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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

MINISTRY OF FINANCE

Internal Resources Division

(Narcotics and Liquor)

NOTIFICATIONS

Dacca, the 27th June, 1980

**No. S.R.O. 205-L/80/8-N&L.**—In exercise of the powers conferred by sub-section (1) of section 27 of the Excise Act, 1909 (Ben. Act V of 1909), and in supersession of all other notifications issued in this behalf, the Government is pleased to impose a duty on Ganja at the rate of Tk. 300.00 (Taka three hundred) per seer with effect on and from the first day of July, 1980 when transported from a warehouse to the premises of a licensed retail vendor of Ganja in Bangladesh.

**No. S.R.O. 206-L/80/9-N&L.**—In exercise of the powers conferred by section 86 of the Excise Act, 1909 (Ben. Act V of 1909), the Government is pleased to make the following further amendment in the Rules published under Notification No. 601-S.R., dated the 30th March, 1915, namely:—

In the aforesaid Rules, in the table under rule 246, for the entry "Ganja" and the entry relating thereto the following shall be substituted, namely:—

"Ganja	.....	.....	.....	760.00"
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This amendment shall come into force on the first day of July, 1980.

By order of the President

TABARAK ALI

Joint Secretary.

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(1815)

Price : 50 Paisa.

**MINISTRY OF LABOUR AND INDUSTRIAL WELFARE**

Section VI.

NOTIFICATION

Dacca, the 27th June, 1980

**No. S.R.O. 207-L/80/LIWVI.**—In exercise of the powers conferred by sub-section (1) of section 3 of the Factories Act, 1965 (V of 1965), the Government is pleased to declare that the provisions of sections 6, 10, 12 to 15, 17 to 20, 22 to 28, 30 to 39, 41, 42, 44, 87 to 90, 93 to 96, 99, 101 to 105, 107, 108, 111 to 115 of the said Act shall apply to all such places wherein a manufacturing process of engineering workshop, saw mill, printing press, flour mill or oil mill is being carried on or is ordinarily carried on with the use of power with five or more workers or such number of workers as have worked therein on any day of the twelve months immediately preceding.

By order of the President

M. M. ZAMAN

*Deputy Secretary.*

**BANGLADESH TELEGRAPH AND TELEPHONE BOARD**

NOTIFICATION

Dacca, the 27th June, 1980

**No. S.R.O. 208-L/80.**—In exercise of the powers conferred by section 17 of the Bangladesh Telegraph and Telephone Board Ordinance, 1979 (Ord. XII of 1979), the Bangladesh Telegraph and Telephone Board, with the prior approval of the Government, is pleased to make the following regulations, namely :—

**THE BANGLADESH TELEGRAPH AND TELEPHONE BOARD  
(FINANCE) REGULATIONS, 1980**

**Short title.**—(1) These regulations may be called the Bangladesh Telegraph and Telephone Board (Finance) Regulations, 1980.

(2) These shall come into force at once.

**2. Definitions.**—In these regulations, unless there is anything repugnant in the subject or context,—

- (a) "Accounting Unit" means an office of the Board responsible for dealing with accounting functions of all transactions and responsible for rendering accounts to Regional Accounts Office;
- (b) "Central Accounts Office" means an office under the control of the Finance Wing responsible for accounting functions on commercial concepts and principles;
- (c) "Drawing and Disbursing Officer" means an officer duly authorised by the Board to draw and disburse money out of the Board's finance and responsible for accounting of all transactions of the Board;

- (d) "Finance Wing" means the Finance Wing of the Board;
- (e) "Internal Audit Office" means an office established for conducting internal checks on all financial activities of the Board;
- (f) "Regional Accounts Office" means an office of the Board responsible for dealing with the functions of accounting of all transactions in Region and responsible for rendering accounts to the Central Accounts Office.

3. **Finance.**—The initial responsibility for the administration of Telegraph and Telephone finance is vested in the Board and the Chairman who is the chief executive of the Board shall be responsible for the collection of revenue and for the control of expenditure pertaining to the Board the receipt and disbursement of which are effected at various points and through various officers authorised by the Board.

