

BANGLADESH
INLAND WATER TRANSPORT AUTHORITY

No.SY-10/4

Dated 24th May, 72.

This Authority had been feeling for sometime the need for introducing the "Rules of Business" in an organization like BIWTA, as in absence of such a manual for guidance of the functionaries, the administration cannot run smoothly. I therefore, gave an outline to the O & M and Finance Branch and accordingly, they prepared a draft in the lines suggested. The Authority considered all the aspects and finally approved the present "Rules of Business" with all its appendices.

I expect that the powers delegated to the Officers in administrative and financial matters shall be utilized most judiciously so that no occasion may arise in future to oblige the Authority either withdraw or curtail the powers so deligated.

The Rules of Business shall henceforward be the guideline in discharging the duties of Departments/Branches and it is expected that interdepartmental relations with regard to efficiency shall improve considerably and consequently help this Authority in rendering the best possible service to the country.

If any mistake or omission is detected in the "Rules of Business", the same may be brought to the notice of the Secretary.

Sd/-

(A. RASHID)
Commodore (Retd.)
Chairman.

All Heads of Departments.

All Officers of IWTA.

All Employees of IWTA.

BANGLADESH
INLAND WATER TRANSPORT AUTHORITY

No.SY-11/182

Dated : 18-5-1972.

In exercise of the powers conferred by Rules 5 of the East Pakistan Inland Water Transport Authority Rules, 1959 issued under Home(Transport) Department, Notification No.9886-HT dated 29th December, 1959 and adopted in Bangladesh the Authority is pleased to make the following Rules, namely :-

BANGLADESH INLAND WATER TRANSPORT AUTHORITY
(CONDUCT OF BUSINESS) RULES, 1972.

1. Short title and Commencement :

- i) These rules may be called the Bangladesh Inland Water Transport Authority (Conduct of Business) Rules, 1972.
- ii) These shall come into force at once.

2. Definitions :

In these Rules, unless there is anything repugnant in the subject or context, the following expressions shall have the following meanings :-

- i) "Business" means all works done by the Authority ;
- ii) "Case" means a particular matter under consideration and includes all papers relating to it or required for disposal of the matter viz. correspondence and notes and also any other papers on the subjects covered by it or connected with it;
- iii) "Government" means the Government of the People's Republic of Bangladesh;
- iv) "Authority" means the Bangladesh Inland Water Transport Authority ;
- v) "Department" means a Department of the Authority as specified in Schedule-1 and any other Department set up by resolution of the Authority ;
- vi) "Ordinance" means the EPIWTA Ordinance, 1958 including all subsequent amendments, as adopted in Bangladesh ;
- vii) "Rules" means the East Pakistan Inland Water Transport Authority Rules, 1959 including all subsequent amendments, as adopted in Bangladesh;
- viii) "Schedule" means a schedule to these Rules ;
- ix) "Secretary" means a Secretary of the Authority or any other officer authorised to act in his absence.

- x) "Branch" means a self-contained administrative unit of the Authority responsible for the conduct of business of the Authority.
- xi) Section is a unit of a department/Branch entrusted with specific duties and functions of the department.
- xii) "Head of the Field Office" means any officer having charge of Field Office of BIWTA not below Category-6.

All words and expressions used but not defined in these Rules shall have the same meaning as in the BIWTA Rules.

PART - 11

3. Allocation of Business :

- 1. The business of the Authority shall be classified and distributed amongst the component Departments and branches/ sections of the Authority as specified in Schedule-1 to these Rules. The distribution of business or the constitution of a component Department has been laid down in Schedule-11.

2. Chairman would function :

- (a) as the Chief Executive of the Organisation and as such be responsible for ;
 - (i) Over all efficient functioning of BIWTA.
 - (ii) Keeping the Public and Government informed of the working of the organisation.
- (b) Supervise preparation of long range plans and annual development Programme.
- (c) Give general direction in preparation and execution of Schemes.
- (d) Directly supervise the Secretariat, Conservancy and Pilotage, Engineering and Ports & Traffic Departments.

3. The Member Finance would :

- (a) Co-operate framing of overall financial policies of BIWTA ;
- (b) Assure overall implementation of the financial policies of BIWTA ;
- (c) Directly supervise the Accounts Department, Finance Branch and Audit branch.
- (d) be responsible for the operation of the Authority's funds subject to the decisions of the Authority.

4. The administrative and financial powers of the Authority may be delegated to the officers of different departments for running of day-to-day business of the Authority and to develop the resources at its disposal. These delegations are given in schedule -III.

Provided further that the Authority may at any time alter or withdraw such delegation.

4. Organisation of a Department/Branch.

1. Each Department/Branch shall be headed by a Head of the Department/Branch or such other officer and shall be assisted by such other subordinate officials as the Authority may determine.
2. The Heads of Departments/Branches shall be responsible for its efficient administration and discipline and for the proper conduct of business assigned to the Department and for the administration of discipline amongst the staff thereof in consonance with any Rules, Regulations and Orders of the Authority.
3. The Heads of Departments/Branches shall, by means of standing order and with the approval of the Member-in-Charge of the Department/Branch or the Chairman, distribute the work among the offices and Sections of the Department.
4. The Heads of Departments/Branches shall be responsible to the Member or the Chairman as the case may be.

5. Functions of the Secretary:

In addition to the duties and functions assigned to him under any other provisions of these Rules, the Resolution of the Authority and the order of the Chairman, the Secretary shall :-

- (i) be the Secretary of the Authority and Advisory Committee as laid down in the Ordinance ;
- (ii) be the Head of the Secretariat ;
- (iii) Co-ordinate the activities of all Departments and Branches ;
- (iv) be the authorised officer to communicate with the Government ;
- (v) execute agreements and contracts in the name of the Authority including those involving foreign agencies.

