

তথ্য অধিদফতর

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৪.১ পটভূমিঃ তথ্য অধিদফতর তথ্য মন্ত্রণালয়ের একটি গুরুত্বপূর্ণ প্রতিষ্ঠান। স্বাধীনতা পূর্বকালীন আঞ্চলিক তথ্য অফিস, ঢাকা স্বাধীনতা উত্তরকালে তথ্য অধিদফতর হিসেবে কাজ শুরু করে। পরবর্তীতে ১৯৮৪ সালে এনাম কমিটির সুপারিশক্রমে তথ্য মন্ত্রণালয়ের অধীন গবেষণা ও তথ্য সংরক্ষণ (Research and Reference) দপ্তরকে তথ্য অধিদফতরের সাথে একীভূত করা হয়। জাতীয় প্রেক্ষাপট ও সময়ের প্রয়োজনে তথ্য অধিদপ্তরের বর্তমান অবকাঠামো গড়ে উঠেছে।

৪.২ CHARTER OF DUTIES

Principal Information Officer :

1. To act as administrative head and is responsible for overall administration of the Department.
2. To act as the publicity adviser to the Government and advise the Government on formulation of publicity policy and co-ordination of overall publicity efforts of the Government.
3. To act as an adviser to the Administrative Ministry on technical matters and on formulation of policies concerning the Department.
4. To maintain liaison with the local press and foreign media representatives based in Dhaka including diplomatic representatives.
5. To supervise publicity coverage of the President, Prime Minister/Chief Adviser, Advisers/Ministers and activities of different Ministries, etc.
6. To arrange publicity coverage of the tours and visits to Bangladesh of Foreign Heads of State, Heads of Govts., VIPs etc.
7. To supervise conducting of tours and visits of foreign media representatives and arrange spot coverage of development activities across the country by local and foreign journalists.
8. To act as the Principal Accounting Officer and the Controlling Office in respect of the annual sanctioned budget grant of the Department.

9. To be responsible for the administration and execution of function of the Department as per Acts, Ordinance, Rules and Regulations and Directives issued by the Government from time to time.
10. To grant pension and gratuity to Class-II, Class-III and Class-IV officers and staff.
11. To be responsible for day-to-day efficient and proper functioning and maintenance of discipline of the Department.
12. To provide executive and operational guidance to the field staff and exercise control and supervision over them.
13. To be responsible for appointment of Classes II, III, and IV employees of the Department as per existing procedure and recruitment rules.
14. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
15. To control, supervise and co-ordinate the work of different sections of the Department.
16. To represent the Department in meetings, conferences etc. as the occasion demands and where personal representation is not possible to select representative on his behalf.
17. To grant earned leave, etc. to all Class-I, Class-II Officers and Non-gazetted staff under him excepting his Deputies.
18. To meet all officers under him located in the same station once in a month to review cases pending for disposal over a month.
19. To inspect his office at least once in a month and field offices at least once in a quarter in addition to annual inspection.
20. To allocate duties among officers as and when required.
21. To be responsible for maintaining proper security measures of the Department.
22. Any other duties assigned by the Government.

ADDITIONAL PRINCIPAL INFORMATION OFFICER

1. Compilation of basic facts of Bangladesh in the field of history, geography, culture, agriculture, education, health, population, industry and communication.
2. To prepare comprehensive list of personalities of Bangladesh.
3. Preparation of comprehensive and evaluation reports on national issues and development activities on the basis of field survey and public opinion .
4. