



**ALLOCATION OF BUSINESS AMONG
THE DIFFERENT MINISTRIES AND DIVISIONS
(Schedule I of the Rules of Business, 1996)**

(Revised up to April 2017)

**CABINET DIVISION
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**

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LIST OF MINISTRIES AND DIVISIONS

	Pages
1. President's Office :	
A. Public Division	1
B. Personal Division	1—2
2. Prime Minister's Office	3
3. Armed Forces Division	4
4. Cabinet Division	5—6
¹ [5 * * *]	
² [6. Ministry of Chittagong Hill Tracts Affairs] ..	7
³ [7. Ministry of Primary and Mass Education] ..	8—9
8. Ministry of Agriculture	10
9. Ministry of Civil Aviation and Tourism	11
10. Ministry of Commerce	12
⁴ [11. Ministry of Road Transport and Bridges	
A. Road Transport and Highways Division]	13
B. Bridges Division	14
12. Ministry of Cultural Affairs	15
13. Ministry of Defence	16—17
⁵ [14. Ministry of Food	18
⁶ [15. Ministry of Education	
A. Secondary and Higher Education Division	19—20
B. Technical and Madrasah Education Division]	21—22
⁷ [16. Ministry of Power, Energy and Mineral Resources	
A. Power Division	23
B. Energy and Mineral Resources Division]	24
17. Ministry of Environment and Forest	25

- Note*
1. "Election Commission Secretariat" heading & its entries deleted vide S.R.O. No. 319-Law/2008-CD-4/2/2007-Rules, Dated 25 November 2008.
 2. Amended *vide* Cabinet Division Notification No. CD-4/2/97-Rules/69, Dated 29 June 2000.
 3. Amended *vide* Cabinet Division Notification No. CD-4/2/2001-Rules(Part-2)/01, Dated 02 January 2003.
 4. Amended *vide* S. R. O. No. 228-Law/2014 Dated 03 September 2014.
 5. Amended *vide* Cabinet Division Notification No. 96, Dated 13 September 2012 & S. R. O. No. 320-Law/2012, Dated 13 September 2012.
 6. Amended *vide* Cabinet Division Notification No. 120, Dated 30 November 2016 & S. R. O. No. 359-Law/2016, Dated 01 December 2016.
 7. Amended *vide* Cabinet Division Notification No. CD-4/1/94-Rules(Part-2)/58, Dated 15 May 2001.

	Pages
¹ [18. Ministry of Public Administration] :	26—28
(A) Bangladesh Public Service Commission Secretariat	29
19. Ministry of Fisheries and Livestock	30—31
² [20. Ministry of Finance :	
A. Finance Division	32—34
B. Economic Relation Division	35—36
C. Internal Resources Division	37
³ [D. Financial Institutions Division]	38
21. Ministry of Foreign Affairs	39—40
⁴ [22. Ministry of Health and Family Welfare	
A. Health Services Division	41—43
B. Medical Education and Family Welfare Division]	44—45
⁵ [23. Ministry of Home Affairs	
A. Public Security Division	46—47
B. Security Services Division]	48
24. Ministry of Housing and Public Works	49—50
25. Ministry of Industries	51—52
26. Ministry of Information	53—54
⁶ [27. Ministry of Textiles and Jute]	55—56
⁷ [28. Ministry of Labour and Employment]	57—58
⁸ [29. Ministry of Law, Justice and Parliamentary Affairs	
A. Law and Justice Division	59—60
B. Legislative and Parliamentary Affairs Division	60—61
C. Parliament Secretariat]	62
30. Ministry of Land	63—64
31. Ministry of Local Government, Rural Development and Co-operatives :	
A. Local Government Division	65
B. Rural Development and Co-operatives Division	66

Note:-

1. Amended *vide* Cabinet Division's Notification No.43, Dated 28 April 2011.
2. Amended *vide* S.R.O. No. 7-Law/2010-CD-4(6)/2009, Dated 06 January 2010.
3. Amended *vide* S.R.O. No. 98-Law/2017, Dated 25 April 2017.
4. Amended *vide* S. R. O. No. 61-Law/2017, Dated 16 March 2017 &
S. R. O. No. 62-Law/2017, Dated 16 March 2017
5. Amended *vide* S. R. O. No. 14-Law/2017, Dated 19 January 2017 &
S. R. O. No. 15-Law/2017, Dated 19 January 2017
6. Amended *vide* S. R. O. No. 82-Law/2008-CD-4/4/2008-Rules, Dated 31 March 2008 & No.
CD-4/5/2003-Rules/42 Dated 06 May 2004.
7. Amended *vide* Cabinet Division Notification No. CD-4/2/2001-Rules/156, Dated 20
December 2001 & S.R.O. No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24 July 2008.
8. Amended *vide* S.R.O. No. 273-Law/2009-CD-4(1)/2009-Rules, Dated 23 December 2009.