6. Duties and Functions of Heads of Departments/Branches :

1. The Head of a Department/Branch shall ;
 - (i) assist the Member and if so required, assist the Chairman in the formulation of policy ;
 - (ii) duly execute the accepted policy ;
 - (iii) submit all proposals requiring approval of the Authority ;
 - (iv) keep the Member or Chairman informed of any important case disposed of by him without reference to the Member or the Chairman ;
 - (v) be the custodian of the property under his control or under the control of his subordinate officers ;
 - (vi) be responsible for proper maintenance of accounts of expenditure and obligations incurred either by his Department/Branch or by subordinate officers under the Department/Branch and see that the funds controlled by him are spent in accordance with the rules and regulations of the Authority ;
 - (vii) be responsible for collection of tolls and terms for services rendered and money accrued in any manner in connection with the transaction of the Department ;
 - (viii) issue, provided they are not incompatible with orders of the superior authority, standing orders specifying the cases which may be disposed of by an officer subordinate to him ; and
 - (ix) be responsible for the careful observance of these Rules in his Department.
2. Within the established procedures and delegated authority he shall take all steps as may be necessary to execute the functions assigned to him.
3. The Heads of Departments shall submit budget proposals as and when required by the Finance Branch.

7. Reference to the Chairman :

1. No order shall issue without the approval of the Chairman in ;
 - (i) cases involving important policy or departure from important policy.
 - (ii) cases required under standing orders to be referred to the Chairman ;

EXPLANATION :

Departure from policy includes departure from a policy-decision of a previous Member of the Authority or the Chairman.

8. Cases to be submitted before the Authority.

The following shall be submitted before the Authority after examination by the Chairman-in-Charge or of the Department :-

- (i) Determination of general matters of policy ;
- (ii) Approval of the Budget Estimates of the Authority ;
- (iii) Approval of the Revised Budget Estimate of the Authority ;
- (iv) Approval of proposals for expenditure in excess of the budget provision of the Authority ;
- (v) Approval of the Development schemes and other programmes of the Authority ;
- (vi) Approval of the general administrative set up of the Authority ;
- (vii) Approval of the draft regulations framed by the Authority as per rules ;
- (viii) Approval of the structure of services and pay-scales of the Authority ;
- (ix) Approval of the Regulations and procedures relating to the mode of operation and expenditure of the funds of the Authority ;
- (x) Approval of the proposals for the investment of Authority's funds ;
- (xi) Approval of the proposals for raising loans by the Authority ;
- (xii) Approval of the proposals for obtaining foreign aid and loans with the permission of the Government ;
- (xiii) Approval of the proposals for the levy of all fees, including development fee and other charges if any, levied by the Authority ;
- (xiv) Approval of the proposals for the setting up Project Areas ;
- (xv) Approval of the proposals for writing off losses not covered by general or special delegation of power ;
- (xvi) Approval of the proposals of the powers and functions of the officers employed on projects ;
- (xvii) Creation of new posts ;
- (xviii) Sanction of new expenditure not provided for in the schemes or projects ;
- (xix) Report of the audit appointed by the Accountant-General, Bangladesh under Section 24 of the IWTA Ordinance, 1958.

- (xx) Any other matter which the Chairman or Member may place before the Authority ;
- (xxi) General authorisations to the officials of the Authority to do acts on behalf of the Authority having legal force ;

9. Disposal of Business by the Authority :

- 1. The decision of the Authority shall be final and shall be implemented in all cases. The undermentioned clauses are only for special circumstances and should be acted upon in the manners as detailed therein ;
 - (i) in case of any difference of opinion in any matter in the Authority's meeting , the same shall be put to vote and the Chairman will have a casting vote in case of equality of votes.
 - (ii) in case where the Chairman considers the matter to be so urgent that the calling of a meeting of the Authority is not possible, the Chairman may circulate the proposals requiring approval of the Authority to the Members and decide the matter accordingly ;
 - (iii) The Chairman may in cases of extreme emergency when there is no time either for holding meeting of the Authority or for circulation as provided in clause (ii) above pass orders on matters required to be placed before the Authority and such orders shall be implemented until revised by the Authority. The Chairman shall place the matter before the Authority in its next meeting ;

10. The Advisory Committee ;

May advise the Authority in respect of all matters relating to the development, maintenance, and operation of inland water transport and waterways in Bangladesh.

11. Consultation with Finance Branch :

- 1. No Department shall, without previous consultation with the Finance Branch, authorise any orders, other than orders in pursuance of any general or special delegation made by the Authority, which directly or indirectly affect the finances of the Authority, or which in particular involves ;
 - (i) relinquishment or remission of fees, including development fee, commission or other charges ;
 - (ii) increase or decrease in rate of subsidy ;
 - (iii) expenditure for which no provision exists ;
 - (iv) a change in the number or grading of post or in the terms and conditions of services of Authority's
- the Authority shall also provide which have financial implications

- (v) levy of fees including development fees, commission and other charge and raising of loans ;
- (vi) reappropriations from one head to the other subject to provisions of budget manual ;
- (vii) alternation in financial procedure or in the method of compilation of accounts or of the budget estimates and
- (viii) interpretation of financial regulations ;

2. No amendment or interpretation of Service Regulation which have financial implications shall be made or issued without prior concurrence of the Finance Branch of the Authority.

3. No proposal which requires previous consultation with the Finance under para 1 and 2 but in which the Finance has not concurred, shall be proceeded with unless a decision to that effect has been taken by the Chairman or where he so desires, by the Authority.

4. Except to the extent that power may have been delegated to a department under the Financial Regulations or the resolution of the Authority, every order of an administrative department conveying a sanction to be enforced in the audit shall indicate the concurrence of the Finance Branch.

12. Law Officer/Legal Adviser ;

The Law Officer/Legal Adviser may be consulted where there is any room for reasonable doubt ;

- 1. On legal questions arising out of any case ;
- 2. Before the issue of , or authorisation of the issue of a order of notification etc. in exercise of statutory powers of the Authority under the Ordinance and the IWTA Rules and the Regulations in this behalf, provided the order will not in any case be subject to check by the Law Department of the Government.
- 3. Before the issue of any sanction authorising a subordinate office or authority to issue any orders notifications envisaged in clause(2) above.
- 4. Before instituting criminal or civil proceedings in a court of law in which the Authority is involved (Provided that this condition will not apply in the case of criminal proceedings where loss, theft or damage to the property of the Authority is to be reported to the police for the facility of quick investigation) ;
- 5. Where, criminal or civil proceedings are instituted against the Authority ;

13. Protection and Communication of Official Information.

1. No information of a confidential nature acquired directly or indirectly from official documents relating to official matters shall be communicated by any employee of the Authority to the press, to the non-officials or officials not concerned as such, unless he has been generally or specially empowered to do so.
2. Detailed instructions shall be issued by the Secretary for the treatment and custody of official documents and information of a confidential character.
3. Ordinarily all official news and information shall be conveyed to the press through the Public Relation Section and the manners in which this may be done shall be prescribed generally or specially in each case by that Section.
4. Only such Officers as may be authorised by the Chairman shall act as official spokesmen of the Authority.

