

Bangladesh



Gazette

Extraordinary  
Published by Authority

---

TUESDAY, DECEMBER 6, 1983

---

PHARMACY COUNCIL OF BANGLADESH

9, Hatkhola Road, Dhaka-3.

NOTIFICATION

Dhaka, the 6th December 1983

No. S.R.O. 466-L/83.—In exercise of the powers conferred by section 33 of the Pharmacy Ordinance, 1976 (XIII of 1976), the Pharmacy Council of Bangladesh, with the previous approval of the Government, is pleased to make the following regulations, namely:—

THE PHARMACY COUNCIL OF BANGLADESH (CONTRIBUTORY PROVIDENT FUND) REGULATIONS, 1983.

1. **Short title and application.**—(1) These regulations may be called the Pharmacy Council of Bangladesh (Contributory Provident Fund) Regulations, 1983.

(2) They shall apply to all whole time officers and other employees of the Council, excluding the Secretary for whom it shall be optional to join the Fund and if he joins the Fund all the provisions of these regulations shall apply to him.

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

- (a) "family" means the wife or husband, parent, child, minor brother, unmarried sister, widow and child of a deceased son and, where no parent is alive, a paternal grandparent of the subscriber;
- (b) "Form" means a form appended to these regulations;
- (c) "Fund" means the Pharmacy Council of Bangladesh Contributory Provident Fund constituted under regulation 3; and
- (d) "Year" means a financial year.

---

(8733)

Price : Taka 1.00



3. **Constitution of the Fund.**—(1) As soon as may be after the commencement of these regulations, there shall be constituted a Fund to be called the Pharmacy Council of Bangladesh Contributory Provident Fund.

(2) The Fund shall consist of the subscriptions and contributions made, respectively, by the subscribers and the Council, and the interest accrued thereon on such investment as may be decided, from time to time, by the Council.

4. **Subscription.**—(1) Every officer and other employee of the Council to whom these regulations apply shall be a subscriber to the Fund.

(2) Every subscriber shall subscribe to the Fund an amount equal to 10 percentum of his pay by way of deduction from his monthly pay bill.

(3) Subscriptions during leave, other than casual leave, or during a period of suspension shall be optional on the part of the subscriber.

(4) A register showing the subscriptions made to the Fund under this regulation shall be maintained in Form 'A'.

5. **Contribution by the Council.**—The Council shall contribute to the Fund every month a sum equal to the subscriber's subscription made to the Fund under the preceding regulation.

6. **Deposit of Fund money in the Bank.**—The amount accumulated in the Fund in a month shall be deposited by the 7th day of the next month in a Savings Bank Account to be maintained in the name of the Fund with the Agrani Bank, Hatkhola Branch, Dhaka and the Secretary and a member of the Council to be nominated by the President thereof shall jointly operate such Account.

7. **Management of the Fund.**—(1) The management of the Fund shall be entrusted to a Managing Committee consisting of 5 members—three representing the Council and two representing the subscribers who, shall be selected by the Council.

(2) The Council shall select one of the members of the Managing Committee as its Chairman who may, in the case of his absence, delegate his duties to another member of the Committee.

(3) Three members shall form the quorum at a meeting of the Managing Committee.

(4) The Managing Committee shall function for a term of three years from the date of its constitution or until a new Managing Committee is constituted, whichever is later.

(5) The Managing Committee shall perform all functions under these regulations, subject to notification of their actions at the next subsequent meeting of the Council.

(6) The managing committee shall maintain general account and an individual ledger for each of the subscribers in Forms 'B' and 'C' respectively.



(7) When the Bank has credited the Savings Bank Account with interest at the end of the year the ledger of each subscriber shall be credited with proportionate amount of interest due on his subscriptions and the contributions paid on his behalf during the preceding year and the total amount at his credit at the end of the year next preceding, and every subscriber shall be permitted to look into his account thus made up to satisfy himself as to its correctness who shall sign a certificate in token of his acceptance thereof.

