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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**REPORT OF THE
MARTIAL LAW COMMITTEE
ON
ORGANIZATIONAL SET UP
PHASE III**

PUBLIC STATUTORY CORPORATIONS (AUTONOMOUS/
SEMI-AUTONOMOUS BODIES) AND ALLIED ORGANIZATIONS.

**VOLUME XIV
MINISTRY OF EDUCATION**

**PART I
EDUCATION DIVISION
CHAPTER XV**

BANGLADESH MADRASAH EDUCATION BOARD

February, 1984

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CHIEF MARTIAL LAW ADMINISTRATOR'S SECRETARIAT

Martial Law and Civil Wing

NOTIFICATION

No. 7002/1/Civ-I Dated Dhaka, the 14. 11. 1983.

SUBJECT : Organisational Set up—Public Statutory Corporations (Autonomous/Semi-autonomous Bodies) and allied organisations.

REFERENCE : Chief Martial Law Administrator's Secretariat letter
No. 7002/2/Civ-I, dated 8 May, 1983.

The report of the Martial Law Committee on Organisational
set up of the BANGLADESH MADRASAH EDUCATION BOARD,
MINISTRY OF EDUCATION.

was submitted to the Hon'ble President and Chief Martial Law Administrator after consideration by the Review Committee in consultation with the representative of the Organisation concerned.

The Hon'ble President and Chief Martial Law Administrator is pleased to approve of the report and the revised organisational set up as printed in this booklet.

By order of the President and
Chief Martial Law Administrator

Chwies

M. ATIQU R RAHMAN
MAJOR GENERAL
Principal Staff Officer.

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BANGLADESH MADRASAH EDUCATION BOARD
EDUCATION DIVISION
MINISTRY OF EDUCATION

INTRODUCTION:

1. It was a long felt desire of the Muslims that Madrasahs be established to impart knowledge of the Holy Quran, Hadith, Fiqh and Arabic, the original source of Islam, to their children. There was a Govt. Madrasah Education Board which suffered many administrative and financial handicaps. To solve these handicaps, the Madrasah Education Ordinance, 1978 (Ordinance No. IX of 1978) was promulgated and in terms of Section 3 of the Ordinance, 'The Bangladesh Madrasah Education Board' located at 2, Orphanage Road, Bakshibazar, Dhaka came into existence on 4.6.79 as an autonomous body.

FUNCTIONS

2. The functions of the Board are given below :—

- a. to organise, regulate, supervise, control, develop and improve madrasah education ;
- b. to prescribe course of instruction for its examination ;
- c. to grant affiliations or to withhold or withdraw affiliation from madrasahs after considering inspection reports from the Education Directorate or from the inspection reports of its own inspection officer or officers deputed in that behalf by the Board ;
- d. to prescribe conditions governing admission of students to and transfer of students from Dakhil Madrasahs, Alim Madrasahs, Fazil Madrasahs and Kamil Madrasahs ;
- e. to prescribe the manner and mode of inspection of Madrasahs ;
- f. to cause inspection, if necessary, of any madrasah affiliated to it by the officer of the Board or by any other person or persons it considers suitable ;
- g. to hold, conduct and regulate examinations at the end of the Dakhil, Alim, Fazil, Kamil, Mujawwid, Mujawwide Maher, Mujawwide Fazil, and Mujawwide Kamil stages or any other stage thereof ;
- h. to publish the results of examinations held by the Board ;
- i. to grant sanads, diplomas and certificates to persons who have passed the examinations held by the Board and to withdraw sanads, diplomas and certificates from them ;

- j. to arbitrate or arrange for arbitration in disputes between teachers and governing bodies or managing committees of Dakhil Madrasahs, Alim Madrasahs, Fazil Madrasahs and Kamil Madrasahs or among such madrasahs;
- k. to submit to the Government its views on any matter with which it is concerned;
- l. to determine the number, designation and pay and allowances of the officers and employees of the Board, and to appoint such experts and consultants as it may consider necessary for the purposes of carrying out the provisions of this Ordinance;
- m. to regulate and decide all administrative matters including the creation and abolition of posts;
- n. to fix demand and receive such fees as may be prescribed;
- o. to hold and manage endowments and to institute and award scholarships, stipends, medals and prizes;
- p. to enter into and carry out contracts in exercise of powers and performance of duties assigned to it by this ordinance and the regulations;
- q. to make provisions for buildings, premises, furnitures, apparatus, books and other means needed for carrying on its work;
- r. to publish/approve the text-books for Ibtedai, Dakhil, Alim, Fazil and Kamil classes; and
- s. to do such other acts and things as it may consider necessary for carrying out the purposes of the Ordinance.