14. Miscellaneous :

1. If any order appears to contravene law, rule, regulation or existing policy, an officer subordinate to the Authority passing the order shall, on becoming aware of such contravention, point out such fact to the Authority immediately.
2. If any doubt or dispute arises as to the interpretation of these regulations, it shall be referred to the Authority for orders.
3. Correspondence with the Government or foreign Missions shall be channelled through the Secretary. The Finance and Accounts Department may, however, correspond direct with the Government as and when necessary only in financial matters.
4. The Authority may assign to a Department any function that it may consider necessary, in addition to the function enumerated in these Rules.

sd/-

(S. H. RASHID)
Secretary, BIWTA.

SCHEDULE -1

LIST OF DEPARTMENTS AND BRANCHES/SECTIONS OF
THE BANGLADESH INLAND WATER TRANSPORT AUTHORITY.

DEPARTMENTS.

1. Secretariat.
2. Ports and Traffic Department.
3. Conservancy and Pilotage Department.
4. Engineering Department.
5. Accounts Department.

BRANCHES/SECTIONS :

- (a) Finance Branch.
- (b) Audit Branch.
- (c) Planning and research Branch.
- (d) Purchase and Stores Section.

SCHEDULE-II

FUNCTIONS OF THE DEPARTMENT

SECRETARIAT

The Secretariat is the Central Administrative Unit of the Authority . Its functions are divided amongst the Sections as shown below :-

- (1) Establishment, Administration & Co-ordination Section.
 - (i) Performing normal liaison with other governmental and non-governmental organisations.
 - (ii) Responsible for administrative co-ordination between the Authority and its various departments.
 - (iii) The determination of principles of control of the Authority's employees including recruitment, conditions of service and discipline.
 - (iv) The Co-ordination of the policy of all Departments with respect to the employees under their control so as to secure consistency of treatment.

- (2) Public Relations & Labour welfare Section.
 - (i) Writing of articles on the development activities of the Authority and publishing in the News Papers and Magazines in and outside the country including photographs of our own activities.
 - (ii) Maintenance of liaison with the public relations and Information Department of the Government by supplying and procuring necessary information and materials as and when necessary.
 - (iii) Collection, classification and forwarding of grievances, complaints, suggestions (about the IWTA in general and the Authority in particular) appearing in the press to the respective departments keeping the press informed of the activities of the Authority by carrying out publicity works, release of advertisement etc.
 - (iv) Preparation of replies to the criticisms on IWTA from the public appearing in the press and to make arrangement for issuing rejoinders through the press.

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- (v) All labour welfare activities of the Authority including the labour problems of the conservancy and pilotage and workshop personnel ; welfare and service conditions and maintenance of discipline. Conducting enquiries in disciplinary cases under the existing labour laws and suggesting remedies and actions ;
 - (vi) Maintaining liaison with the labour department, Govt. of Bangladesh for the formulation of policies with regard to labour problems of the entire inland water transport in Bangladesh, Initiating investigations of the labour problems in the labour department of the Govt. for an efficient Inland Water Transport System in the province ;
- (3) Organisation & Methods Section.
- (i) Interpretation of Regulations and Orders relating to service matters ;
 - (ii) Any change in the terms and conditions of the service of the rights and privileges of the Authority's employees ;
 - (iii) Departure from scales of pay and allowance of Authority's employees ;
 - (iv) Revision of rates of travelling, daily or other allowances ;
 - (v) Revision of scales of gratuity and the provident fund ;
 - (vi) Regulations and orders governing pay and allowance ;
 - (vii) Variation of Service Regulations and Orders thereunder ;
 - (viii) Gradation and classification of posts ;
 - (ix) Fixation of cadres ;
 - (x) Matters relating to proficiency test policies ;
 - (xi) Recruitment policies and
 - (xii) Interpretation and relaxation of procedures and policies relating to Selection Committee.

THE PORTS AND TRAFFIC DEPARTMENT.

(1) Ports Section.

- (i) Framing rules, regulations and bye-laws, for the good administration of the ports.
- (ii) Framing rules and regulations for control of traffic within the port areas and allocation of priorities for berths, jetties, sheds or moorings ;
- (iii) Controlling encroachments on the foreshore of the ports ;
- (iv) Preparing by-laws for the Authority for performing their functions as "Conservator of Ports" and as "Receivers of

- (v) Framing rules for salvage in the ports areas and recovery of costs from the owners wrecks ;
- (vi) Co-ordinating the engineering, marine, traffic and economic studies of inland river ports being conducted by other departments of IWTA with the assistance of other agencies ;
- (vii) Enforcement of bye-laws and regulations relating to Inland Ports ;
- (viii) All matters of lease, licence etc.
- (ix) Collection of Revenue and preparation of statement.

Traffic Section.

- (i) Conducting traffic surveys ;
- (ii) Developing the most economic facilities for passenger and Traffic of Inland Waterways ;
- (iii) Fixation of fares and freight rates for IWTA on behalf of the Government ;
- (iv) Approving time-table for passenger services ;
- (v) Ensuring co-ordination of IWT with other major sea-ports, and commercial and agricultural interests.

THE CONSERVANCY & PILOTAGE DEPARTMENT.