	Pages
¹ [32. Ministry of Planning :	
A. Planning Division	67
² [B. Statistics and Informatics Division]	68—69
C. Implementation Monitoring and Evaluation Division]	69
³ [33. Ministry of Posts, Tele-communications and Information Technology: ..	
A. Post and Telecommunications Division	70
B. Information and Communication Technology Division]	71
34. Ministry of Religious Affairs	72
⁴ [35 Ministry of Disaster Management and Relief]	73—74
36. Ministry of Shipping	75
37. Ministry of Social Welfare	76
38. Ministry of Women and Children Affairs	77—78
39. Ministry of Water Resources	79
40. Ministry of Youth and Sports	80
⁵ [41. Ministry of Liberation War Affairs]	81—82
⁶ [42. Ministry of Expatriates' Welfare and Overseas Employment] ..	83
⁷ [43 Ministry of Railways	84
⁸ [44. Ministry of Science & Technology	85—86

Note:- ¹. Amended *vide* S.R.O. No. 124-Law/2010, Dated 25 April 2010.

². Amended *vide* S.R.O. No. 64-Law/2012, Dated 01 March 2012.

³. Amended *vide* S.R.O. No. 24 & 25-Law/2014, Dated 10th February 2014.

⁴. Amended *vide* Cabinet Division Notification No. 96, Dated 13 September 2012 & S.R.O. No. 320-Law/2012, Dated 13 September 2012.

⁵. Amended *vide* Cabinet Division Notification No. CD-4/2/2001-Rules/122(150), Dated 23 October 2001 & S.R.O. No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24 July 2008.

⁶. Amended *vide* Cabinet Division Notification No. CD-4/2/2001-Rules/156, Dated 20 December 2001 & S.R.O. No. 231-Law/2008-CD-4/5/2008-Rules, Dated 24 July 2008.

⁷. Amended *vide* S.R.O. No.361 & 362-Law/2011, Dated 04 December 2011.

⁸. Amended *vide* S.R.O. No.364 & 365-Law/2011, Dated 04 December 2011.

1. PRESIDENT'S OFFICE

A. Public Division:

1. Provide Secretarial service to the President in discharge of his constitutional, legal and executive functions as the Head of the Republic.
2. Administer and disburse President's discretionary funds.
3. Secretarial assistance in the preparation of President's speeches and messages.
4. Administration including financial matters of the Division.
5. Public relation and press.
6. Welfare of staff of this Division.
7. Inquiries and statistics on any of the subject allotted to this Division.
8. Perform such other function as may be assigned by the President.
9. Fees in respect of any of the subject allotted to this Division except fees taken in courts.
10. All laws on subjects allotted to this Division.

B. Personal Division :

1. Household affairs of the President.
2. Arrangements for all ceremonial functions *i.e.* presentation of credentials by foreign diplomats, State Banquets receptions. Oath taking, presentation of gallantry and national awards.
3. Reception and entertainment of Foreign Heads of States and Foreign Dignitaries and other VIP's.
4. Maintenance and furnishing of the office and official residence of the President.
5. Security and protection of the person of the President as per Rules.
6. Operation, Direction and Supervision of President's Guard Regiments (PGR).
7. Tours of President home and abroad.
8. State conveyance of the President.

9. Procurement and maintenance of transports of the President and his household.
10. Engagement schedules of the President.
11. Welfare of staff of this Division.
12. Administration including financial matters of this division.
13. Pension and other facilities of ex-Presidents.
14. Fees in respect of any of the subject allotted to this Division except fees taken in courts.
15. Perform such other functions as may be assigned by the President.
16. All laws on subjects allotted to this Division.

