

MINISTRY OF INFORMATION AND BROADCASTING

NOTIFICATION

Dacca, the 4th August, 1976.

No. S.R.O.303-L/76.—In exercise of the power conferred by section 20 of the Newspaper Employees (Conditions of Service) Act, 1974 (XXX of 1974), the Government is pleased to make the following amendments in the Newspaper Employees (Conditions of Service) Rules, 1974:—

Amendments.

In the said Rules, in rule 2,—

(a) for sub-rule (1) the following shall be substituted, namely:—

“(1) The Chairman shall be entitled to such salary as the Government may determine.”; and

(b) in sub-rule (4), for the words “Judge of the Supreme Court” the words “Class I Gazetted Government Officer” shall be substituted.

By order of the President

A. B. M. GOLAM MUSTAFA  
Secretary.

MINISTRY OF HEALTH, LABOUR AND SOCIAL WELFARE

Health Division

RESOLUTION

Dacca, the 31st August, 1976..

No ME-11/3.4/76/371.—The Bangladesh Medical Research Council constituted under Ministry of Health and Family Planning Resolution No. S-X/2C-33/73/17, dated the 17th January, 1974, is reconstituted as follows:—

1. Name—The name of the Council shall be “Bangladesh Medical Research Council” hereinafter referred to as the Council.

2. Registered office—The Registered office of the Council shall be located at Dacca.

3. The aims and objects for which the Council is established are:—

(a) to improve, organise and co-ordinate scientific research in various fields of medicine, public health and family planning;

(b) to arrange for the utilisation of results of research in the above fields;

(c) publish and otherwise disseminate technical and general information on scientific matters relating to the research work of the council;

- (d) to sanction grants, awards, fellowships and scholarships for medical research;
- (e) to associate, co-operate and affiliate with national and international organisations holding similar aims and objects;
- (f) to develop Council's own research institutions.
4. The income and property of the Council from whatever source derived, shall be applied solely towards the promotion of the objects of the Council.
5. (1) The Council shall have an autonomous status.
- (2) The whole complex of the Council consisting of—
- (a) Administrative section, (b) Referring laboratory, (c) Referring clinic, (d) Library, (e) Evaluating and data processing section, (f) Publication section, (g) Scientific advisory section, (h) Finance section and other sections. These will be located in Dacca and preferably accommodated in one premises.
6. **Membership**—(1) The Council shall be constituted for a term of 3 years with members as stated below:
- (a) Government representatives:—
- (i) Secretary, Ministry of Health, Population Control and Labour, (Health Division).—1
- (ii) Secretary, Ministry of Health and Population Control, (Population Control Division).—1
- (iii) Representatives nominated by the Ministry of Health and Population Control.—3
- (b) Representatives from the Institute of Post-Graduate Medicine and Research.—3
- (c) Representatives from the Medical Colleges in Bangladesh (2 from each college)  $2 \times 8 = 16$ .
- (d) Representatives from the Institute of Public Health.—2
- (e) Representatives from the Bangladesh Medical Association.—3
- (f) Representatives from the College of Physicians and Surgeons.—1
- (g) Representatives from the Institute of the Diseases of the Chest.—1
- (h) Representatives from the Universities in Bangladesh 1 (one) from each University.  $6 \times 1 = 6$
- (i) Representatives from the Atomic Energy Commission.—1
- (j) Representatives from the Bangladesh Council of Scientific and Industrial Research.—1
- (k) Representatives from the Dental College.—1
- (l) Representatives from the Pharmaceutical Industries.—1
- (m) Representatives from the Cholera Research Laboratories.—1

- (n) Representatives from the Institute of Epidemiology, Vector Control and Research of Bangladesh.—1
- (o) Representatives from the Diabetic Association of Bangladesh.—1
- (p) Representatives from the Institute of Nutrition, Dacca University.—1
- (q) Representatives from the Armed Forces.—2
- (r) Representatives from the Planning Commission.—1
- (s) Co-opted members.—5
- (t) Such other member(s) from any other Institute/Organization as may from time to time be approved by the Council (not exceeding three in number).—3

*Note* : The first meeting of the Council consisting of the members from category (a) to (s) above will co-opt the members.

(2) The above list may be reviewed from time to time for modification by the Council.

(3) Secretary, Health, Ministry of Health, Population Control and Labour will be *ex-officio* President of the Council provided he is a medical man, otherwise Chairman of the Executive Body as per article 15 will be the president of the Council.

7. **Rights and Privileges of the members**—The members of the Council shall—

- (a) be entitled to attend all meetings of the Council.
- (b) be entitled to receive all literature, journals, informative materials free of cost or on payment of such fees as may be determined by the council, and
- (c) elect the office-bearers and members of the Executive Body.

