc.
- d. Scrutinizing all bills/claims before payment.
- e. Carry out reconciliation work with the Bank.
- f. Writing of General and Petty Cash Books.
- g. Attending all correspondences on accountal.
- h. Any other work that may be entrusted to him by Deputy Director (Finance) or Director (Finance).

DIRECTOR (Information) DIVISION

- a. Co-ordination and supervision of all activities relating to publication and publicity of booklets, journals, press handout.
- b. Liaison with Radio/T.V. and all other press medias on EPB.
- c. Procurement of books, magazines, journals, newspapers for EPB Library and Information Centre.

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- d. Distribution of all kinds of information materials on export trade to different trading personality and organisation at home and abroad.
- e. To perform such other function as may be assigned time to time by the Vice-Chairman.

DEPUTY DIRECTOR (Information)

- a. Preparation and implementation of annual publicity programme,
- b. Supervision of preparing Monthly Trade Journal.
- c. Supervising the printing of Trade Directories and Reports,
- d. Preparation of Annual Activities Reports of EPB.
- e. Writing of Articles/Speeches.
- f. Preparation of Monthly reports on important activities of EPB.
- g. Preparation of annual reports on important activities of EPB.
- h. Preparation/compilation of materials for monthly journals and various other publications of EPB and arrangements of printing thereof including proof reading.
- i. Invitation of tenders from the reputed printers/publishers through advertisement in the national dailies for printing of various EPB publications and preparation of minutes of the meetings of the Tender Committees, issuance of work orders etc.
- j. Processing of bills relating to printing of various EPB publications for payment to the concerned printers/publishers.
- k. Supply and distribution of EPB publications to ; (a) Trade Associations, (b) Sector' Corporations, (c) Government Departments/Ministries, (d) Banks etc.
- l. Maintenance of stock registers of EPB publications.

INFORMATION OFFICER

- a. Preparation of press handout.
- b. Preparation of publicity materials and their publication in various newspapers, weeklies, fortnightlies, monthlies etc. in general and on national occasions.
- c. Arrangement of publications of advertisement (e.g. employment notice, supply of stationeries, supply of liveries, submission of samples for display in International Trade Fairs etc.) as and when received from various sections/Divisions of EPB.
- d. Processing of bills relating to publication of EPB's advertisement in various newspapers, weeklies, fortnightlies, monthlies etc. for payment.

DEPUTY DIRECTOR (Tracie Information Centre)

- a. Ensuring selection and acquisition of information materials.
- b. Scanning and classification of incoming materials and dissemination of activities information's.

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- c. Maintaining Liaison with other division of the Bureau and other national and international organisations e. g., ITC, UNCTAD/GATT UNIDO, FAO, ESCAP and others of interest to trade information.
- d. Organising Trade Information Workshops and participating in other NETP Programme.
- e. Carrying out the national responsibility of Regional Trade Information Network, specially updating of national trade profile and other inputs for regional net-work.
- f. Participating in TIC's counselling service to the users.

INFORMATION OFFICER (TIC)

- a. Maintenance of Trade Information Centre, b. Compilation of Exporters List.
- c. Preparation of buyers list of different products of countries of the world.
- d. Collection of Commercial Information/Trade Enquiries through Bangladesh Missions abroad and dissemination to the local exporters.
- e. Public relations work relating to Export Trade.
- f. Day-to-day staff matters and staff deployment.
- g. Seaming and classification of materials. Participation in councils and reference services.
- h. Preparations of bibliographies and editorial preparation of other trade information series/documents for dissemination.
- i. Organisation and management of stock; its processing, binding, maintenance, display, utilisation, security, descating and updating collection of data and its organisation.
- j. Supervision of company profiles and product profiles.

DIRECTOR (Policy & Planning) DIVISION

- a. Supervision of Policy & Planning Branches.
- b. To be responsible for preparation of Export Policy Proposal.
- c. Fixation of Export Target and follow-up actions.
- d. Examination of Export aspect of import policy.
- e. Organising Central Task Force meeting.
- f. Providing Secretarial services to Export Co-ordination Unit.
- g. Organising Export Promotion Council meetings.
- h. Supervision of ITO & GSP Branches.
- i. Responsible for finalization of briefs relating to UNCTAD, GATT, World Bank/IMF etc.
- j. Implementation of Trade Promotion Programmes with ITC/CFTC/EEC/SIDA/UNDP etc.
- k. All other policy matters relating to ITO & GSP implementations.