2. PRIME MINISTER'S OFFICE

1. Secretarial assistance to the Prime Minister.
2. Assistance to the Prime Minister in the discharge of his responsibilities as and when necessary.
3. Assistance to the Prime Minister in the discharge of his Parliamentary responsibilities.
4. Matters relating to Political Affairs.
5. Administration including financial matters of this office.
6. National Security Intelligence (NSI).
7. Co-ordination of all Intelligence Agencies.
- ¹[8. * * *]
9. NGO Affairs.
- 9A. Matters Relating to Board of Investment (BOI).
10. Bangladesh Export Processing Zones Authority.
- ²[10A. All matters relating to Privatization Commission.]
11. Administration and Supervision of subordinate offices and organisations under this office.
12. Press and public relations.
13. Prime Minister's Security including Special Security Force.
14. Administration of Prime Minister's Discretionary Fund.
15. Messages and speeches of the Prime Minister.
16. Reception of Foreign Heads of Government and dignitaries.
17. Arrangement of Protocol and Ceremonials.
18. Tours of the Prime Minister inside country (Foreign tours to be organised by the Ministry of Foreign Affairs).
19. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this office.
- ³[19A. Development and welfare of the tribal people, other than those of the "Chittagong Hill Tracts."]
20. All laws on subjects allotted to this office.
21. Inquiries and statistics on any of the subjects allotted to this office.
22. Fees in respect of any of the subjects allotted to this office except fees taken in courts.
23. Such other functions as may be assigned to this office from time to time.

Note:

¹ Deleted *vide* S.R.O. No. 322-law/04-CD-4(5)/2003-Rules, Dated 24 November 2004.

² Amended *vide* Cabinet Division Notification No. S.R.O. No. 142-law/CD-4/2/2003-Rules, Dated 28 May 2003.

³ Amended *vide* Cabinet Division Notification No. CD-4/2/97-Rules/69, Dated 29 June 2000.

3. ARMED FORCES DIVISION

1. To prepare Defence Policy, Plan and Monitor treaty Commitments.
2. To plan, co-ordinate and arrange mobilization of the Defence Services, Para-Military and Auxiliary Forces on declaration of National Emergency/War.
3. To co-ordinate and control the activities of Defence Services when deployed in Aid of Civil Power.
4. To prepare procurement policy for the Defence Services.
5. To plan and co-ordinate all joint services training, operation, administration and logistics.
6. To co-ordinate and control the activities, except budget legal and statutory matters of Inter Services Organisations.
7. To co-ordinate all Inter Services sports/games, protocol and ceremonial functions.
8. All types of official visits and courses abroad by the Defence Services persons.
9. Foreign Military Delegation.
10. Industries concerned with War-like stores, Ordnance Factories, manufacture of arms, fire-arms, ammunitions and explosives.
11. Welfare of ex-service men.
12. Defence Academies, Staff Colleges and higher military training within and outside Bangladesh.
13. To maintain close liaison between the Civil Administration and the Defence Services in performing the above mentioned responsibilities.
14. All appointments to the posts of Colonel or equivalent and above in the Army, Navy and Air Force.

4. CABINET DIVISION

1. Secretarial work for the Cabinet and its Committees.
2. Custody of papers and documents of the Cabinet and Committees and their decisions.
3. Review of progress and implementation of Cabinet and Committee decisions.
4. Remuneration and privileges of the President, Prime Minister and other Ministers.
5. Immunity of the President.
6. Administration of Oath of the President and resignation of the President.
7. Rules of Business and Allocation of Business among the different Ministries and Divisions.
8. Toshakhana.
9. Flag Rules, National Anthem Rules and National Emblem Rules.
- ¹[9A. Observance of National Mourning Day on the 15th August.]
10. Appointment and resignation of the Prime Minister, Ministers, Ministers of State and Deputy Ministers and administration of their Oath.
11. Common services relating to the Prime Minister, Ministers, Ministers of State and Deputy Ministers excluding T.A. and D.A..
- ²[11A. All matters relating to Anti-corruption Commission.]
12. Declaration of War.
13. Secretaries Committee and Sub-Committees.
14. General administration in Upazilas, Districts and Divisions.
15. Warrant of Precedence.
16. Monitoring of Criminal Justice.
17. Nomination for International Awards.

Notes: ¹Amended *vide* S.R.O. No. 91-Law/2010-Dated 30 March 2010.

²Amended *vide* S.R.O. No. 322-Law/04-CD-4(5)/2003-Rules, Dated 24 November 2004.

18. National Implementation Committee for Administrative Reforms/ Reorganisation (NICAR).
19. Administration including financial matters of this Division.
20. Administration and supervision of subordinate offices and organisations under this Division.
21. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Division.
22. All laws on subjects allotted to this Division.
23. Inquiries and statistics on any of the subjects allotted to this Division.
24. Fees in respect of any of the subjects allotted to this Division except Fees taken in courts.
25. National Awards and Award giving ceremonies.
26. Inter-Ministerial Co-ordination.

