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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF LOCAL GOVERNMENT, RURAL
DEVELOPMENT AND CO-OPERATIVES

Local Government Division

Section XI

NOTIFICATION

Dhaka, the 9th June, 1983

No. S. R. O. 185-L/83/S-XI/3R-1/83/42.—In exercise of the powers conferred by section 57 of the Local Government (Thana Parishad and Thana Administration Reorganisation) Ordinance, 1982 (LIX of 1982), the Government is pleased to make the following rules, namely:—

THE THANA PARISHADS BUSINESS RULES, 1983

1. **Short title.**—These rules may be called the Thana Parishads Business Rules, 1983.

2. **Definition.**—In these rules, unless there is anything repugnant in the subject or context, "Ordinance" means the Local Government (Thana Parishad and Thana Administration Reorganisation) Ordinance, 1982 (LIX of 1982).

3. **Meetings of the Thana Parishad.**—(1) Subject to the framing of regulations, all business of a Thana Parishad shall be disposed of in either ordinary or special meetings.

(2) Ordinary meetings of the Thana Parishad shall be held at least once a month on a day to be fixed by the Parishad and such meetings of the Parishad shall be called by the Chairman or, in his absence, by the Thana Nirbahi Officer.

(3) A special meeting of the Parishad for disposal of any business of the Parishad may be called by the Chairman either on his own motion or, on the requisition signed by not less than one-third of the total representative members:

Provided that, in the absence of the Chairman or in case of any emergency, a special meeting may also be called by the Thana Nirbahi Officer.

4. Disposal of certain business by Thana Parishad at a meeting.—The following business shall be brought up before a meeting of the Parishad for discussion and disposal, namely:—

Financial :

- (a) all matters relating to Parishad Fund;
- (b) proposals for authorisation of expenditure out of Parishad Fund;
- (c) proposals relating to the levy of taxes, rates, tolls and fees;
- (d) annual budget of the Parishad;
- (e) annual statement of accounts of the Parishad;
- (f) revised budget of the Parishad;
- (g) cases involving expenditure not included in the current year's budget;
- (h) audit report of expenditure incurred by the Parishad;

Developmental :

- (i) all development proposals and schemes pertaining to transferred subjects;
- (j) all other development schemes entrusted to the Parishad by the Government from time to time;
- (k) all matters relating to Thana Plan Book, including amendment and updating thereof;
- (l) all matters relating to Annual Development Plan of the Parishad;
- (m) all matters relating to Five Year Plan of the Parishad;
- (n) approval of plan and estimates of work to be executed by the Parishad;
- (o) periodic review of progress of all types of development work of the Parishad;

Operational :

- (p) matters relating to the employees of the Parishad, including officials deputed from the Government;
- (q) formation of committees and sub-committees;
- (r) procedure regulating execution of various contracts by the Parishad;
- (s) review of overall functioning of the Parishad Secretariat;
- (t) review of law and order situation in the Thana;
- (u) review of relief and rehabilitation work in the Thana;

Coordinating :

- (v) periodic review of developmental activities of the agencies dealing with retained subjects of the Government, including calling for performance reports and statements;
- (w) periodic review of activities of regulatory departments of the Government, including calling for reports and statements;

Miscellaneous :

- (x) review of implementation of all decisions taken by the Parishad;
- (y) any other matters of public interest.

5. **Disposal of other business by the Parishad or its committee.**—All other business of a Parishad shall, except as provided in rules 7 and 8, be disposed of at its meetings or at the meeting of its committees or sub-committee in accordance with the regulations made under section 58 of the Ordinance.

6. **Manner of disposal of the business of the Parishad.**—(1) Every business of a meeting of the Parishad or of a committee or sub-committee thereof shall be decided by a majority of votes of the members present and voting at the meeting; and in case of equality of votes, the Chairman of the meeting shall have a second or casting vote.

(2) A committee or sub-committee appointed by the Parishad shall perform such functions as may be specified by the Parishad and shall dispose of all business in relation thereto subject to any general or special direction of the Parishad;

Provided that the Chairman of every such committee or sub-committee shall be a representative member of the Parishad.