4. **Operation of account with the Bangladesh Bank.**—A separate account No. 5 for receipts and expenditure shall be maintained by the Bangladesh Bank and all Drawing and Disbursing Officers shall operate transactions with the Bangladesh Bank and its authorised branches in account No. 5.

5. **Repayment of loan, etc.**—The Board shall repay foreign loans and pay actual interest charges on all foreign loans obtained for its purpose. Repayment of foreign loans raised for additions and developments of the Board shall be made from the general revenue.

6. **Manner of accounting system.**—The telegraph and telephone finance shall be managed in the following manner :—

- (a) The present system of adjustment of transactions with other Government Departments shall be abolished with the prior intimation to the Departments and the system of cash payment shall be introduced.
- (b) The budget estimates shall be prepared by the Board in such manner and form as may be determined by the Ministry of Finance.
- (c) The Board shall monitor its cash transactions in the light of the monthly reports on the transactions of account No. 5 which the Bangladesh Bank shall send to the Board.
- (d) The Board shall authorise different officers of the Board to draw and disburse money out of the Board's finance.
- (e) The present system of issuing cheque books by the Accountant General, Post, Telegraph and Telephone, Dacca for withdrawal of money from Bangladesh Bank will be abolished and the same shall be issued by the Board.
- (f) Allotment of funds for different offices to meet their liabilities shall be controlled by the Board within the limits of the budget provisions.
- (g) Collection for telegraph and telephone bills made by Post Office Department shall be credited in account No. 5 of the Bangladesh Bank within a reasonable period from the date of collection and, for this purpose, separate account will be maintained by the Post Office Department.

- (h) Allotment of funds in the form of letter of credits to different offices to meet their liabilities shall be arranged by the Board, and for this purpose, accounts will be maintained by the Board and reconciled with the Bangladesh Bank on monthly basis.
- (i) The Board shall maintain a modern commercial accounting system under which the accrual method of accounting for both revenues and expenditures shall be followed.

7. **Adoption of systematic book keeping procedures.**—The accounting functions shall be operated within the following conventional accounting cycle:—

- (i) (a) Recording (in journal),  
(b) Classification in ledger,  
(c) Summarising in trial balance,  
(d) Preparing financial statement,  
(e) Interpretation and analysis (through accounting ratio);
- (ii) The ratio method of analysis consists of computing certain ratios between the items appearing in the profit and loss account and the balance sheet so that the relation of one to other may become evident and the Board may take its decision safely on those results.

8. **Maintenance of vouchers, etc.**—For the purpose of commercial accounting operation, the following classes of vouchers and records shall be maintained, namely:—

- (a) original documents evidencing the transactions called the vouchers;
- (b) the media for classifying and recording the transactions called the books of original entry or journals;
- (c) the media for summarising the effects of transactions upon asset, liability and owners' equity account known as ledger or ledger records.

9. **Code number of transactions.**—The items of transactions shall be assigned code numbers according to different service activities each of which shall come under some main code number and title, such as, income, operating expenses, administrative expenses. For the purpose of classification of receipts and expenditures, the following charts of accounts shall be maintained:

- (a) 10000—199500 Revenue,
- (b) 200000—980000 Expenditure.

10. **Maintenance of records.**—The different classes of records that are required to be maintained in different Offices have been shown in Appendix 'A'.

11. **Recording and compilation.**—(1) Recording of transactions shall start from the Accounting Units. For the transactions occurring in the Accounting Units, vouchers shall be prepared and the transaction shall be recorded in the cash book and other subsidiary records. The Regional Accounts Offices shall post the items in the central ledgers and subsidiary ledgers and balance the same at the end of every month. A copy of the trial balance shall be sent to

the Central Accounts Office for posting the items of transactions in the General Ledger. Vouchers in duplicate shall be prepared by the Accounting Unit for each transaction. First copy of the voucher shall be sent to the Regional Accounts Office on daily basis and the second copy shall be kept in the Accounting Unit.

