



**RULES OF BUSINESS
1996**

(Revised up to April 2017)

Cabinet Division
Government of the People's Republic of Bangladesh

30. **Correspondence with Defence Headquarters.**—All correspondence with the Headquarters of Defence, Forces or their subordinate formations shall normally be conducted through the Ministry of Defence/Armed Forces Division as the case may be :

Provided that by means of general or special orders to be issued by the Ministry of Defence/Armed Forces Division concerning them, direct correspondence may be allowed under such conditions and circumstances as may be specified;

Provided further that the provisions of this rule shall not affect normal communications between a Service Commander and Civil authorities or inter departmental discussions in which service representatives are required to take part.

31. **Correspondence by Defence Headquarters with Ministry/Division.**—Correspondence from the Defence Headquarters with other Ministry/Division shall be made through the Ministry of Defence/Armed Forces Division.

¹[31A. **Pre-Publication of draft rule and regulation.**— (1) Where the Government decides to pre-publish draft proposal for making or amending any rule or regulation, such rule or regulation shall be published in the official Gazette as well as Website of the concerned Ministry or Division with a notice specifying at least three weeks time for seeking public opinion. The Ministry/Division shall send a notice regarding the pre-publication of the rule or regulation in their Website along with the Website address to at least three Daily Newspapers to print.

(2) Where any opinion is received under this rule, such opinion shall be taken into consideration, and the draft rule or regulation shall be amended or modified, if deemed necessary, upon such consideration.]

32. **General.**—(1) The Secretary of the Ministry/Division concerned shall be responsible for careful observance of these Rules in his jurisdiction and where he considers that there has been any material departure from them, he shall bring the matter to the notice of the Minister-in charge and, if necessary, to Cabinet Division.

(2) If any doubt arises as to the interpretation of these Rules it shall be referred to Cabinet Division. Cabinet Division shall obtain orders of the Prime Minister where necessary, and its decision shall be final.

(3) Instruction ancillary to these Rules shall, whenever considered necessary, be issued by the Cabinet Division.

(4) No officer below the rank of a Joint Secretary shall take initiative in approaching a Minister in connection with official business. A Minister may, if he so desires, call any officer of his Ministry for oral discussion.

(5) Whenever the Head of an Attached Department,² Autonomous Body or Corporation or any officer holds oral discussion with his Minister, shall communicate the points made during discussion to his Secretary at the first possible opportunity.

33. **Departure from Rules.**—The Prime Minister may, in any case or classes of cases, permit or condone a departure from these Rules to the extent he deems necessary.

²[34. *** ***)

By order of the President
19 October 1996

SYED AHMED
Cabinet Secretary.

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.