- (i) Carryout river Conservancy works including river training works for navigational purposes and for provision of aids-to-navigation, including marks, buoys, lights and semaphore signals,
- (ii) Disseminate navigational and meteorological information including publication of river charts ;

- (iii) Maintain pilotage and hydrographic survey services ;
- (iv) Draw up programmes of dredging requirements and priorities for efficient maintenance of existing navigable waterways, canals, including development of new channels and canals for navigations ;
- (v) Carryout removal of wrecks and obstructions in inland navigable waterways ;
- (vi) Develop rural water transport by progressing of schemes for modernising and mechanising country craft ;
- (vii) Ensure co-ordination of Inland Water Transport with other forms of transport, with major sea ports, and with trade and agricultural interests for the optimum utilisation of the available transport capacity ;
- (viii) Conduct research in matters relating to Inland Water Transport including development thereof;
- (ix) Arrange programmes of technical training for Inland Water Transport personnel within and outside Bangladesh ;
- (x) Maintain liaison with the Shipyard and Ship repair industry to meet the requirements of the Inland Water Transport fleet repairs and new constructions ;
- (xi) Prepare plans or schemes for carrying out any of the above mentioned functions.
- (xii) Collection of revenue and preparation of statement.

ENGINEERING DEPARTMENT

- (i) Ensuring demarcation of the physical limits of ports and providing facilities on the foreshore ;
- (ii) Ensuring preparation of inventory of installations on the foreshore of the ports ;
- (iii) Ensuring preparation of cases for submission to Government for developing subsidiary and secondary inland ports ;
- (iv) Formulation and execution of programmes of development dredging for the efficient maintenance of existing navigable waterways, for the resuscitation of dead or dying rivers and canals for navigation ;
- (v) All works relating to the Civil Engineering ;
- (vi) All matters relating to requisition and acquisition of land.
- (vii) Collection of tolls and preparation of statement.

ACCOUNTS DEPARTMENT

- (i) Framing and adoption of accounting policies and procedures in conformity with the Budget Manual and the Budgetary pattern both in respect of detailed Heads of Accounts/primary units as well as Sub, Minor and Major Heads of Accounts and early implementation of the same.
- (ii) Keeping Books of Accounts separately for revenue and development purposes strictly in accordance with Budget Manual and Government instructions and orders in this respect.
- (iii) The accounts of development expenditure should be maintained on item-wise basis as per approved P.C.I.
- (iv) Central compilation of Accounts, preparation of sectional and consolidated income and expenditure accounts and balancesheet, preparation and submission of periodical Returns to Government and Aid-giving agencies, provide a feed-back information to Project Directors/Heads of the Departments in their respective operational areas, control of outstation Accounts Offices.
- (v) Proper maintenance of Provident Funds, Advances and Prepayments and allied accounts.
- (vi) Passing of all type of bills in respect of employees, contractors, suppliers etc.
- (vii) Preparation, submission and subsequent routine followup of bills in respect of Authority's earning and maintenance of Accounts thereof.
- (viii) Evolving a system of verification and reconciliation of statements of Earnings from different revenue earning centres in respect of Reports made to Banks with the Bank Memo. received in the Headquarter and implementation of the same.
- (ix) Forwarding income and expenditure statements both for developmental and revenue accounts in the line of Budget Estimates on a monthly basis to the Finance Branch.
- (x) Evolving an Accounting System on commercial pattern and proper maintenance of books thereof for Barisal Workshop.
- (xi) Initiation of cost benefit studies.
- (xii) Operation of Bank accounts under the board guidance of Member Finance and maintenance of Books thereof;
- (xiii) Maintenance of classified register of all assets of the Authority ;

AUDIT BRANCH

- (i) Evolving systems and procedures to have effective and organised system of inspection and auditing of all offices and store in the field and in the Headquarters.
- (ii) Serutinisation of all original Books of Accounts at all outstation Accounts & Revenue offices including toll collection points at inland ports and canals.
- (iii) Control and clearance of all Audit notes and queries raised by the local Audit of AGP.
- (iv) Inspection of all Accounts offices and verification, reconciliation of funds deposited in the Banks in the revenue stations.
- (v) Inspection, verification and reconciliation of stores and books thereof.
- (vi) Any other job or assignment given from time to time.

FINANCE BRANCH

- (i) Preparation of Authority's Revenue Budget and all works connected therewith scrutiny of the Development Budget in consultation with the departments concerned. All correspondances with the Government for release of funds, etc.
- (ii) To keep the financial resources of the Authority under constant review and to suggest measures for improving the same. Review and scrutiny of actual earning from different Revenue earning centres and submission of proposals for augmentation of Revenue.
- (iii) To keep watch on expenditure and see that it is neither excessive nor in any case improper. To suggest measures for economy.
- (iv) Preparation and submission of periodical management control report relating to the Finances of the Authority ;
- (v) Scrutiny of the proposals received for financial concurrence.
- (vi) Examination of financial aspects of the development schemes of the Authority ;
- (vii) Watch the progress of submission of development schemes to the Government.

- (viii) Scrutiny of cases relating to creation of posts and examination of schemes of new expenditure.
- (ix) Framing of financial regulations.
- (x) Scrutiny of proposals for rates to be charged on account of tolls, fees and other charges.
- (xi) To keep the Authority informed of the state of affairs of the Authority's finances.
- (xii) To endeavour and to keep the Authority's fund supplied with adequate cash resources.
- (xiii) Any other job or assignment given from time to time.

PLANNING BRANCH

- (i) Preparation of development programme for the 5 years plans for the I.W.T. Sub-Sector.
- (ii) Preparation of Traffic Projection for Sectoral and Project Planning.
- (iii) Preparation of many papers on the policies, strategies and priorities to be followed in respect of the Transport & Communication Sector, especially the IWT Sub-Sector for development of an optimum transportation system in Bangladesh.
- (iv) Preparation of annual development programme in the context of the overall 5 years plan objectives.
- (v) Preparation and processing of papers/documents in connection with the requirement of foreign loans for various development projects.
- (vi) Project planning and Project Evaluation (PC-Is) through cost-benefit analysis by methods of internal rate of return, cash flow approach, discounted benefits and costs and working out the amortization schedules.
- (vii) Processing of schemes for feasibility studies (PC-1Is) for development projects and scrutiny of the scope of contracts for the consultants to be hired for feasibility studies and supervision of consultants' work in respect of the economic and financial aspects of the study.
- (viii) Preparation of regular progress reports on the development projects under execution (monthly and quarterly, annual evaluation and mid-plan evaluation reports).
- (ix) Preparation of papers highlighting implemental problems of project and progress thereof for the scrutiny of the Government.