(2) The vouchers shall be serially numbered with code numbers and, if there is any missing in the serial, this shall be called for by the Regional Accounts Office. At the end of the month, a trial balance shall be prepared by the Regional Office in duplicate and the original copy shall be forwarded to the Central Accounts Office for compilation and recording. The distribution of fund shall be made by the Central Accounts Office only in the shape of letter of credits and shall be accounted for by preparing five copies of vouchers and posting the same in the respective ledgers after recording the items in the Journal Book.

(3) The Central Accounts Office shall compile all the trial balances received from the Regional Accounts Office and prepare a General Account for submission to the Board along with the financial interpretations, ratio and statements.

**12. Relation of the Board with the Comptroller and Auditor General in accounting functions.**—(1) In addition to the accounts prepared under the commercial book-keeping system, the Accounting Units shall prepare monthly statements of receipts and expenditure in the form and manner specified by the Comptroller and Auditor General and submit them to the Accountant General, Posts, Telegraph and Telephone, alongwith supporting documents, by the tenth of the following month. Copies of the monthly statements shall also be furnished to the Regional Accounts Office concerned which shall prepare statements of receipt and expenditure with Accounting Unitwise details and submit them to the Central Accounts Office. The Central Accounts Office shall compile monthly statements of receipt and expenditure of the Board in the form and manner specified by the Auditor General and reconcile them with those compiled by the Accountant General, Posts, Telegraph and Telephone on the basis of the monthly statements received from the Accounting Units for incorporation in the accounts of the Government.

(2) The monthly statements specified in sub-regulation (1) shall be cumulatively consolidated every month, culminating in an annual statement according to the classification specified by the Auditor General.

(3) As in the case of the Accounting Units, the statements prepared by the Regional Accounts Offices and the Central Accounts Office in accordance with sub-regulations (1) and (2) shall be in addition to the accounts prepared by them under the commercial book-keeping system. These statements are meant for the purpose of reconciliation of accounts with the Accountant General, Posts, Telegraph and Telephone, as well as for internal control.

**13. Re-organisation of other structure and method for proper functioning of commercial accounting system.**—As a result of the introduction of commercial accounting system, the following measures shall be adopted:—

(a) A cost centre shall be opened in the Finance Wing for cost analysis of different service activities and for preparation of cost sheets for presentation to the Board as and when required.

- (b) A rate structure cell shall work on commercial principles with a view to examining the rate structure based on actual cost of different service activities and the overall financial position of the Board on commercial concepts.
- (c) A statistics Cell shall work on commercial principles and maintain charts and diagram and datas as may be required by the Board.
- (d) Project analysis shall be made according to commercial principles and critical path study will be introduced to observe the time limits of completion of different activities of the project according to charts to be maintained for different projects.

14. **Description of assets.**—The methods and procedures for valuation and re-valuation of assets and procedures for working out depreciation on straight line method shall be followed on commercial principles for determination of book value and current value of assets. Asset Register showing various classes of assets of the Board shall be maintained on commercial principles in the pro forma showing each asset, description, location, original cost, depreciation rate, book value and current value. Asset Register shall be maintained by different offices of the Board and shall also be maintained centrally by the Central Accounts Office.

15. **Budget.**—(1) The budget of the Board shall be prepared by a Budget Committee and submitted to the Ministry of Finance alongwith necessary statements and information through the administrative Ministry.

(2) In preparing the budget, the requirement of funds shall be consolidated after necessary scrutiny by Budget Committee and submitted to the Board for approval before its submission to the Ministry of Finance. After approval of the budget the Board shall prepare a budget order for provision of reserved of certain percentage for meeting exigencies which may not be met by reappropriation.

(3) Any modification of the sanctioned budget shall be submitted with necessary explanation to the Ministry of Finance through the administrative Ministry for supplementary grant or additional funds. Any demand for additional or supplementary grant shall be scrutinised and submitted by the Budget Committee to the Board.

