



RULES OF BUSINESS 1996

(Revised up to April 2017)

Cabinet Division

Government of the People's Republic of Bangladesh

CONTENTS

CHAPTER I

GENERAL

Rule No.	Subjects	Page
1	Short Title and Commencement	1
2	Definition	1
3	Allocation of Business	2
4	Transaction of Business	3
5	Orders, Instruments, Agreements and Contracts	4

CHAPTER II

REFERENCE TO THE PRESIDENT AND THE PRIME MINISTER

6	Reference to the President directly	5
7	Reference to the Prime Minister and the President	5
8	Reference to the Prime Minister	5
9	Manner of submission of cases to the President, the Prime Minister, the Prime Minister and the President	5

CHAPTER III

INTER-MINISTERIAL CONSULTATION

10	Consultation among Ministries and Divisions	6
11	Consultation with Cabinet Division	6
¹ [12	Consultation with Ministry of Public Administration]	7
13	Consultation with Finance Division	7
² [14	Consultation with the Law and Justice Division	8
14A	Consultation with the Legislative and Parliamentary Affairs Division]	9
15	Consultation with Ministry of Foreign Affairs	9

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.

CHAPTER IV

PROCEDURE FOR THE MEETING OF THE CABINET

Rule No.	Subjects	Page
16	Cases to be brought before the Cabinet	10
17	Method of disposal by the Cabinet	11
18	Committees of the Cabinet	11
19	Manner of submission of cases to the Cabinet	11
20	Procedure regarding disposal of cases by circulation	12
21	Procedure regarding meetings of the Cabinet	12
22	Procedure regarding meetings of the Committees of the Cabinet	13
23	Action on Cabinet decisions	14
24	Custody of Cabinet Papers	14
25	Periodical reports of activities of Ministries/Divisions	15
26	Reports of delegations sent abroad	15
27	Reports on negotiations with foreign economic, political and special missions	15

CHAPTER V

MISCELLANEOUS PROVISIONS

28	Protection and communication of official information	16
29	Channels of communication with Foreign Government/Agencies	16
30	Correspondence with Defence Headquarters	17
31	Correspondence by the Defence Headquarters with Ministry/Division	17
¹ [31A	Pre-Publication of draft rule and regulation]	17
32	General	17
33	Departure from Rules	17
² [34	** ** *	

SCHEDULES

Schedule I	(Published Separately)	18
Schedule II		19
Schedule III		20
Schedule IV		21—25
Schedule V		26—27
Schedule VI		28
Schedule VII		29

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.