EXISTING ORGANIZATION

3. It is a unitary office having jurisdiction over all affiliated madrasahs in Bangladesh. The Chairman of the Board is the chief Executive Officer. Under him there are three officials viz, Registrar, Controller of Examinations and Inspector of Madrasahs. Registrar is in-charge of the Finance and Administration of the Board. He is assisted by Accounts Officer and Deputy Registrars. Controller of Examinations is in-charge of the Examination section of the Board. He is assisted by the Deputy Controllers of Examinations. Inspector of Madrasahs is in-charge of the recognition, sports and academic matters of the Board. He is assisted by the Deputy Inspector of Madrasahs, Curriculum Specialist, Subject Specialist and Sports Officer.

The Board is carrying out its function with a total sanctioned strength of 19 Officers and 151 staff against which there are 13 officers and 82 staff in position.

4. The existing organization of the Bangladesh Madrasah Education Board is given in Annexure "A".

CHARTER OF DUTIES

5. The revised charter of duties of each officer is given in Annexure 'B'.

WORK LOAD

6. The volume of works of the Board will reveal from the following data. The number of files of different sections are increasing day by day and during four years (i. e., from its creation) the number has reached to around 9,000. The number of correspondences, both incoming and outgoing was 1,46,970 in 1980 and 2,34,803 in 1982. The number of students in different madrasahs are also increasing.

(i) Correspondence :

Year	Letters received	Letters issued
1980	71,435	75,535
1981	1,88,392	1,02,340
1982	1,11,392	1,23,411

(ii) Other quantitative work :

Period	Cheque issued	Drafts received	Registration issued	Admit Card issued
a. 1979-80	1,103	22,537	26,245	25,462
b. 1980-81	1,560	21,846	32,869	31,651
c. 1981-82	2,285	26,666	37,424	36,716

7. Performance for last Three Years : The main activities of this Board for the last three years are listed below :—

a Conduct Dakhil, Alim, Fazil and Kamil Examinations :

Year	Dakhil		Alim	
	candidates appeared	candidates passed	candidates appeared	candidates passed
1981	12,697	9,886	6,276	4,293
1982	17,372	11,432	7,269	5,368
1983	19,198	12,601	9,423	5,312

Year	Fazil		Kamil	
	candidiates appeared	candidates passed	candidates appeared	candidates passed
1981	3,553	2,213	2,433	1,266
1982	3,421	1,888	2,483	1,878
1983	4,955	2,122	2,478	912

b. issued outstanding original certificates for the period from 1961 to 1970 with utmost effort. Besides, large number of provisional certificates were issued ;

c. granted permission to open/affiliated/renewed recognition to 2,900 madrasahs ;

d. issued 96,538 registration cards to students ;

e. approved the governing body and managing committee of 2,900 madrasahs ;

f. extended the tenure of services of the teachers beyond 60 years of age of 2,900 madrasahs ;

g. framed the recruitment rules of 44 categories of posts ;

h. appointed 95 officers and employees ;

i. framed syllabi and courses of studies of the different examinations of 1984 ;

j. reconstructed the dilapidated four office buildings and constructed one building with c. i. sheet roof ;

k. filled up one large tank for improvement of land ;

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OTHER DETAILS :

8. a. Officers : Present state of Officers is given in Annexure 'C'

b. Transport : Present state of transport is given in Annexure 'D'

9. OBSERVATIONS AND RECOMMENDATIONS :

a. It will appear from the existing organization given in Annexure 'A' that Madrasah Education Board has some organizational anomaly. The committee, therefore, after threadbare discussion with the Chairman of the Board has recommended a viable setup keeping in view the functional requirement as well as the supervisory need of the organization as given in Annexure 'E'

b. Transport : Bangladesh Madrasah Education Board hold the following transport :—

- 1x Microbus.
- 1x Pick-up
- Office equipment : The following office equipment is held by the Board :—

9x Bengali Type writer

2x English Type writer

1x Duplicating Machine

1x Bi-cycle.