8. **Nomination, etc.**—Every subscriber on joining the Fund shall sign a certificate in Form 'D' in token of his acceptance of these regulations and shall submit a declaration in Form 'E' proposing a distribution amongst specified nominees of the sum at his credit in case of his death occurring while his account in the Fund is open. The nominee or nominees shall be the member or members of the subscriber's family and in the absence of any such member, other near relation of the subscriber. This declaration may be modified from year to year at the option of the subscriber. The certificate and the declaration last submitted shall be filed in the office.

9. **Withdrawal of Deposits.**—(1) The total sum at the credit of a subscriber shall, subject to the other provisions of this regulation, be payable to him on the termination of his service:

Provided that the Council shall have right to deduct from such sum any amount due from him to it, but the total amount to be deducted shall not exceed the total of the Council's contributions credited to the account of such subscriber.

(2) A subscriber who resigns his post within two years after his admission to the Fund shall receive his own subscriptions with the interest accrued thereon and, with the sanction of the Council given for good reason, the contribution made to his account by the Council.

(3) If a subscriber is permanently disabled or invalided, he shall ordinarily receive his subscriptions and the contributions made by the Council to his account with the interest accrued thereon at whatever stages of his service he is disabled or invalided. The Council's contributions for the preceding two years may be withheld in a case where a subscriber has been incapacitated through his own fault:

Provided that the contributions may not be withheld from a Government pensioner re-employed in the Council who resigns on grounds of health or is permanently disabled or invalided.

(4) If a subscriber is dismissed or removed from service on grounds regarded as reasonable, the Council's contribution for a period not exceeding two years may be withheld at the discretion of the Council. Such a subscriber shall receive his own subscription and the balance of the Council's contributions to his account with the interest accrued thereon.

(5) If the services of a subscriber are dispensed with for no fault of his own, he shall receive the total sum to his credit including the Council's contributions and the interest accrued thereon.

(6) A register shall be maintained in Form 'F' showing the names of the subscribers whose accounts have been closed under this regulation.



10. **Payment on the death of a subscriber.**—(1) On the death of any subscriber the Council shall, on the expiry of a period of one month after such death and unless a representative authorised by law to receive payment on his behalf appears within this period to contest such disposal, pay to the subscriber's nominees in accordance with the declaration of the latest date made by such subscriber the total sum of money that was at the credit of the subscriber, subject to the right of the Council to deduct therefrom any sum or sums due to it, provided that the total amount of such deductions shall not exceed the total of the Council's contributions credited to the account of the subscriber.

(2) A register shall be maintained in Form 'G' showing payments made on the death of subscribers.

11. **Withdrawal of advances.**—(1) No financial withdrawal shall be allowed until the subscriber quits the service or dies, but when he has been a subscriber for at least two years and his pecuniary circumstances are such that the indulgence is absolutely necessary, a temporary advance may be allowed from the sum at his credit. Such an advance shall not exceed the amounts of the subscriber's subscriptions except in special cases, for example, when the necessity for the advance is great and the sum subscribed by him is insufficient for the expenses to be incurred. The following are cited as examples of occasions on which the grant of advances may be considered:—

- (a) to pay expenses incurred in connection with the illness of a subscriber or a member of his family;
- (b) to pay expenses in connection with marriages, funerals or ceremonies which by religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

(2) Advances, though not confined rigidly to the objects laid down in clauses (a) and (b) of sub-regulation (1), shall be made with due regard to the principles expressed in that sub-regulation.

(3) The amount of the advance shall be a sum expressed in whole Taka and shall be so fixed as to allow of the monthly instalments fixed under regulation 12 being also in whole Taka. The advance applied for may be raised, or reduced, if necessary, to enable the instalments to be so fixed.

(4) When one advance has already been granted to a subscriber a subsequent advance shall not be granted to him except for a strong reasons to be recorded in writing by the Managing Committee until at least 12 months have elapsed since the complete repayment of the last advance taken.

(5) The Managing Committee shall maintain a register in Form 'H' of advances sanctioned by the Council.

(6) No fresh advance from the Fund shall be sanctioned if there is any balance still to be refunded out of any advance already drawn from the Fund.