1[5. * * *]

2[“6. MINISTRY OF CHITTAGONG HILL TRACTS AFFAIRS

1. Matters relating to the administration of the Ministry of Chittagong Hill Tracts Affairs.
2. Advise local authorities in Chittagong Hill Tracts areas on regulatory matters.
3. Co-ordination of all related matters with concerned Ministries/ Divisions.
4. Provisions of secretarial services to the Council Committee, Special Committee and working Committee on Chitagong Hill Tracts areas.
5. Counseling, monitoring and where required, implementing all relevant decisions of the Government and the Committees.
6. Formulating plans and programmes, including development action plan in respect of Chittagong Hill Tracts areas.
7. Dealing with matters relating to Chittagong Hill Tracts Regional Council (পার্বত্য চট্টগ্রাম আঞ্চলিক পরিষদ) and Hill District Councils of Chittagong Hill Tracts areas.
8. Matters relating to Upazilla Parishad, Pourashava, Union Parishad, Gram Parishad and all other local authorities of Chittagong Hill Tracts areas as per existing laws pertaining thereto.
9. Co-ordination with all concerned government agencies to protect unique characteristics of environment and topography of Chittagong Hill Tracts areas.
10. Undertake programmes for socio-economic development, education, culture, social custom, manner, language, religion, rites, practices and maintain originality of tribal and non tribal people of Chittagong Hill Tracts areas.
11. Matters relating to conduct and co-ordination of relief and rehabilitation and disaster management activities in Chittagong Hill Tracts areas.
12. Observation and monitoring of NGO activities in Chittatong Hill Tracts areas.
13. Supervision and co-ordination of all development activities of Chittagong Hill Tracts Regional Council (পার্বত্য চট্টগ্রাম আঞ্চলিক পরিষদ) and all other local authorities of Chittagong Hill Tracts areas and co-ordination of Inter-Ministerial/Divisional development activities.
14. Administration of Chittagong Hill Tracts Development Board.
15. Matters relating to International Centre for Integrated Mountain Development (ICIMOD) relating to Chittagong Hill Tracts.
16. Matters relating to Civil Affairs Office, Chittagong.
17. Liaison with all International Organizations relating to subjects allotted to this Ministry and all foreign dealings.
18. Matters relating to enactment of all laws on subjects allotted to this Ministry.
19. Inquiries and statistics on Subjects allotted to this Ministry.”]

Note ¹“5.ELECTION COMMISSION SECRETARIAT” heading & its entries deleted *vide* S.R.O. No. 319-Law/2008-CO-4/2/2007-Rules, Dated 25 November 2008.

²Amended *vide* Cabinet Division Notification No. CD-4/2/97-Rules/69, Dated 29 June 2000.

¹[7. MINISTRY OF PRIMARY AND MASS EDUCATION]

1. Formulation of sectoral plan in primary and mass education sector.
2. Preparation, monitoring and evaluation of development projects (Primary and mass education).
3. Primary education.
4. Mass Literacy Programme including informal and non-formal education.
5. Educational research and training (Primary and mass education).
6. Implementation and monitoring of compulsory primary education programmes.
7. Motivation and publicity at national and local level about primary education for all and mass education programmes.
8. Educational policy and reforms (Primary and mass education).
9. Curriculum development (Primary and mass education).
10. Preparation, printing and distribution of text books (Primary education). Taking all other cases in the field of pre-primary and primary education.
11. Processing of educational projects/schemes of primary and mass education sector with PEC/NEC/ECNEC and implementation of the decisions of the Cabinet.
12. Co-ordination of activities of other Ministries, Government and non-Government agencies in the field of mass education and adult education.
13. Learned Bodies in the field of primary and mass education research, etc. and financial aid to these organisations.
14. (a) Aid from foreign and international bodies in the field of primary and mass education.
(b) International Organisations and other international programmes in the field of primary and mass education.
15. Determination of policies and guidelines about primary scholarship examination.
16. Career development, training and research in related field.
17. Education and welfare of Bangladeshi students overseas education development in Bangladesh Missions abroad; financial assistance to educational institutions and Bangladeshi Students Associations abroad.
18. Charities and charitable institutions pertaining to subjects belonging to this Ministry.