16. **Internal audit.**—Besides external audit, internal check system shall be introduced under the control of Central Accounts Office to guard against all losses, frauds, embezzlement of Government money and, for this purpose, an Internal Audit establishment shall function under the direct supervision of an officer of the Central Accounts Office. For each Region, there shall be an Accounts Officer and required number of staff. The Internal check will be conducted on commercial principles and guidelines prepared for this purpose. Every Audit Officer shall complete his programme to achieve the objective of internal check to get best results thereof and he shall conduct check in each office at least once in a year. The Audit Officer, on completion of his checking shall submit his report within a fortnight to the Board through his immediate superior. The report should contain suggestions for the improvement of procedures, policies and soundness for remedy of the defects and corrective measures that may be necessary for decision by the Board.

**APPENDIX 'A'**

[See regulation 10]

**Classes of Records****(i) Central Office :**

- (a) General Ledgers for compilations.
- (b) Ledgers for Central Office]
- (c) Cash Book.
- (d) Journal Book.
- (e) Accounts Payable Register.
- (f) Accounts Receivable Register.
- (g) Bank Accounts Subsidiary Register.
- (h) Employees subsidiary ledgers.
- (i) Regional Office control ledgers.
- (j) Construction in progress subsidiary ledgers.
- (k) Completion of construction subsidiary ledger.
- (l) Accounts payable subsidiary ledger.
- (m) Central Budget Ledger.
- (n) Loans payable subsidiary ledger.
- (o) Employees pay roll, pension and General Provident Fund.

**(ii) Regional Office Books and Records :**

- (a) Ledgers.
- (b) Cash Book.
- (c) Journal Book.
- (d) Accounts Payable Register.
- (e) Accounts Receivable Register.
- (f) Bank Account subsidiary ledger.
- (g) Employees subsidiary ledger.
- (h) Divisional Office control ledger.
- (i) Accounts Payable subsidiary ledger.
- (j) Budget ledger.
- (k) Loans payable subsidiary ledgers.
- (l) Employees pay roll, pension and General Provident Fund.
- (m) Construction in progress subsidiary ledgers.
- (n) Completion of construction subsidiary ledger.

**(iii) Divisional Office Books and Records :**

- (a) Cash Book.
- (b) Accounts payable subsidiary ledger.
- (c) Employees subsidiary ledger.
- (d) Budget Record.
- (e) Stock Card.
- (f) Property record.
- (g) Employees pay roll, pension and General Provident Fund.

**(i) Field Offices :**

- (a) Property records.
- (b) Imprest Registers.

(v) Telephone and Telegraph Revenue Office Major Books :

- (a) Subsidiary ledger for customers.
- (b) Rent ledger/History card.
- (c) Bill Register.
- (d) Outstanding Register.
- (e) Arrear list.
- (f) Receipt journal.
- (g) Cash Book.
- (h) Cheque Register.
- (i) Pay roll, pension and General Provident Fund.
- (j) Stock Book.

(vi) Central Telegraph Stores and Divisional Telegraph Store Accounting Office :

- (a) Stores requisitions.
- (b) Stores purchase.
- (c) Receipts of stores book locally manufactured as well as imported.
- (d) Stock cards.
- (e) Issue of stores.
- (f) Pricing of stores issues.
- (g) Stores returns.
- (h) Stores transfer from one depot/office to another.
- (i) Unserviceable or rejected stores.
- (j) Stores ledgers.
- (k) Stores adjustment.
- (l) Loose tools.
- (m) Pay roll of the stores office.
- (n) Miscellaneous.

(vii) Telegraph Workshop :

- (a) Work order records.
- (b) Purchase orders.
- (c) Materials receipts and issues.
- (d) Stores records.
- (e) Pricing of issues.
- (f) Costing of products.
- (g) Manufacturing accounts.
- (h) Job cards.
- (i) Time records.
- (j) Pay roll, pension and General Provident Fund.
- (k) Cash Book.
- (l) Miscellaneous.

A. B. M. TAHER

*Chairman.*