12. **Recovery of advances.**—The following procedure for the recovery of advances shall be observed:—

- (a) advances shall be made recoverable at the discretion of the Council in not less than 12 instalments and not more than 24; a subscriber may, at his option make repayment subsequently in less than 12 instalments or may repay two or more instalments at the same time;

- (b) recoveries shall be made monthly commencing from the first payment of a full month's salary after the advance is granted but no recovery shall be made from a subscriber while he is on leave of any kind except leave on full pay;
- (c) the instalments shall be made by compulsory deduction from salary and shall be in addition to the usual subscription;
- (d) when an advance is repayable in 12 instalments an additional instalment representing interest equivalent to 4 per cent of the amount of the advance shall be paid in the month following that in which the last instalment is paid;
- (e) similarly, two additional instalments representing interest each equivalent to 4 per cent of the total amount of the advance shall be paid when the advance is repayable in more than 12 instalments.

13. **Council not bound by any encumbrances.**—The Council shall not be bound by, or recognise, any assignment or encumbrances executed or attempted to be created which affects the disposal of the amount to the credit of a subscriber, who dies before retirement.

K. M. ABDUS SAMAD  
*Secretary,*  
*Pharmacy Council of Bangladesh,*  
*Dhaka.*



## FORM "A"

[See regulation 4(4)]

## Detail Register of Subscriptions paid under regulation 4(4)

During the month of ..... in the year .....

Account Nos. Serial Nos. In General Ledger.	Name of subscribers.	Monthly total pay.	Monthly total subscription (On total pay).	In cash.	Particulars of payment of subscription.							Remarks.
					No. of policy and Company.	Name of nominees, if any.	Premium for quarter or half year or year.	Amount of premium paid.	Deduction, if any, previously allowed on same payment.	Amount deducted this month.		
1	2	3	4	5	6	7	8	9	10	11	12	

FORM "B"

[See regulation 7(6)]

General Cash Account of the Provident Fund

For the month of..... in the year.....

Dr.

Cr.

Receipts.		Disbursements.		Remarks.																													
1	Date and voucher number.	2	Names of subscribers.		3	Serial numbers in ledger of the subscribers.	4	Actual subscriptions paid by subscriber, <i>vid.</i> column 5 of Form Appendix "A".	5	Contributions by the employers.	6	Refund of advance by subscribers.	7	Total amount received.	8	Date of remittance to Bank with initials of Cashier and Secretary.	9	Date.	10	Subscriber on whose account paid.	11	Name of payee.	12	Under Rule 5, <i>vide</i> Appendix "F".	13	Under Rule 6, <i>vide</i> Appendix "G".	14	Under Rule 7, <i>vide</i> Appendix "H".	15	Amount paid during the month.	16	Total amount drawn from Bank.	17



## FORM "C"

[See regulation 7 (6)]

## The Pharmacy Council of Bangladesh Contributory Provident Fund.

Name:  
 Designation:  
 Present address:

Name:

Designation:

Present address:

Ledger or personal account of subscribers  
 for the year ending 31st Dec. 19

Cr.

1	Date and month.		From Council		Details of subscription and contribution of the month.				Refund of advance and interest during the month		Total receipts in cash during the month (deposited in savings Bank)		Total at credit on last day of the month in Savings Bank. Total of columns 2 and 15.									
					Contribution		Subscription						Subscription.		Contribution.		Interest.		Total.			
					Total amount received column 5.		Total subscription payable column 4.		Less exemption under rule 2 on premium of policy.		Balance actually paid in cash, vide Register (App. "A").		Of which instalments, vide advance Register under rule 7 (Appendix "H").		Amount refunded.		Total of columns 6, 9 and 11, vide column 7 of Register (Appendix "B").					
2	Subscription, Interest, Total.		Contribution, Interest, Total.																			
3	Pay.																					
4	Subscription.																					
5	Contribution.																					
6					Total amount received column 5.		Total subscription payable column 4.		Less exemption under rule 2 on premium of policy.		Balance actually paid in cash, vide Register (App. "A").		Of which instalments, vide advance Register under rule 7 (Appendix "H").		Amount refunded.		Total of columns 6, 9 and 11, vide column 7 of Register (Appendix "B").					
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						

January, February, etc.