CONCLUSION :

10. The revised set up recommended by the committee will bring strength from 170 to 120 with consequent annual saving of Taka 3,61,710.00 approximately on the head pay only.

ANNEXURE 'B'

Phase III Vol. XIV,

Part I, Chapter XV

REVISED CHARTER OF DUTIES**BANGLADESH MADRASAH EDUCATION BOARD****EDUCATION DIVISION****MINISTRY OF EDUCATION.****CHAIRMAN**

1. To act as administrative head and is responsible for overall administration of the Board
2. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning the Madrasah Education Board.
3. To act as Principal Accounting Officer of the Madrasah Education Board within the budget provision.
4. To be responsible for the administration and execution of function of the Board as per Acts, Ordinance, Rules and Regulations and directives issued by the Government from time to time.
5. To be responsible for proper functioning and discipline of the Madrasah Education Board.
6. To provide executive and operational guidance to the field staff and exercise control and supervision over them,
7. To be responsible for appointing Class II, III and IV employees of the Board as per existing procedure.
8. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
9. To control and supervise the work of the Board.
10. To represent the Madrasah Education Board and where personal representation is not possible to select representative on his behalf.
11. To grant earned leave etc. to all Class I Officers under him.
12. To meet all officers under him located in the same station once in a month to review cases pending for disposal for over a month.
13. To inspect his office atleast once in a month and field offices at least once in a quarter in addition to annual inspection.

14. To allocate duties of officers as and when required.
15. To ensure revenue collection where applicable and safeguard Government property under his charge.
16. To be responsible for maintaining proper security measures of the Madrasah Education Board.
17. To discharge any other duty assigned by the Government.
18. To forward any resolution or order of the Board, or of any Committee appointed under this Ordinance, to the Government with his recommendations thereon for such order as the Government may deem fit and, to withhold the execution of any such resolution or order, pending the receipt of the order of the Government on such resolution or order.
19. To do all acts to ensure that the officers and employees of the Board properly perform the duties entrusted to them and in particular—
 - a. to write confidential reports on the conduct, character and efficiency of the officers of the Board ;
 - ✓ b. to recommend to the Board any disciplinary action that he considers necessary against any officer of the Board ; and
 - c. to take such disciplinary action as he considers necessary against other employees of the Board subject to the right of appeal to the Board ;
20. To countersign travelling allowance bills of the officers and members of the Board (including his own) and members of the Committees appointed under the Ordinance.
21. To inspect, or cause an inspection to be made by an officer of the Board or such person or persons as he may consider suitable, into the affairs of any Madrasah affiliated to; or which has made an application for affiliation to the Board and to cause an enquiry to be made in like manner in respect of any matter concerning the Board.
22. To appoint Paper-setters, Moderators, Translators, Examiners, Head Examiners, Assistant Head Examiners, Scrutineers and Tabulators in connection with the examination.
23. To sign and grant sanads to the persons who have passed the Kamil Examination.
24. To delegate in writing to the officers of the Board such of his powers as he considers necessary provided it is not inconsistent with the provisions of the Ordinance or the regulations.

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REGISTRAR :