Note: ¹Amended *vide* Cabinet Division Notification No. CD-4/2/2001-Rules (part-2)/01, Dated 02 January 2003.

19. Matters relating to the recommendations of Education Reforms Commission.
20. National Research Fellows.
21. Secretariat administration including financial matters.
22. Administration and control of subordinate offices and organisations under this Ministry.
23. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
24. All laws on subjects allotted to this Ministry.
25. Inquiries and statistics on any of the subjects allotted to this Ministry.
26. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

8. MINISTRY OF AGRICULTURE

1. Agricultural research and education.
2. Agricultural extension and training.
3. Soil survey.
4. Specifications of agricultural implements and machineries.
5. Communication with International Organisations.
6. Development of crops, *viz*, cotton, tobacco, vegetables and fruits, wheat etc.
7. Marketing of agricultural products.
8. Agricultural credit and taccavi loan.
9. Agricultural assistance and rehabilitation.
10. Agriculturist associations and agricultural co-operatives.
11. Planning Cell—preparation, evaluation, preservation and supply of seeds, fertilizers and insecticides.
12. Agricultural inputs *viz*, procurement, installation, management and maintenance of tube-wells and power-pumps.
13. Production and preservation of seeds.
14. Survey for irrigational purpose.
15. Import, management and maintenance of agricultural implements and machineries.
16. Preservation of crops.
17. Secretariat administration including financial matters.
18. Administration and control of subordinate offices and organisations under this Ministry.
19. Administration of B.C.S (Agriculture).
20. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
21. All laws on subjects allotted to this Ministry.
22. Inquires and statistics on any of the subjects allotted to this Ministry.
23. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

9. MINISTRY OF CIVIL AVIATION AND TOURISM

1. Civil Aviation—all matters relating to air space control, flight safety, aeronautical inspection, licensing of aircraft and air crew, administration of airports and aerodromes, *etc.*
2. Airways and air services.
3. Co-ordination and research relating to this Ministry.
4. Legislation relating to civil aviation and tourism.
5. Air priority.
6. Registration of travel agencies.
7. Classification of hotels.
8. Secretariat administration including financial matters.
9. Administration and control of subordinate offices and organisations under this Ministry.
10. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subject allotted to this Ministry.
11. All laws on subjects allotted to this Ministry.
12. Inquiries and statistics on any of the subjects allotted to this Ministry.
13. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.

10. MINISTRY OF COMMERCE

1. Promotion and regulation of internal commerce.
2. Commercial intelligence and statistics and publications thereof.
3. Companies Act, Partnership Act, 1932, Societies Registration Act, 1860 and the Trade Organisations Ordinance, 1961.
4. Control and Organisation of Chamber of Commerce.
5. Price Advising Boards.
6. Accountancy including Chartered Accountancy.
7. Cost and Management Accountancy.
8. Matter relating to vested and abandoned commercial properties.
9. Commercial Monopolies.
10. Price Control.
11. Export policies including protocols, treaties agreements and conventions bearing on trade with foreign countries.
12. Review export policies and programmes.
13. Regulation and control of import trade and policies thereof.
14. Trade delegation to and from abroad, overseas trade, exhibitions and trade representation in consultation with the Ministry of Foreign Affairs.
15. Purchase and supply of internal and external stores.
16. Transit trade through Bangladesh.
17. State Trading.
18. International Commodity Agreements.
19. Export promotion including administration of export credit guarantee scheme.
20. Tariff commission, tariff policy, tariff valuation, Commonwealth tariff preference, general and international agreements on tariff.
21. International trade organisation including UNCTAD and GATT.
22. European Economic Community.
23. Quality control, standardization and marking of the agricultural products/animals products for the purpose of export.
24. Administration of Commercial Wings in Bangladesh Missions abroad and appointment of officers and staff thereof.
25. Administration of B.C.S (Trade).
26. Secretariat administration including financial matters.
27. Administration and control of subordinate offices and organisations under this Ministry.
28. Liaison with International Organisations and matters relating to treaties and agreements with other countries and world bodies relating to subjects allotted to this Ministry.
29. All laws on subjects allotted to this Ministry.
30. Inquiries and statistics on any of the subjects allotted to this Ministry.
31. Fees in respect of any of the subjects allotted to this Ministry except fees taken in courts.]

Note: ¹ Amended *vide* S.R.O. No. 287-law/2008-CD-4(5)/2003-Rules, Dated 28 October 2008.