FORM "C"—*Concl'd.*

Scale of pay:

Date of admission to present scale:

Permanent address:

Dr.		Balance	
Withdrawal.	17	On termination of service under rule 9, <i>vide</i> Register (Appendix "F").	
	18	On death of subscriber, under Rule 10, <i>vide</i> Register (Appendix "G").	
	19	Advance taken by subscriber under Rule 11, <i>vide</i> Register (Appendix "H").	
	20	Deduction retained by employers under Rules 9 and 10, <i>vide</i> Registers (Appendices "F" and "G").	
	21	Total withdrawals.	
	22	Amount remaining with the Bank as principal (deducting column 24 from column 10).	
	23	Interest allowed by Bank.	Proportionate share accruing on the amount of column 25.
	24	As subscription.	As subscription.
	25	As contribution.	As contribution.
	26	As interest.	As interest.
27	Total	Total	
28	Initials of officer-in-charge.		
29	Remarks.		

Examined and found correct to my satisfaction.

FORM "D"

[See regulation 8]

Form of acceptance of the regulation on admission to the  
Contributory Provident Fund.

I hereby declare that I have read the regulations of the Contributory Provident Fund of the Office of the Pharmacy Council of Bangladesh and that I agree to abide by them.

Date..... Day of..... 19.....

1. Name of subscriber in full.....
2. Name of subscriber's father in full.....
3. Date of birth .....
4. Designation of appointment held.....
5. Date of first appointment in the office.....
6. Present pay per mensem.....

Signature.....

Witness (two) .....



FORM "E"

[See regulation 8]

Form of declaration by subscriber

In the event of my death occurring while my account in the Fund is open I desire that the sum at my credit in the fund shall be distributed among the persons mentioned below in the manner shown against their names. The amount due to any nominee who may be minor at the time of my death should be paid to the person whose name appears in column 5 against the name of such minor.

Name and address of the nominee or nominees.	Relationship with the subscriber.	whether major or minor, if minor state age of minor.	Amount of share or sum at subscriber's credit payable to each nominee.	Name and address of the person to whom payment is to be made on behalf of the minor.	Sex and percentage of person to whom payment is to be made on behalf of the minor.
1	2	3	4	5	6

Station.....

Signature of subscriber.

Date.....

Witnesses (two).....

## FORM "F"

[See regulation 9(6)]

## Detail Register of withdrawal under regulation 9.

1. Serial number in ledger : -----
2. Names of subscribers : -----
3. Amount at credit in the subscriber's account, *vide* ledger. : -----
4. Date on which subscriber ceased to be in service. : -----
5. Date of subscriber's application for withdrawal of amount at his credit. : -----
6. Reason of withdrawal : -----
7. Substance of order of the Council as to eligibility of subscriber for the Council's contribution. : -----
8. Amount withdrawn from Savings Bank. : -----
9. Amount paid to subscriber. : -----
10. Amount retained by the Council with date of acknowledgement of receipt. : -----
11. Date and nature of adjustment of retained amount. : -----
12. Date of disbursement to subscriber : -----
13. Signature of subscriber or payee : -----
14. Remarks. : -----



## FORM "G"

[See regulation 10(2)]

## Register of payments on the death of subscribers as sanctioned under regulation 10.

1. Serial number of account in ledger : -----
2. Names of subscribers : -----
3. Amount at credit of subscriber in month : -----  
prior to his death, *vid:* ledger.
4. Date of death of subscriber with : -----  
evidence to death.
5. Orders of the Council as regards : -----  
payment.
6. Amount withdrawn from the Bank : -----
7. Amount deducted, if any, under : -----  
regulation 10 with the date of  
acknowledgement of receipt.
8. Date and nature of adjustment of : -----  
deducted amount.
9. Amount paid : -----
10. Date of payment : -----
11. Name of person to whom paid : -----
12. Relation of the payee with the : -----  
subscriber.
13. Signature of payee : -----
14. Remarks and initials of Secretary : -----





"H"

11(5)]

fund and their refund.

6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

10. Interest—I  
11. Interest—II

By order of the Council  
K. M. ABDUS SAMAD  
*Secretary,*  
*Pharmacy Council of Bangladesh,*  
*Dacca.*

Printed by Khandker Obaidul Muqtader, Deputy Controller, Bangladesh Government Press, Dhaka.

Published by the Assistant Controller, Bangladesh Forms and Publications Office, Dhaka.