1. To be in charge of the Board's office and cause the orders and decisions of the Board and the Chairman to be carried out.
2. To take all possible steps to ensure that the funds of the Board are spent on the purposes for which they are provided.
3. To cause to be prepared and submit to the Board for approval the annual statement of accounts and budget estimates.
4. To convene all meetings of the Board and Committees under the direction of the Chairman, while preparing the agenda for meeting of the Board or a Committee, he shall carry out the direction of the Chairman given in this respect and no item shall be placed on such an agenda or be considered in the meeting without previous permission of the Chairman.
5. To conduct the official correspondence of the Board under the authority of the Chairman except the correspondence relating to the conduct of examination and record the minutes and maintain the records of the proceedings of the meetings of the Board and the Committees.
6. To credit all fees and dues payable to the Board, and all sums received by the Registrar, without delay to the account of the Board in a scheduled bank approved by the Board or in the Government Treasury.
7. To be the disbursing officer of the employees of the Board and be responsible for proper deduction and recoveries and see that such amounts are credited to the appropriate head of account of the Madrasah Education Fund.
8. To be drawing officer and shall, jointly with the Chairman, sign all cheques above Taka 500.00; and all cheques of Taka 500 and below shall be signed by the Registrar alone.
9. To be the custodian of the imprest cash of Taka 2,500 of the Board and incur normal expenditure not exceeding Taka 500 for each item at a time. For any unusual expenditure and any normal expenditure exceeding Taka 500, prior approval of the Chairman shall have to be obtained before it is incurred.
10. To draw and disburse all contingent and other bills subject to the conditions laid down in clause (9).
11. To be the controlling officer for the purpose of travelling allowance in respect of the employees of the Board.
12. To perform such other duties as may be assigned to him by the Chairman.
13. To assign any other officer or officers such duties of the Registrar as it may, from time to time, deem necessary.

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CONTROLLER OF EXAMINATIONS :

1. To be in-charge of the examination section of the Board and make all necessary arrangements for holding and conducting of all examinations of the Board subject to the control of the Chairman.
2. To receive and deal with the applications for admission to the examinations of the Board and carry on all correspondence connected with such examinations and issue necessary documents as admissible under the regulations.
3. To get the question papers set in time, translated, moderated and printed, their safe custody and secrecy of the contents at all stages.
4. To be responsible for proper distribution of question papers and examination materials to all examination centres in time ;
5. To collect all answer scripts, surplus examination materials and records and other documents from all centres.
6. To hold the examiners' meetings, distribute answer scripts to the examiners and collect the marked answer scripts together with the marked sheets from all examiners.
7. To distribute the marked answer scripts to the Head Examiners, collect marks from them and distribute marks to the respective Tabulators.
8. To collect tabulated results from the tabulators.
9. To publish results of the examination in time.
10. To issue certificates and diplomas to the successful candidates in time.
11. To sign Fazil certificates and diplomas.
12. To be responsible for ensuring and maintaining strict secrecy of all information regarding the examinations of the Board.
13. To select the centres of examinations including opening of new and closing of old centres of examinations where necessary.
14. To attend all meetings in which matters relating to the examinations of the Board are included in the agenda.
15. To perform such other duties as may be assigned to him by the Chairman.
16. To bring to the notice of the Chairman all cases of infringement of rules of examinations with full report for disposal.

INSPECTOR OF MADRASAHS :

1. To inspect Kamil Madrasahs to ascertain whether the conditions imposed by the Board for granting affiliation have been faithfully observed.
2. To ascertain in case of provisional affiliation granted by the Board, whether the conditions imposed by the Board are fulfilled within the time limit.

3. To ascertain whether there is requisite number of qualified teacher in each subject, if the madrasah is affiliated to teach a science subject, whether laboratories are adequately equipped and the madrasah possesses all other accessories that are required to teach the subject.
4. To bring to the notice of the Chairman with full particulars for disposal of :—
 - a. cases in which affiliation of a Fazil/Alim/Dakhil Madrasahs shall be withdrawn or extended ;
 - b. cases in which a Fazil/Alim/Dakhil Madrasah enjoying a long term affiliation shall be reduced to short-term affiliation and vice-versa ;
 - c. cases in which affiliation of teaching a group or a subject shall be granted or withdrawn or extended ;
 - d. such other matters as he may deem necessary and as may be required of him by the Chairman.
5. To determine in consultation with the Chairman the location where a new Kamil Madrasah should be established after taking into consideration the population figure and the proximity of other Kamil Madrasahs ;
6. To inspect the site, in consultation with the Chairman, when an application is received for establishing a new Kamil Madrasah and submit a report to the Chairman with all facts and figures whether it is desirable to permit such a madrasah to start functioning ;
7. To be responsible for compilation, printing and circulation of books as may be prescribed for the madrasahs by the Board ;
8. To be responsible for framing, modification or alteration of the syllabi of the different subjects taught in the madrasahs in consultation with the Chairman.
9. To conduct official correspondence of the Board under the authority of the Chairman with the madrasahs and with others on matters concerning madrasahs, such as affiliation, curricula etc.
10. To be in-charge of the Physical Education Section of the Board, and organising the games and sports at the district and divisional levels and in this respect he will be assisted by the Physical Education Officer ;
11. To attend all meetings in which matters relating to framing, modification or alteration of syllabi of different subjects taught in the madrasahs are included in the agenda.
12. To perform such other duties as may be assigned to him by the Chairman ;