7. **Disposal of business by the Chairman.**—(1) The Chairman shall be responsible for the conduct of the day-to-day administration of the Parishad and the supervision and control of officers and employees of the Parishad.

- (2) The Chairman shall dispose of the following business of the Parishad:—
- (a) all matters relating to the implementation of the decisions of the Parishad;
 - (b) initiate and prepare all proposals and schemes for and on behalf of the Parishad relating to various business and functions of the Parishad;
 - (c) appointment, punishment or removal of any servants of the Parishad, not being on deputation from the Government;
 - (d) control and supervision of officials deputed to the Parishad by the Government, including proposals for withdrawal, transfer and disciplinary action subject to the approval of the Parishad;

- (e) collection and recovery of all taxes, rates, tolls, fees and other dues levied by the Parishad;
- (f) receipt of all amounts on behalf of the Parishad;
- (g) incurring of expenditure on any items within sanctioned budget not exceeding such limit as may be specified by the Parishad;
- (h) conduct of all correspondences on behalf of the Parishad;
- (i) all matters relating to the execution of contracts subject to the provision of clause (r) of rule 3;
- (j) the granting and issuing of all licences, permits and sanctions;
- (k) issuing of notice on behalf of the Parishad;
- (l) compounding of all compoundable offences under the Ordinance;
- (m) lodging of any complaint in respect of any offence under the Ordinance;
- (n) filing or defending of any case or suit on behalf of the Parishad;
- (o) maintenance and submission of statements of statistics relating to the Parishad as well as the Thana;
- (p) maintenance of finance and accounts of the Parishad;
- (q) such other business as may be specified by the Parishad.

8. **Delegation of powers by the Chairman.**—Subject to the approval of the Parishad, the Chairman may, by a written order, authorise the Thana Nirbahi Officer to dispose of any business mentioned in rule 7 and specify the extent to which such business may be disposed of; and the Thana Nirbahi Officer shall dispose of such business to the extent specified therein.

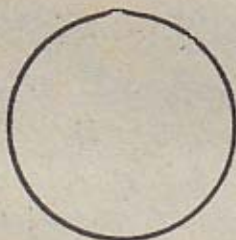
9. **Conduct of business during temporary absence of the Chairman.**—During the temporary absence of Chairman, the Thana Nirbahi Officer shall be responsible for the conduct of day-to-day administration of the Parishad. During such absence, the Thana Nirbahi Officer may also exercise such financial powers of the Chairman as may be specified by the Chairman or by the Parishad.

10. **Order of the Parishad.**—Every order of the Parishad shall be expressed to be taken in the name of the Parishad concerned as “by order of..... Thana Parishad” and shall be signed by the Chairman of the Thana Nirbahi Officer if so authorised by the Chairman.

11. **Operation of the Parishad Fund.**—The Chairman shall operate the Parishad Fund along with the Thana Planning and Finance Officer.

12. **Common seal of the Parishad.**—(1) The common seal of every Parishad shall be in the form as shown in the figure below and it should be of the size or near about as in the said figure. It shall be either of brass or rubber.

(2) The periphery of the seal should contain in Bengali only the particulars of the respective Parishad as detailed below:



(Name of) Thana Parishad
(Name of) District
The People's Republic of Bangladesh

(3) The common seal shall remain with the Thana Nirbahi Officer and shall be used in all official transactions of the Parishad.

13. **Custody of records.**—The Thana Nirbahi Officer shall be responsible for the custody and maintenance of all records of the Parishad.

14. **Submission of copies of resolutions and orders.**—A copy of every resolution passed by the Parishad and a copy of every such order made by the Chairman as may be specified by the Parishad, shall be forwarded to the Deputy Commissioner within three days of the passing of the resolution or the making of the order, as the case may be.

By order of the
Chief Martial Law Administrator.
MD. SIDDIQUR RAHMAN
Secretary.