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DEPUTY DIRECTOR (Policy & Planning)

- a. Examination of Policy proposal made by different exporting agencies.
- b. Preparation of annual export policy proposal.
- c. Preparation and submission of projects activities from time to time to
Planning
Commission. d.
- Follow-up action of
export policy.
- e. Preparation and implementation of various export
incentives, f. All-policy matter related to export
financing (Banks, Insuranc etc), g. Formulation of
policy relating to shipping, freight etc. and ils
implementation and follow-up.
- h. Preparation of country briefs, trade protocol, special
trade agreement, barter joint commission etc.
- i. Preparation of briefs and examination of all matters relating to UNCTAD/
GATT/World Bank/IMF etc,
- j. Preparation of proposals of Trade Promotion Programme
with EEC, CFTC,
ITC, SIDA & UNDP etc.
- k. All matters relating to tariff and non-tariff barriers. I.
Preparation of country proposal for GSP and its effective
utilization,
- m. To work as Counterpart to different expatriate countries.

ASSISTANT DIRECTOR

- a. Ground work relating to formulation of Export Policy
& Export Target, Collection and assimilation of
information for arranging sectoral meetings leading
to the formulation of export policy proposals.
- b. Liaison with Chambers & Association, Service
Institutions, Departments etc.
- c. Preparation of papers relating to the meetings of CTF, ECU 8*
EPC.
- d. Preparation of brief for barters, joint commission and trade agreements.
- e. Collection of Trade and Tariff regulations of different countries.

- f. Issuance of GSP Certificates.
- g. Implementation of Economic and Technical Co-operation of Foreign Doner Agencies. .
- h. Works relating to Bangkok Agreement.
- i. Works relating to Multilateral Trade negotiations.
 - 1. Other follow-up works.

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RESEARCH OFFICER

- a. Preparation of development project proposals related to export sector, b. Preparation of project proformas which are required to be submitted to Planning Commission from time to time, c. Writing of progress report on the various projects. d. Co-ordination of all development projects of other branches. B. Economic analysis of export sector, f,. Monitoring and forecasting of export performance keeping in view the country's short term & long term perspective plans and programmes etc. g. Preparation of Annual Development Programme with EEC, UNDP CFTC, ESCAP & SIDA.
- Preparation of brief for visiting Advisers/Consultants.
- Preparation of background papers on the global trade arrangements.

DEPUTY DIRECTOR (Research & Statistics)

- a. Collection of data and compilation of export statistics in various forms.
- b. Preparation and publication of monthly/periodical statements/bulletins.
- c. Preparation of Review and necessary analytical statements showing trend of exports, market price, sector-wise shares etc.
- d. Preparation of final statement showing month-wise break-up of exports of Bangladesh.
- e. Compilation and publication of the bulletin "Export from Bangladesh"
- f. Preparation of annual publication "Bangladesh Export Statistics".
- g. Maintaining Data Bank on export trade of Bangladesh.
- h. Fixation of commodity-wise and sector-wise export target of the country.
- i. Fixation of country-wise and commodity-wise export target of Bangladesh.
- j. Preparation and supply of materials for various publications e.g. Economic Survey of Bangladesh, Annual Report of Commerce Division and various publications of EPS.
- k. Monitoring of export performance to various forums, Ministries, Divisions etc. l. Preparation of various charts/graphs mainly on export trade of Bangladesh. m. Compilation of price indices, terms of trade etc.

RESEARCH OFFICER (2)

- a. Compilation of price indices, terms of trade etc.
- b. Examining monthly economic reports received from trade offices abroad and circulation of relevant portions of the same to different Agencies.

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- c- Preparation of commodity notes, country profiles, brief for businessmen's delegation etc.
- d. Assisting the Deputy Director (R & S).

DEPUTY DIRECTOR (OSSC fit Training)

- a. Providing assistance to the exporters in obtaining export finance, tax concession, bonded ware-house facilities QIC.
- b. Taking follow-up actions for arranging shipping/air space for the exporters.
- c. Preparation of annual National Export Training Programmes.
- d. Assisting the exporters in all possible ways in fulfilling their export commitments in time.
- e. Processing papers relating to sending businessmen delegation abroad.
- f. Processing matters relating to trade disputes.
- g. Processing of cases of foreign training and workshop/
- h. Arranging foreign sponsored Seminars.
- i. Working as speakers at different workshop/seminars.

ASSISTANT DIRECTOR

- a. Providing assistance to exporters relating to export financing, duty drawback, bonded ware-house and duty and tax concession.
- b. Recommending and pursuing for shipping and air space for the exporters.
- c. Collection and circulation of shipping information.
- d. Assisting and advising exporters on all procedural matters connected with export trade.
- e. Promptly attending to Banking, Customs and Transportation problems.
- f. Assisting exporters with latest market intelligence.