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DEPUTY REGISTRAR (1):

1. To assist the Registrar and shall cause the orders and directions of the Chairman to be carried out.
2. To be responsible for the registration of the students of Alim, Fazil and Kamil classes etc. and all other connected works including signing the registration cards ;
3. To forward all copies of the letters, memoranda and notices etc. on behalf of and under the direction of the Registrar ;
4. To ensure that all letters etc. are properly received in the office of the Board, sorted out and sent to respective section for necessary action without delay ;
5. To ensure that the letters of different sections of the office of the Board are sent outside without any delay ;
6. To deal with the letters of the Ministries/Divisions/Directorates,
7. To check and maintain the accounts of service postage stamp received and spent on account of the letters despatched ;
8. To make plans and estimates of any work approved by the Board.
9. To supervise the day to day construction works to be done by the contractors.
10. To supervise the electrical works.
11. To purchase stationery, furniture, machines, apparatus, and other equipment and to maintain them.
12. To supervise the duties of the day/night guards.
13. To maintain all buildings and houses of the Board.
14. To supervise the cleaning and gardening in the Board's campus.
15. To deal with the scholarships, stipends and lump grant cases.
16. To perform such other duties as may be assigned by the Chairman and the Registrar.

DEPUTY REGISTRAR (II)

1. To assist the Registrar and to cause the orders and directions of the Chairman and Registrar to be carried out.
2. To deal with matters relating to the appointment and transfer of all officers and employees of the Board.
3. To deal with leave cases.
4. To make correspondence with madrasahs in respect of the cases regarding the service rules of teachers.

5. To deal with matters relating to Governing Bodies, Managing Committees and Organising Committees.
6. To deal with matters relating to the recognition of Ibtedai, Hafizia and Qiratia Madrasahs.
7. To be responsible for the registration of Dakhil classes.
8. To perform such other duties as may be assigned to him by the Registrar and the Chairman.

ACCOUNTS OFFICER

1. To entertain bills from any person or section of the Board's office for which there is budget provision or which is supported by the relevant order or sanction from the competent authority.
2. To be responsible for the correctness of the amount of any bill and shall sign all bills after careful scrutiny.
3. To be responsible for the correctness of the amount of all cheques.
4. To cause the Annual Budget Estimate and Revised Estimate to be prepared for submission to the Finance Committee.
5. To be responsible for maintenance of all registers and records including files connected with finance and accounts.
6. To cause the Cash Books to be kept up-to date and shall ensure that the figures shown in the cash books are in keeping with those shown in the statement issued by the Bank.
7. To ensure that the Bank-drafts/pay orders etc. are sent with necessary statements to the Bank without any delay.
8. To submit weekly/fortnightly reports as required by the Chairman or the Registrar.
9. To make correspondences in respect of finance and accounts on behalf of the Registrar as and when it is required of him.
10. he shall perform such other duties as may be assigned to him by the Chairman and Registrar.

DEPUTY CONTROLLER (EXAMINATIONS)

1. To be in-charge of the Dakhil, Alim and Fazil Examination of the Board subject to the control of the Chairman, and the Controller of Examinations.
2. To receive and deal with applications for admission to the Dakhil, Alim, Fazil and Kamil Examinations of the Board and carry on all correspondences connected with such examinations and issue necessary documents as admissible under the regulations.