8. **Cessation of membership**.—If the conduct of any member shall be deemed prejudicial to the interest of the Council, the Executive Body may ask such member to submit a written explanation of his or her conduct. In the event of the explanation being unsatisfactory, the member may be asked by the Executive Body to apologise or resign.

In the event of the said member refusing either to apologise or to resign when asked to do so, the case will be referred to the general meeting of the Council for consideration. At least 7 days notice of the meeting shall be given to the member concerned and he or she shall be given the opportunity to explain his or her conduct if he or she desires to do so. If in the meeting two-third of the members present record their votes for the removal of his or her membership, he or she will cease to be a member of the Council.

9. **Financial year**.—The year of the Council for financial purposes shall be from 1st July to 30th June.

10. **Management of Council**.—The direction of the policy shall be vested in the Council which shall be the supreme body.

11. **Functions and powers of the Council.**—(1) The Council shall direct and regulate its general affairs and shall have powers :

- (a) to frame, alter, repeal rules and by-laws of the Council;
- (b) to frame, alter, repeal rules for administration of the Council office, library, properties and for the organisation and direction of its publications;
- (c) to appoint Committees, Sub-Committees and Standing Committees such as Finance Committee, Research Committee, etc., as and when necessary;
- (d) to represent any matter, in which they consider the interests of the Council are affected, before the Government or other public body or any properly constituted authority;
- (e) to consider and decide application for resignation of members and the question of taking disciplinary action against any member;
- (f) to frame recruitment and service rules for its employees;
- (g) to create or abolish post or change the time scale of existing posts of senior employees of the Council corresponding to the National Pay Grades I and II;
- (h) to appoint, remove or take any disciplinary action against the employees of the Council belonging to the National Pay Grades I and II;
- (i) to delegate to the Executive Body all or some of the powers except the power of altering rules, laws and by-laws;
- (j) to carry out such acts as the Council may from time to time consider appropriate for smooth execution of its functions;

(2) The decision of the Council in all matters not covered by these rules shall be final.

12. Meeting of the Council will be of two types, viz., General Meeting and requisition meeting:

- (a) General meeting of the Council shall be held not less than twice a year at convenient places and dates to be decided by the President of the Council in consultation with the Director of the Council and shall be called by the Director in consultation with the President. Provided that the Annual General Meeting shall be held in the month of June.
- (b) Requisition meeting shall be called by the Director of the Council in consultation with the President within one month from the date of receipt of a requisition signed by at least one-third of the members of the Council stating the business for which the meeting shall be called. No other business excepting the agenda for which the meeting has been called will be discussed in the requisition meeting.
- (c) The President of the Council shall preside over all general and requisition meetings. In his absence the Chairman of the Executive Body and in the absence of both any member elected by the members present shall preside over the meeting.

- (d) At least 21 days notice a general meeting shall be given to all members stating the place, date, time of meeting with the agenda of the business to be transacted thereat.
- (e) The quorum for general meeting shall be one-third of the total number of members and for requisition meeting shall be half the total number of members.
13. (i) The business to be transacted in the Annual General Meeting are as follows:
- (a) Confirmation of the proceedings of the last General Meeting.
  - (b) adoption of the report of the activities of the Council.
  - (c) adoption of the audited accounts.
  - (d) consideration of the budget.
  - (e) appointment of auditors.
  - (f) election of the Executive Body when falls due.
  - (g) adoption of amendment in the rules and
  - (h) any other business with the permission of the Chair:
- (ii) The proposals for amendments in the rules shall be considered only in the Annual General Meeting and such proposals for amendment must reach the Council's office at least two months before the date of the Annual General Meeting.
- (iii) **General Meeting.**—The agenda for general Meeting shall be decided by the Executive Body.

14. (a) **General Rules of Procedure of Meeting of the Council**—Proposals or resolutions submitted to a meeting shall be decided by a majority vote.

(b) The President in case of equality of votes shall have a casting vote.

(c) Except with the special permission of the President no proposal shall be placed before the meeting that has not been previously given notice of and duly circulated with the agenda of the meeting.

15. The control and management of the affairs of the Council shall be vested in the Executive Body which will be elected by the Council from amongst its members for a period of 3 years and shall be composed of the following:

(1) **Elected:**

- (a) Chairman—1
- (b) Senior Vice-Chairman—1
- (c) Vice-Chairman—1
- (d) Treasurer—1
- (e) *Members:*

- (i) Elected—9
- (ii) *Ex-officio* outgoing Chairman of the Executive Body.—1

In case of re-election of the Chairman one more member will be co-opted by the Executive Body.

There shall be a Director of the Council who will be the Member-Secretary of the Council and the Executive Body.

16. **Powers and function of the Executive Body**—(a) The Executive body shall be executive authority and as such shall have power to carry into effect the policy and programme as laid down by the Council and shall remain responsible thereto.