RESEARCH OFFICER

- a. Preparation of annual National Export Training Programme.
- b. All arrangements for holding of events like health training, seminar, workshop etc.
- c. Nominate EPB officials for training/seminars abroad.
- d. Arrangement for holding International Seminars / Workshop in Co-operation with foreign agencies in Bangladesh.
- e. Preparation of periodical report relating to training.

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DIRECTOR (Commodities) DIVISION

- a. To be responsible (or overall co-ordination of activities of Agriculture, Forest, Fisheries, Industrial and Small & Cottage Industries wings under these Divisions.
- b. To organise programmes relating to product development, product adaptation regarding Agriculture, Forest and Fisheries, Leather, animal bi-products and other industrial and small & Collage Industry products.
- c. To 'take up activities relating to survey and marketing needs of these products and necessary actions accordingly,
 - d. To have close liaison with other divisions for taking up product development activities with regard to these products.
 - e. fo assist and advice exporters on matters of product development and adaptation needs tot these products.
 - f. Suggest fiscal and other incentives for these products for export development.
 - g. To take up action programme for selective commodities from time to time.
 - h. To make strong producer-exporter linkage.
 - i. Liaison with other concerned department/agencies to solve day to day problems in export.
 - j. To periom follow-up activities and trade promotion initiated by other ¹ divisions in respect of these commodities.
 - k. Liaison with trade offices abroad on trade Information on these products.
 - l. Any other activity assigned by the authority on product development and marketing of these products.

DEPUTY DIRECTOR (AFF)

- a. To perform activities relating to product development and adaptation on Agriculture, Firshory and Forestry products.
 - b. Chalk out programmes for survey and marketing needs of Agricul-' lure, Fisheries and Forestry products.
 - c. To assist expofleis on product development and adaptation needs, d. Work out iiscdl and other incentives for Agriculture and Forestry products.
 - e. To perform activities on action programme in respect of selected commodities assigned by the Director.

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- l. To take up follow-up activities on trade promotion initiated by other divisions.
- g. To establish strong exporter-producer linkage.
- h. Any other activity assigned by the authority on product development of Agriculture, Forest and Fisheries products.

ASSISTANT DIRECTOR

- a. To perform activities and product development on Agricultural and Fisheries products.
- b. To take up field survey activities and studies on Agricultural and Fisheries products.
- c. To assist exporters to solve day-to-day problems on export development of Agricultural and Fisheries products.
- d. To assist the Deputy Director (AFF) and perform all such duties as be assigned to him by the Director/Deputy Director.

RESEARCH OFFICER

- a. To perform activities and product development on Forestry products.
- b. To take up field survey activities and studies on Forestry products.
- c. To assist exporters to solve day-to-day problems on export development of Forestry products.
- d. To assist Deputy Director (AFF) on matters relating to export development needs on Forestry products and perform all such functions as may be assigned to him by the Director/Deputy Director.

DEPUTY DIRECTOR (Leather Cell & ABP)

- a. Gear-up all activities concerning Leather Sector under a common forum in co-operation with other agencies.
- b. Undertake steps for market promotion of leather and leather products.
- c. Implement the recommendation of the leather Committee's report.
- d. Explore market possibilities for joint venture arrangements for further processing of leather for exports,
- e. Establish linkage between producers and exporters.
- f. Remove bottlenecks impeding export of animal by-products, •
- g. Settle trade disputes between sellers and buyers.
- h. Provide counselling in regard to market and product's prices.

ASSISTANT DIRECTOR (Leather & Animal by-products)

- a. Provide technical, marketing and managerial assistance to the tanners, b. Undertake steps for market promotion of leather and leather products.

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- f. To take up follow-up activities on trade promotion initiated by other divisions.
- g. To establish strong exporter-producer linkage.
- h. Any other activity assigned by the authority on product development of Agriculture, Forest and Fisheries products.

ASSISTANT DIRECTOR

- a. To perform activities and product development on Agricultural and Fisheries products.
- b. To take up field survey activities and studies on Agricultural and Fisheries products.
- c. To assist exporters to solve day-to-day problems on export development of Agricultural and Fisheries products.
- d. To assist the Deputy Director (AFF) and perform all such duties as be assigned to him by the Director/Deputy Director.

RESEARCH OFFICER

- a. To perform activities and product development on Forestry products.
- b. To take up field survey activities and studies on Forestry products.
- c. To assist exporters to solve day-to-day problems on export development of Forestry products.
- d. To assist Deputy Director (AFF) on matters relating to export development needs on Forestry products and perform all such functions as may be assigned to him by the Director/Deputy Director.

