



RULES OF BUSINESS 1996

(Revised up to April 2017)

Cabinet Division

Government of the People's Republic of Bangladesh

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Note : ¹Amended *vide* S.R.O. No. 82-Law/2012, Dated 29 March 2012.

²Amended *vide* S.R.O. No. 273-Law/2009-CD-4(1)/2009-Rules, Dated 23 December 2009.

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Note : ¹Amended *vide* S.R.O. No. 276-Law/2008-CD-19/1/2007-Rules, Dated 30 September 2008.

²Omitted *vide* S.R.O. No. 325-Law/2011, Dated 24 October 2011.

RULES OF BUSINESS, 1996

In exercise of the powers conferred by Article 55(6) of the Constitution of the People's Republic of Bangladesh and in supersession of all previous rules and orders on the subject, the President is pleased to make the following rules for allocation and transaction of business of the Government.

CHAPTER I GENERAL

1. **Short Title and Commencement.**—(i) These Rules may be called the “Rules of Business, 1996”.

(ii) They shall come into force at once.

2. **Definition.**—(i) In these rules, unless there is anything repugnant in the subject or context—

- (a) “Article” means an Article of the Constitution of the People's Republic of Bangladesh.
- (b) “Attached Department” means the department which has direct relation with a Ministry/Division and has been declared as such by the Government.
- (c) “Branch” means sections grouped together and headed by a Deputy Secretary or an Officer of equivalent rank.
- (d) “Business” means all work done by the Government.
- (e) “Case” means a particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz. correspondence, notes and/or any previous papers on the subject or subjects covered by it or connected with it.
- (f) “Division” means a self-contained administrative unit responsible for the conduct of business of the Government in a distinct and specified sphere and declared as such by the Government.
- (g) “Ministry” means the Division or a group of Division constituted as a Ministry.
- (h) “Subordinate Office” means an office of the Government which has not been declared as Attached Department and normally does not deal directly with any Ministry/Division.
- (i) “Schedule” means schedule to these Rules.
- (j) “Secretary” means the Secretary (including Acting Secretary) to the Government of the People's Republic of Bangladesh being the administrative head of a Division or a Ministry.
- (k) “Secretariat” means the offices of the Divisions or the Ministries when referred to collectively.
- (l) “Section” means a basic working unit in a Ministry/Division and headed by an Assistant Secretary/Senior Assistant Secretary.