(b) The Executive body shall place before every meeting of the Council a report of its activities.

(c) Executive Body shall have the powers:

- (i) to make arrangements, issue instructions and take such actions as it may consider appropriate for the proper working of the Council, *i.e.*, for the maintenance and administration of the Council office, library, other departments, properties and its publications;
- (ii) to appoint Committees, Sub-Committees, standing Committees as and when necessary to run the affairs of the Council;
- (iii) to represent before the Government, other public bodies or any other properly constituted authority any matter in which they consider the interest of the Council is affected;
- (iv) to create or abolish post or change the scale of pay of existing posts of the employees of the Council other than those corresponding to the National Grades I and II.
- (v) to appoint, remove or take disciplinary action against all employees of the Council except those falling in the National Pay Grade Nos. I and II.
- (vi) to appoint, remove or take disciplinary action against Research Workers of the Council.
- (vii) to consider all matters as far as possible before they are placed in the Council meeting.
- (viii) to prepare the budget for the next financial year and place before the Annual General Meeting;
- (ix) to approve the report of the Secretary to be placed before the Annual General Meeting of the Council;
- (x) to frame and /or alter recruitment and service rules for the employees of the Council subject to the approval of the Council;
- (xi) to accept the resignation of any office-bearer or member of the Executive Body.

17. **Meeting of the Executive Body**—(a) The Executive Body shall hold meeting as often as necessary but not less than once in every two months; the place, the date and time to be decided by the Director in consultation with the Chairman. For an ordinary meeting 7 days' notice is to be given, but an emergency meeting may be called within twenty-four hours.

(b) The quorum for the meeting shall be one-third of the members of the Executive Body.

18. **Rules for election of Executive Body**—(a) The office-bearers and the elected members of the Executive Body will be elected from amongst the members of the Council in the Annual General Meeting of the Council held in June when the election is due.

(b) The election shall be conducted by an Election Committee to be appointed by the Executive Body.

(c) The members of the Election Committee are not eligible to seek election.

(d) The names of the candidates for the office bearers and the elected members, duly proposed by one member and seconded by another member must reach the Council office 10 days before the date of election.

(e) The election shall be held by secret ballot.

19. Duties and powers of the office bearers:

(a) *Chairman:*

(i) The Chairman shall preside over all meetings of the Executive Body.

(ii) interpret the rules and regulations and decide doubtful points.

(iii) In case of equality of votes the Chairman shall have the right of casting vote.

(b) *Vice Chairman:*

In the absence of the Chairman, the Senior Vice Chairman and in the absence of both, the Vice Chairman shall perform the duties of the Chairman.

(c) Director, who will act as Secretary shall—

(i) be in-charge of the Council office;

(ii) conduct all correspondences;

(iii) have power of general supervision of accounts, pass bills for payment and sign cheques jointly with the Treasurer (in the absence of Treasurer with the Chairman) and shall be responsible for keeping up-to-date accounts of the Council.

(iv) get prepared with the help of the Treasurer annual statement of accounts duly audited by the Auditor for adoption by the Council;

(v) prepare a budget, with the help of the Treasurer and Finance Sub-Committee, have it approved by the Executive Body and place before the Annual General Meeting of the Council held in June;

(vi) organise, arrange and convene meetings, conferences, lectures and demonstration;

(vii) be *ex-officio* member of all Committees and Sub-Committees and shall keep proceedings thereof;

(viii) maintain a correct and up-to-date Register of all members of the Council;

(ix) bring any matter which he considers necessary in the interest of the Council to the notice of the Executive Body for guidance and decision.

(d) *Treasurer:*

(i) The accounts officer shall receive all money of the Council and deposit the same in a bank approved by the Executive Body to the credit of the Council. Treasurer will operate the accounts jointly with the Director (in the absence of the Director with the Chairman).

20. **Finance:**

(a) *Income*—The funds or income of the Council shall be derived from the following sources:

- (i) Government grant,
- (ii) donations,
- (iii) income derived from sale of journal or other publications of the Council, and
- (iv) such other sources as may be authorised by the Council and the Executive Body.

(b) *Expenditure:*

The Executive Body shall, out of the funds of the Council, defray all usual expenses and shall pay rents, salaries, wages and other such charges as may be necessary for carrying on the work of the Council. It shall provide funds for the research projects of the Council, the issue of the journal of the Council and such other publications as may be authorised and shall be empowered to spend money on scholarships and/or such other purposes as it may consider advisable in furtherance of the objectives of the Council.

(c) The Bank Account of the Council shall be operated jointly by the Treasurer and the Director. In the absence of any of the two, the Chairman along with the other is authorised to operate the account jointly.

K. A. KHALEQUE  
*Secretary.*