DEPUTY DIRECTOR (Leather Cell & ABP)

- a. Gear-up all activities concerning Leather Sector under a common forum in co-operation with other agencies.
- b. Undertake steps for market promotion of leather and leather products.
- c. Implement the recommendation of the leather Committee's report.
- d. Explore market possibilities for joint venture arrangements for further processing of leather for exports,
- e. Establish linkage between producers and exporters.
- f. Remove bottlenecks impeding export of animal by-products, •
- g. Settle trade disputes between sellers and buyers.
- h. Provide counselling in regard to market and product's prices.

ASSISTANT DIRECTOR (Leather & Animal by-products)

- a. Provide technical, marketing and managerial assistance to the tanners, b. Undertake steps for market promotion of leather and leather products.

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- e. To perform activities on action programme in respect of selected, commodities as assigned by the Director.
- f. To take up follow-up activities on trade promotion initiated by other divisions.
- g. To establish strong exporter-producer linkage.
- h. Any other activity assigned by the authority on product development of SCI products.

RESEARCH OFFICER

- a. To perform activities and product development on SCI products, b. To take up field survey activities and studies on SCI products.
- c. To assist exporters to solve day-to-day problems on export development of SCI products.
- d. Preparation of papers for survey and marketing needs of SCI products.
- e. Examination of papers on incentive matters to SCI products,
- f. Any other work assigned by the Director/Deputy Director.

DIRECTOR (Fairs & Display Division)

- a. In-charge of Fairs & Display Division,
- b. Supervise works relating to :
 - i. Bangladesh participation in International Trade Fairs, ii. Management of Display and Sales Centres abroad.
 - iii. Organisation of Bangladesh Week, Single Country Exhibition, Buyer-Seller Meet and Contact Promotion Programme abroad.

DEPUTY DIRECTOR (Fairs & Display)

- a. Preparation of annual fair calendar.
- b. Examination of offers received from various agencies and counuie;- relating to participation in fairs.
- c. Selection of exhibits for various fairs.
- d. Supervision of the activities of Assistant Directors of the Fair Division.

ASSISTANT DIRECTOR (International Fair)

- a. Procurement and despatch of exhibits to different fair destinations. b, Evaluation of reports and post fair follow-up action. c, Supervision of Stores (Exhibits).
- d. Consolidation of fair participation reports and circulation to concerned quarters.
- e. Any other function assigned by the Director/Deputy Director.

ASSISTANT DIRECTOR (Local Fair)

- a! Preparation of proposals for organising local fairs at different parts of the country in consultation with trade bodies.
- b, Preparation of budget estimate for organizing such fairs,
- c. Procurement and despatch of exhibits to different fair destinations.
- d. Maintenance of accounts relating to all local fairs.

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DISPLAY OFFICER (Export Emporium)

- a. To act as Officer in-charge of the Export Emporium.
- b. To organize display and sales of the Bangladesh exportable;.
- o. To attend to all queries made by visitors and intending buyers about the items put on display in the Emporium.
- d. To undertake periodical stock taking of the goods and initiate action for replenishment of stock in consultation with the Fair Division.
- e. To ensure proper maintenance of accounts and timely deposit of sales proceed in the appropriate account.
- f. To co-ordinate the activities of the Display and Sales wing of the Emporium.
- g. To perform such other function assigned by the Fair Divisions.

CHARTER OF DUTIES OF REGIONAL AND BRANCH OFFICES

- a. To work closely with exporters and assist them in resolving export problems, increase export capacities, identify new capacities and assist in implementation of facilities and support services.
- b. To maintain regular contact with the Chanibors/Trade Associations, leading exporters, businessmen for exchange trade information, identification of export product and solving bottlenecks, if any,
- c. To analyze and maintain trade enquiries and to supervise the daily operation of trade information services and ensure sending replies to trade enquiries and follow-up actions.
- d. Undertake research and process information on various export products.
- o. Evaluate system of quality control/standardization for product design, product development and suggesting improvement.
- f. Organise seminars, meetings on export promotion/production as per instructions from Head office.
- g. Extend facilities to exporters regarding, shipping, banking and other rotated problems,
- h. Explore and examine the potential of export oriented products and perform such functions as may be assigned by the Head office.
- i. Extend full co-operation with the District Administration and maintain close liaison with them.

BRANCH OFFICE, MILAN

DIRECTOR j, To help establish direct link with the buyers of the area for export of Bangladesh products.

- b. To assist the exporters with necessary market information in exporting their products.
- c, To supply information for development of Bangladesh exports in the country of his posting.
- d. To undertake market intelligence and publicity drive for increasing Bangladesh export abroad.