- (x) Preparation of working papers for various monthly review meetings for the utilisation of foreign loans and the quarterly review of the development projects.
- (xi) Preparation of comments/replies of the Authority on the points raised by the Government on development projects at various stages of approval in the Government.
- (xii) Carrying out research on I.W.T. matters, like country boat, sample surveys, dockyard surveys, census of country boats, study of tax incidence on I.W.T. etc.
- (xiii) Preparation of ad-hoc papers for National Income Commission, Statistical Council, Urban Development Directorate, Economic Survey of Bangladesh ECAFE and various other organisations as and when such papers are necessary from the IWT Authority.
- (xiv) The Planning Cell has to participate in various basic studies which are carried out in the TPG Cells of the RW&RT and the Planning Departments.
- (xv) Preparation of Foreign Exchange Budget and Estimated disbursements of foreign loans.
- (xvi) Monthly and quarterly progress reports in details in regard to aided projects for such loan giving agencies as U.S. AID, IDA etc.
- (xvii) Preparing papers/documents highlighting the financial difficulties in matters of operation of Authority's development projects, obtaining grant of finances from the Govt. for various infra-structure projects.
- (xviii) Preparing plans and programmes for any other work that may be assigned by the Authority from time to time.

PURCHASE & STORES SECTION

- (i) Purchasing of all types of stores stationery, machinery spares, oil, fuel, lubricant, furniture, fittings etc.
- (ii) Maintenance of all items of stores purchased in an efficient manner and the prevention of their loss, damage due to over stocking, and ensure that no work suffers from under-stocking of materials ;
- (iii) Maintenance of accurate quantity records of all stores received and issued and the exercise of physical control over stores, both at Headquarters and outstation depots ;
- (iv) Physical verification of all or any stores wherever they may be ;
- (v) Disposal of surplus/damaged material by public auction

Schedule - III

Delegation of Powers.

Whereas it has been felt for a long time that for the purpose of smooth functioning of the component departments/branches, it is necessary to delegate administrative and financial powers to officers in the line management and in the staff offices, the Authority in exercise of the powers conferred by Rule 5 of the E.P. Inland Water Transport Authority Rules, 1959 issued under Home Transport Department Notification No.988 HT dated 29th December, 1959 and adopted in Bangladesh approves the following delegation of powers, this day the 17th May, 1972.

2. This delegation of powers shall take effect immediately and shall supersede all previous orders on the subject as may be in force on this day.

3. This delegation of powers shall be acted upon within the overall control of the Authority, which shall exercise ultimate powers in this behalf, through the approved annual budget, the approved control schedule, the action programme, the rules and procedures or such other mechanism as the Authority has already prescribed and may deem fit to prescribe from time to time.

4. Notwithstanding anything contained in any previous order in that behalf, no officer shall exercise any power other than those delegated herein or shall delegate any power contained herein to a subordinate officer unless specifically so authorised by the Authority.

Nature of power	Officer to whom the power is delegated.	Remarks.
1	2	3

ESTABLISHMENT MATTERS :

1. Creation and abolition of posts :
 - i) All categories. Authority.
2. Appointment :
 - i) Categories 1-3 Authority.
 - ii) Categories 4-8 Chairman or Member-in-charge of Deptt./Branch.
 - iii) Categories 9-12 Heads of Deptt./Branch
3. Appointment against approved work-charged establishment. Chief Engineer/Project Directors. Subject to clearance from the Secretariat of the Authority for filling up the posts. Full powers for posts in category 9 and below and subject to provision in the sanctioned estimates approved budget.
4. Transfers :
 - i) Categories 1-3 Authority
 - ii) Categories 4-8 Chairman or Member-in-charge of Deptt./Branch.
 - iii) Categories 9-12 Heads of Deptt./Branch.
5. Fixation of pay of employees on promotion/reversion or revision of pay scale. Secretary. Subject to the concurrence by the Finance Branch.
6. Powers to sanction regular increment:
 - i) Heads of Deptts/Branches. Chairman or Member-in-charge of Deptt./Branch.
 - ii) Other categories. Heads of Deptt./Branch.
7. Power to sanction leave other than casual leave.
 - i) Categories 1-6 Chairman or Member-in-charge of Deptt./Branch.
 - ii) Categories 7-12 Heads of Deptt./Branch.
8. Powers to permit calculation to joining time by a route other than that which is ordinarily used. Officers competent to transfer from one place to another
9. Power to sanction pay and T.A. advance on transfer. Officers competent to transfer from one place to another. Subject to observance existing procedures.
10. Power to sanction T.A. Controlling Officer. -do-

1	2	3
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11. Relaxation of prescribed Authority.
Time limit where the family of an employee (transferred) could not join within 6(six) months due to shortage of accommodation, education of children, Medical and compassionate ground.
12. Power to sanction casual leave :
i) Heads of Deptt/ Branches Chairman or Member-in-Charge of Deptt/Branch.
ii) Other categories. Heads of Deptt/Branch office.
13. Grant of additional pay to an employee performing duties of more than one post.
i) All categories. Authority. Subject to observance of existing procedure.

WORKS

PART - 11

14. Administrative approval
i) Works related to Dev. Scheme/Project. Authority.
ii) Special Repair works. Chairman and Member-in-charge of Deptt/Branch.
iii) Annual maintenance and Repairing works. Heads of Department. Subject to Budget provision in the approved budget and approval of the works programme by the Chairman.
15. Technical Sanction :
i) Civil Engineering works.
Chief Engineer beyond 1 lac. Subject to administrative approval.
Dy. Chief Engineer (upto Rs. 1,00,000/-) -do-
Sr. Engineer upto Rs. 50,000/- -do-
Executive Engineer upto Rs. 25,000/00 -do-
Asstt. Engineer upto -do-

1	2	3
ii) works related to Marine matters.	Chief Executive beyond Rs.1 lac. C.C.P.S./M.S./E.S. upto Rs. 50,000/-	Subject to administrative approval. -do-
16. Acceptance of Tender		
i) Civil Engineering works.	Authority above 50,000/-	
-do-	Chief Engineer upto Rs.50,000/-	Subject to recommendation of the Tender Committee and tendered amount not exceeding 10% of the estimated cost.
	Dy.Chief Engineer upto Rs.25,000/-	-do-
	Sr. Engineer upto Rs.15,000/-	-do-
	Ex.Engineer upto Rs.10,000/-	-do-
	Asstt. Engineer upto Rs.5,000/-	-do-
ii) Works related to Marine matters	Authority above Rs.25,000/-	
-do-	Chief Executive upto Rs.25,000/-	Subject to recommendation of tender committee.
	CCPS/MS/ES upto Rs.10,000/-	-do-
Emergent repair of vessels.	Marine Superintendent/Engineer Superintendent upto Rs.1,000/-	
	Head of field offices not below and rank of category T-4 upto Rs.200/-	
Execution of emergent work to safeguard the life and public property.	Heads of field offices not below the rank of category M-6/T-6 upto Rs.2,000/-	Subject to regularisation of such expenditure within one month of the commencement of the work.
19. Exception of tender and purchase of stores.		
i) Stores costing above Rs.5.00 lacs.	Authority.	Subject to observance of existing procedures.
ii) Stores costing upto Rs.5.00 lacs.	Chairman.	-do-
iii) Stores costing upto Rs.1.00 lacs.	Member Finance.	-do-
iv) Stores costing upto Rs.25,000/-	Heads of Deptt.	-do-
v) Stores costing upto Rs.5,000/-	Purchase & Stores officer.	-do-
vi) Stores costing upto Rs.1,000/-	Heads of Field offices having independent office not below category M-6/T-6	-do-
20. Power for disposal of unserviceable assets/stores:-		
i) Disposal above Rs.50,000/-	Authority	On the basis of survey report.
ii) Disposal upto Rs.50,000/-	Member Finance.	On the basis of the recommendation as made in the survey report.

1	2	3
21. Power of fix maximum & minimum of stock limit.	Head of the Deptt.	Subject to financial concurrence and budget provision.
22. Power to approve emergent local purchase of stores without tender/quotation.		
i) Stores worth upto Rs.2,000/-	Heads of Deptt.	Subject to provision in the approved budget and on observance of procedure.
ii) Stores worth upto Rs.500/-	Purchase & Stores Deptt. Officer.	-do-
iii) Stores worth upto Rs.200/-	Officer in charge of field offices not below the category of M-6/T-6	-do-
23. Power to sign contract, legal documents etc. on behalf of the Authority.	Secretary.	
24. Power to sign contract for lease and licence & Cooli Contract :-		
i) Above Rs.1 lac.	Secretary.	
ii) Upto Rs. 1 lac.	Port & Traffic Officer concerned.	
25. Power to incur expenditure of Estb.& contingencies for which fund provided in the approved revenue Budget.(list of contingencies given in page-6)	Category M-1/T-1 upto Rs.500/- " M-2/T-2 " upto Rs.300/- "M-3/T-3 upto Rs.200/- "M-4/T-4 " " Rs.100/- "M-5/T-5 " " "	Except lump-sum provisions and provision for "Repair & Maintenance of pontoons" "Civil Works" "Law charges" & "Repair & Maintenance of vessels". Expenditure in connection with entertainment for official purposes shall remain with the Sectt.
26. Re-appropriation of fund.	Head of Deptt.	Subject to provisions in the Budget Manual.
27. Power to approve Law charges :-		
i) Above Rs.1,000/-	Member, Finance.	Subject to Budget provision.
ii) Upto Rs.1,000/- (in each case)	Secretary.	-do-
28. Lease out land, building Fishing right, Ferry ghats collection rights, Launchlanding ghats etc.	Port & Traffic Officer/ Executive Engineer as the case may be.	Subject to approval of reserve price by the competent Authority and bid money is within 10% of the reserved price.
29. Power to sanction new telephone.	Chairman.	
30. Power to accord financial concurrence.		
i) All foreign purchase.	Member Finance.	Subject to budget provision.

ii) Local purchase costing above Rs.25,000/-	Member, Finance.	Subject to budget provision.
iii) Local purchase costing upto Rs.25,000/-	Head of Finance Branch.	Subject to budget provision and administrative approval.
iv) Local purchase costing upto Rs.15,000/-	Asstt. Director, Finance.	-do-

PASSING OF BILLS.

PART - III

31. Establishment bills T.A. & Medical Bills.	Asstt. Director, Accounts/ Asstt. Accounts Officer.	
32. Work bills or suppliers bills.		
i) above Rs.25,000/-	Director of Accounts.	
ii) Upto Rs.25,000/-	Dy. Director of Accounts.	
iii) Upto Rs.10,000/-	Asstt. Director of Accounts.	Asstt. Accounts Officer shall pass bills as per orders in force.
33. Petty contingency bills.		
i) Above Rs.100/-	Asstt. Director of Accounts.	
ii) Upto Rs.100/-	Asstt. Accounts Officer.	
34. Signing of cheques.		
i) Above Rs.10,000/-	Director of Accounts jointly with Dy. Director of Accounts or Asstt. Director of Accounts jointly with Asstt. Director of Finance or Asstt. Accounts officer.	At outstations, all cheques are to be signed jointly by the Port & Traffic Officers and the Asstt. Director of Accounts/Asstt. Accounts Officers.
ii) Upto Rs.10,000/-		
35. Purchase of	Authority.	
i) Vessels/Motor Cars	Member, Finance.	
ii) Motor Cycle/Bi-cycle	Secretary upto Rs.25,000/- subject to each item not exceeding Rs.1,000/-	Subject to budget provision.
iii) Furniture, Fixture of equipment.		
36. Power to sanction.		
i) House Building advance	Member, Finance.	-do-
ii) Purchase of conveyance.	Member, Finance.	-do-
37. Power to sanction advance from C.P.F.	Board of Trustee.	In accordance with the existing procedure.
38. Repair & maintenance of vehicles.		
i) Above Rs.1,000/-	Member, Finance.	Subject to budget provision.
ii) Upto Rs.1,000/-	Secretary,	-do-
iii) Upto Rs.200/- at a time.	Head of the Field office.	-do-
39. Power to write off losses.		
i) Book value upto Rs.1,000/-	Member, Finance.	
ii) Book value upto Rs.200/-	Head of Finance Branch.	
40. Power to fix reserve price.		
i) Above Rs.50,000/-	Member, Finance.	
ii) Upto Rs.50,000/-	Head of Finance Branch.	

LIST OF CONTINGENT ITEMS

- 1) Telephone expenses including installation costs.
- 2) Postage and telegram.
- 3) Deliveries
- 4) Repair and maintenance of
 - a) Office equipment.
 - b) Furniture and fittings.
- 5) Entertainment charges for official purposes.
- 6) Petty conveyance charges.
- 7) Washing charges.
- 8) Petty purchases.
- 9) Purchase of Books, periodicals, newspapers.
- 10) Cost of Advertisements.
- 11) Legal expenses.
- 12) Repairs and maintenance of transports.
- 13) Printing and Stationary.
- 14) Carriage & Freight.
- 15) Rents, rates and taxes.
- 16) Other contingencies.

বাংলাদেশ অভ্যন্তরীণ নৌ-পরিবহন কর্তৃপক্ষ
১৪১-১৪৩, মতিঝিল বা/এ, ঢাকা-২

তারিখ : ২০ সেপ্টেম্বর, ১৯৮৭ ইং।

রা আস্থিন, ১৩৯৪ বাং।

অফিসাদেশ নং ৬৫২/৮৭

কর্তৃপক্ষ সদয় হইয়া ২১-৭-৮০ ইং তারিখের ৭৬০/৮০ নং অফিস আদেশের ৩ নং
অনুচ্ছেদ নিম্ন রূপে সংশোধন করিল :-

নম্বর ঘাট, কালেকশন রাইট, ফেরীঘাট ইজারাও
লেবার হ্যান্ডলিং লাইসেন্স ইত্যাদির চুক্তিনামা
স্বাক্ষর করার ক্ষমতা :

ক>	টাকা ১০,০০,০০০/- ও তদুর্ধ্ব	: পরিচালক বন্দর ও পরিবহন বিভাগ
খ>	টাকা ৫,০০,০০০/- হইতে ৯,৯৯,৯৯৯/-টাকা পর্য্যন্ত	: যুগ্ম-পরিচালক, বন্দর ও পরিবহন বিভাগ।
গ>	টাকা ৩,০০,০০০/- হইতে ৪,৯৯,৯৯৯/-টাকা পর্য্যন্ত	: সংশ্লিষ্ট বন্দর কর্মকর্তা।
ঘ>	টাকা ২,৯৯,৯৯৯/- পর্য্যন্ত	: সংশ্লিষ্ট সহকারী বন্দর কর্মকর্তা।

এই সংশোধনী ১৮-৫-৭২ ইং তারিখের এস ওয়াই-১১/১৮২ নম্বরে জারীকৃত বাংলাদেশ
আভ্যন্তরীণ নৌ-পরিবহন কর্তৃপক্ষ (কার্য পরিচালনা) বিধি, ১৯৭২ তে প্রদত্ত ক্ষমতা বিকেন্দ্রীকরণের
শর্তের ৩ নং তফসিলের অন্তর্গত ২৪ নং প্রবিধানের স্থলে গঠিত হইবে।

এই সংশোধনী অবিলম্বে কার্যকরী হইবে এবং পরবর্তী আদেশ না দেওয়া পর্য্যন্ত বলবৎ
থাকিবে।

< এম, ইসলাম >

উপ-সচিব (প্রশাসন)

নং এস ওয়াই-১১/১১১

বিতরণ :-

- ১। সকল বিভাগীয় প্রধান, বাঅনৌক, ঢাকা/বরিশাল।
- ২। সকল ঘফঃস্থল অফিস, বাঅনৌক।

উপ-সচিব (প্রশাসন)

বাংলাদেশ অভ্যন্তরীণ নৌ-পরিবহন কর্তৃপক্ষ
১৪১-১৪৩, মতিঝিল বা/এ, ঢাকা-১০০০।

দপ্তর আদেশ নং ৪৩/১৭

তারিখঃ ২৮-০৯-১৪০০ বাং
১১-০১-১৯৯৭ইং

দপ্তর আদেশ নং- ৭০১/৯১ তারিখ ১৩-১১-১৯৯১ ইং এর সংশোধনক্রমে
বাত্মনৌ-কর্তৃপক্ষ Conduct of Business Rules ১৯৭২ এর ২৫ অনুচ্ছেদে বিভাগীয় প্রধানগণকে
সম্ভাব্য ব্যয়স্বাভে বাজেট বরাদ্দ সাপেক্ষে অর্পিত ক্ষমতা ১০০০/- (একহাজার) টাকার
সহলে ২০০০/- (দুই হাজার) টাকায় উন্নীত করা হইল।

- ২। এই আদেশ অনতিবিলম্বে কার্যকরী হইবে।
- ৩। ইহাতে যথাযথ কর্তৃপক্ষের অনুমোদন রহিয়াছে।

(আব্দুল ওয়াহেদ মল্লিক)
যুগ্ম-সচিব

নথি নং-এসওয়াই-১১/১৯১ (খন্ড-৩)

অনুলিপি :-

- ১। সকল বিভাগীয় প্রধান, বাত্মনৌক, ঢাকা/বরিশাল/নারায়ণগঞ্জ।
- ২। সকল মফসুল অফিস, বাত্মনৌক।
- ৩। সমন্বয় কর্মকর্তা, চেয়ারম্যান মহোদয়ের দপ্তর, বাত্মনৌক, ঢাকা।
- ৪। সদস্য (প্রকৌশল) মহোদয়ের ব্যক্তিগত সহকারী, বাত্মনৌক, ঢাকা।
- ৫। সদস্য (অর্থ) মহোদয়ের ব্যক্তিগত সহকারী, বাত্মনৌক, ঢাকা।

(আব্দুল ওয়াহেদ মল্লিক)
যুগ্ম-সচিব

বাংলাদেশ অভ্যন্তরীণ নৌ-পরিবহন কর্তৃপক্ষ
১৪১-১৪৩, মতিঝিল বা/এ, ঢাকা-১০০০।

দপ্তর আদেশ নং ৪৩/১৭

তারিখঃ ২৮-৯-১৪০০ বা
১১-০১-১৯৯৭

দপ্তর আদেশ নং-৭০১/৯১ তারিখ ১৩-১১-১৯৯১ ইং এর সংশোধনক্রমে বাত্মনৌ-
কর্তৃপক্ষ Conduct of Business Rules ১৯৭২ এর ২৫ অনুচ্ছেদে বিভাগীয় প্রধানগণকে
সম্ভাব্য ব্যয়স্বাভে বাজেট বরাদ্দ সাপেক্ষে অর্পিত ক্ষমতা ১০০০/- (একহাজার) টাকার সহলে
২০০০/- (দুই হাজার) টাকায় উন্নীত করা হইল।

- ২। এই আদেশ অনতিবিলম্বে কার্যকরী হইবে।
- ৩। ইহাতে যথাযথ কর্তৃপক্ষের অনুমোদন রহিয়াছে।

(আব্দুল ওয়াহেদ মল্লিক)
যুগ্ম-সচিব

নথি নং-এসওয়াই-১১/১৯১ (খন্ড-৩)

অনুলিপি :-

- ১। সকল বিভাগীয় প্রধান, বাত্মনৌক, ঢাকা/বরিশাল/নারায়ণগঞ্জ।
- ২। সকল মফসুল অফিস, বাত্মনৌক।
- ৩। সমন্বয় কর্মকর্তা, চেয়ারম্যান মহোদয়ের দপ্তর, বাত্মনৌক, ঢাকা।
- ৪। সদস্য (প্রকৌশল) মহোদয়ের ব্যক্তিগত সহকারী, বাত্মনৌক, ঢাকা।
- ৫। সদস্য (অর্থ) মহোদয়ের ব্যক্তিগত সহকারী, বাত্মনৌক, ঢাকা।

(আব্দুল ওয়াহেদ মল্লিক)
যুগ্ম-সচিব

বাংলাদেশ অভ্যন্তরীণ নো-রিটর্ন বয়স
১৯১-১৯৩, অতিবিল বা/এ, ঢাকা-১০০০।

দপ্তর আদেশ নং _____ ৯৯ /৯৭

তারিখঃ ২৫-১-১৯০০ বাং
১১-০১৫-১৯৯৭ ইং

দপ্তর আদেশ নং-৮৬৭/৯৩ তারিখ ০৫-১০-৯৩ ইং এর সংশোধনক্রমে বাতমৌ-
কর্তৃপক্ষ Conduct of Business Ruls , ১৯৭২ এর ২৫ অনুচ্ছেদে কর্তৃপক্ষের
মাঠ পর্যায়ের পাঠ্য প্রধানদের সম্ভাব্য ব্যয়খাতে বাজেট বরাদ্দ সাপেক্ষে অর্পিত রকম ৫০০/-
(পাঁচশত) টাকার স্থলে ১০০০/(একহাজার) টাকায় উন্নীত করা হইল।

এই আদেশ অনতিবিলম্বে কার্যকরী হইবে।

ইহাতে যথাযথ কর্তৃপক্ষের অনুমোদন গ্রহিত্যে।

আব্দুল ওয়াহেদ মল্লিক
মুগ্ধ-সচিব

নথি : সওয়াই-১১/১১১(৩৭৭-৩)

অনুলিপি

- ১। সকল গীফ প্রধান, বাতমৌ, ঢাকা/বরিশাল/নারায়নগঞ্জ।
- ২। সকল ন অফিস সফর, বাতমৌ।

মুগ্ধ-সচিব

বাংলাদেশ অভ্যন্তরীণ মৌ-পরিবহন কর্তৃপক্ষ
১৭১-১৭৩, মতিখিল বা/এ, ঢাকা-১০০০।

২৮-১-১৯৯০ খ্রঃ

তারিখঃ

১১-৫-১৯৯০ খ্রঃ

দপ্তর আদেশ নং ৪৫৪ /১০

কর্তৃপক্ষের ক্ষমতা অর্পন আদেশ (Conduct of Business rules' 1972)
১৯৭২ এর (৩৮ অনুচ্ছেদ) আংশিক সংশোধনক্রমে কর্তৃপক্ষের গাড়ী মেরামত ও সংরক্ষণ
এবং জ্বালানী খাঙ্গে বাজেট বরাদ্দ সাপেক্ষে কর্তৃপক্ষের সচিবের আর্থিক অনুমোদন কনডা
১০০০/- (এক হাজার) টাকা হইতে ৩০০০/(তিন হাজার) টাকায় উন্নীত করা হইল।

২। এই আদেশ অনতিবিলম্বে কার্যকর হইবে এবং পরবর্তী আদেশ না দেওয়া পর্যন্ত
বলবৎ থাকিবে।

৩। ইহাতে কর্তৃপক্ষের অনুমোদন রহিয়াছে।

(সৈয়দ মনোয়ার হোসেন)
যুগ্ম-সচিব

নথি নং- এসওয়াই-৪১/১১১ (অংশ-৩)

অনুলিপি :-

- ০১। সকল বিভাগীয় প্রধান, বামনৌক, ঢাকা/বরিশাল/নারায়নগঞ্জ।
- ০২। উপ-প্রধান প্রকৌশলী, ডেজিৎ ইউনিট, বামনৌক, ঢাকা।
- ০৩। সকল মফঃসুল অফিস, বামনৌক।
- ০৪। সমন্বয় কর্মকর্তা, চেয়ারম্যান মহোদয়ের দপ্তর, বামনৌক, ঢাকা।
- ০৫। সদস্য (প্রকৌশল) মহোদয়ের ব্যক্তিগত সহকারী, বামনৌক, ঢাকা।
- ০৬। সদস্য (অর্থ) মহোদয়ের ব্যক্তিগত সহকারী, বামনৌক, ঢাকা।

(সৈয়দ মনোয়ার হোসেন)
যুগ্ম-সচিব।