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3. To be responsible for proper distribution of question papers and examination materials to all examination centres in time.
4. To collect all answer scripts, surplus examination materials and records and other documents from all centres.
5. To hold the examiners' meeting, distribute answer scripts to the examiners and collect the marked answer scripts together with the mark sheets from all examiners.
6. To distribute the marked answer scripts to the Head Examiner, collect marks from them and distribute marks sheets to the respective tabulators.
7. To collect tabulated results from the tabulators.
8. To publish the results of examination in time.
9. To be responsible for ensuring and maintaining strict secrecy of all informations regarding the examinations of the Board.
10. To take disciplinary actions against the candidates adopting unfair means in the examination halls.
11. To perform such other duties as may be assigned to him by the Controller of Examinations and the Chairman.
12. To bring to the notice of the Controller of Examinations and the Chairman all cases of infringement of rules of examinations with full report for disposal.

DEPUTY CONTROLLER (CONFIDENTIAL)

1. To be in-charge of the Confidential (Examination) Section of the Board subject to the control of the Chairman and the Controller of Examinations.
2. To get the question papers set in time, translated, moderated and printed and to keep them in safe custody and to maintain secrecy of the contents at all stages.
3. To prepare the list of the examiners, Head Examiners, scrutineers, tabulators etc. of all examinations and submit it to the Controller for consideration of the Chairman.
4. To issue original and provisional certificates and diplomas to the successful candidates in time.
5. To sign all Dakhil, Alim and Fazil certificates and diplomas.
6. To be responsible for ensuring and maintaining strict secrecy of all information regarding the examinations of the Board.
7. To dispose of the applications for correction of the age and/or names of the students after their consideration by the 'Name and Age Correction Committee'.

8. To perform such other duties as may be assigned to him by the Controller of Examinations and the Chairman.
9. To bring to the notice of the Chairman and the Controller of Examinations all cases of infringement of rules of examinations with full report for disposal.

✓ DEPUTY INSPECTOR OF MADRASAHS

1. To cause periodical inspection of Dakhil/Alim Madrasahs to ascertain whether the conditions imposed by the Board for granting affiliation have been faithfully observed.
2. To ascertain in case of provisional affiliation granted by the Board, whether the conditions imposed by the Board are fulfilled within the time limit.
3. To ascertain whether there is requisite number of qualified teachers in each subject, and whether the madrasah possesses all other accessories that are required as per Board's rules and regulations.
4. To bring to the notice of the Inspector of Madrasahs with full particulars for disposal of :-
 - a. cases in which affiliation of Dakhil/Alim Madrasahs shall be withdrawn or extended ;
 - b. cases in which a Dakhil/Alim Madrasah enjoying a long term affiliation shall be reduced to short term affiliation and vice versa ;
 - c. cases in which affiliation of teaching a group or a subject shall be granted or withdrawn or extended ;
5. To determine in consultation with the Inspector of Madrasahs the location where a new Dakhil/Alim Madrasah should be established after taking into consideration the population figure and the proximity of other Dakhil/Alim Madrasahs.
6. To inspect, if necessary, the site, in consultation with the Inspector or the Chairman, when an application is received for upgrading a Ibtedai/Dakhil Madrasah and will submit a report to the Inspector/Chairman with all facts and figures whether it is desirable to upgrade such a madrasah.
7. To conduct official correspondence of the Board under the authority of the Inspector/Chairman with the Dakhil/Alim Madrasahs in matters concerning affiliation and or permission.
8. To perform such other duties as may be assigned to him by the Inspector of the Madrasahs and the Chairman

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ANNEXURE 'C'
 Phase III. Vol XIV,
 Part I, Chapter XV.

STATEMENT OF CLASS - 1 OFFICERS
 BANGLADESH MADRASAH EDUCATION BOARD,
 DHAKA.

Sl. No.	Name & Designation of officer.	Date of birth.	Date of 1st joining in gazetted post	Date of appointment as Class - 1 officer	Date of joining in pre- sent post	Remarks
1	2	3	4	5	6	7
1.	Mr. Md. Baaqi Billah Khan, Chairman.	I. 7. 1929	26.11.1959	26.11.1959	4.6.1979	Deputed from Education Service
2.	Mr. Md. Abdul Khaleque, Registrar.	17.5.1938	28.11.1967	22.4.1968	2.7.1979	- do -
3.	Mr. Muhammad Isa, Inspector of Madrasahs.	1.2.1932	26.7.1957	1.5.1970 Pre-Nationalisation of College.	15.10.1979	- do -
4.	Mr. Md. Mahbubul Haq, Controller of Examinations.	1.4.1932	9.9.1957	1.11.1969	10.9.1981	-- do --
5.	Mr. Md. Matiur Rahman, Dy. Controller of Examinations.	3.2.1946	26.1.1970	26.1.1970	27.7.1981	- do -
6.	Mr. Md. Sayeedur Rahman Khan, Curriculum Specialist.	1.3.1951	27.11.1978	27.11.1978	1.10.1980	- do -
7.	Quazi Md. Shahid Mustafa, Dy. Registrar.	19.3.1948	25.1.1973	25.1.1973	18.8.1983	- do -
8.	Mr. Md. Ershaduzzaman, Accounts Officer.	4.1.1947	29.10.1977 7-6-74	29-10-1977 1.1.1982	1.1.1982	Deputed from A.G.B.

STATE OF TRANSPORT
BANGLADESH MADRASAH EDUCATION BOARD,
DHAKA.

Sl. No.	Registra- tion No.	Type of Vehicles	Statement of Serviceability.		User	Source.	Details of Whole Time if any	Office
			Service- able.	Unservice- able.				
1	2	3	4	5	6	7	8	9
1	DHAKA CHA-2003.	Microbus Toyata Model 1978, 1600-C.C.	Service- able	—	Offic- ers	Donated by— UNICEF.	Official use.	Bangladesh Madrasah Education Board Dhaka.
2	DHAKA Dha-4992.	MAZDA- Pik-up Model 1981. 1200-C.C.	Service- able.	—	Chair- man	Purchased by the Board.	—do—	—do—

BANGLADESH MADRASAH EDUCATION BOARD
MINISTRY OF EDUCATION

ANNEXURE 'E'
PHASE III, VOL. XIV,
PART I, CHAPTER XV.

FUNCTIONS

- To organise, regulate, supervise, control, develop and improve madrasah education;
- To prescribe course of instruction for its examinations;
- To grant affiliations or to withhold or withdraw affiliation from madrasahs after considering inspection reports from the Education Directorates or from the inspection reports of its own inspection officer or officers deputed in that behalf by the Board;
- To prescribe conditions governing admission of students to and transfer of students from and to Dakhil Madrasahs, Alim Madrasahs, Fazil Madrasahs and Kamil Madrasahs;
- To prescribe the manner and mode of inspection of Madrasahs;
- To cause inspection, if necessary, of any Madrasah affiliated to it by the officer of the Board or by any other person or persons it considers suitable;
- To hold, conduct and regulate examinations at the end of the Dakhil, Alim, Fazil, Kamil, Mujewwidsi Maher, Mujewwidsi Fazil, and Mujewwidsi Kamil stages or any other stage thereof;
- To publish the results of examinations held by the Board;
- To grant sanads, diplomas and certificates to persons who have passed the examinations held by the Board and to withdraw sanads, diplomas and certificates from them;

- To arbitrate or arrange for arbitration in disputes between teachers and governing bodies or managing committees of Dakhil Madrasahs, Alim Madrasahs, Fazil Madrasahs and Kamil Madrasahs or among such madrasahs;
- To submit to the Government its views on any matter with which it is concerned;
- To determine the number, designation and pay and allowances of the officers and employees of the Board, and to appoint such experts and consultants as it may consider necessary for the purposes of carrying out the provisions of this ordinance;
- To regulate and decide all administrative matters including the creation and abolition of posts;
- To fix demand and receive such fees as may be prescribed;
- To hold and manage endowments and to institute and award scholarships, stipends, medals and prizes;
- To enter into and carry out contracts in exercise of powers and performance of duties assigned to it by this ordinance and the regulations;
- To make provisions for buildings, premises, furniture, apparatus, books and other means needed for carrying on its work;
- To publish/ approve the text-books for Ibtedai Dakhil, Alim, Fazil and Kamil Classes; and
- To do such other acts and things as it may consider necessary for carrying out the purposes of the ordinance.

ORGANISATION

CHAIRMAN 120

Pers: 5
1 x Chairman
1 x Stenographer(PA)
1 x UDA(Confidential)
2 x MLSS ✓

ADMINISTRATION AND ACCOUNTS

61

Pers: 3
1 x Registrar ✓
1 x Steno-Typist ✓
1 x MLSS ✓

EXAMINATIONS 36

Pers: 3
1 x Controller of Examinations ✓
1 x Steno-Typist ✓
1 x MLSS ✓

INSPECTION & SPORTS 18

Pers: 3
1 x Inspector of Madrasah
1 x Steno-Typist
1 x MLSS ✓

ADMINISTRATION & ESTABLISHMENT

COMMON SERVICE

ACCOUNTS

EXAMINATIONS

CONFIDENTIALS

INSPECTION

SPORTS

Pers: 11
1 x Dy. Registrar ✓
1 x Administrative Officer ✓
1 x Sub-Ass't ✓
2 x UDA ✓
2 x LDA-cum-Typist ✓
2 x MLSS ✓

Pers: 33
1 x Dy. Registrar ✓
1 x Asstt. Registrar ✓
1 x Sub-Ass't ✓
1 x Engineer ✓
2 x Head Asstt/UDA ✓
2 x UDA ✓
4 x LDA-cum-Typist ✓
2 x MLSS ✓

Pers: 14
1 x Accounts Officer ✓
1 x Asstt. Accounts Officer ✓
2 x Accountant ✓
4 x Accounts Asstt ✓
1 x Cashier ✓
2 x LDA-cum-Typist ✓
1 x Cash Sarkar ✓
2 x MLSS ✓

Pers: 15
1 x Dy. Controller of Examinations ✓
1 x Asstt. Controller of Examinations ✓
1 x Head Asstt/UDA ✓
1 x Sub-Ass't ✓
1 x UDA ✓
6 x LDA-cum-Typist ✓
2 x Duplicating ✓
8 x LDA-cum-Typist ✓
Machine Operator ✓
2 x MLSS ✓

Pers: 18
1 x Dy. Controller of Examinations ✓
1 x Asstt. Controller of Examinations ✓
1 x Head Asstt/UDA ✓
1 x Sub-Ass't ✓
1 x UDA ✓
4 x LDA-cum-Typist ✓
1 x Binder ✓
2 x MLSS ✓

Pers: 12
1 x Dy. Inspector ✓
1 x Asstt. Inspector ✓
1 x Head Asstt/UDA ✓
2 x UDA ✓
4 x LDA-cum-Typist ✓
1 x Record Keeper ✓
2 x MLSS ✓

SUMMARY OF MANPOWER

Sl. No.	Name of the Post	Sanctioned	Existing	Revised
1. Chairman		1	1	1
2. Registrar		1	1	1
3. Inspector of Madrasahs		1	1	1
4. Controller of Examinations		1	1	1
5. Deputy Registrar		1	1	1
6. Deputy Controller of Examinations		1	2	2
7. Dy. Inspector of Madrasahs		1	2	2
8. Curriculum Specialists		1	1	1
9. Subject Specialist		1	1	1
10. Accounts Officer		1	1	1
11. Sports Officer		1	1	1
12. Administrative Officer		1	1	1
13. Assistant Registrar		1	1	1
14. Asstt. Controller of Examinations		1	2	2
15. Asstt. Accounts Officer		1	1	1
16. Sub-Ass'tt. Engineer		1	1	1
17. Asstt. Curriculum Officer		1	1	1
18. Asstt. Inspector of Madrasah		1	1	1
19. Class-III Employees	106	59	73	71
20. Class-IV Employees	45	22	29	29
Total	=	170	95	120

AUTHORISATION OF TRANSPORTS, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS

1. Transport :

- 1 x Car for Chairman
- 1 x Microbus for other officers
- 1 x Pick-up
- 1 x Motor Cycle for Despatch Rider duty.

2. Use of Transport will be as per Government instructions issued from time to time.

3. Office Equipment :

- 2 x Duplicating Machine
- 2 x Typewriter

4. Miscellaneous Points : The Accounts-Offices in future will be on separation from Audit and Accounts Service.

ANNUAL BUDGET
BRIGADIER
(ENAMUL HUQ KHAN)
CHAIRMAN, MARTIAL LAW COMMITTEE
ON ORGANISATIONAL SET-UP OF
PUBLIC STATUTORY CORPORATIONS ETC.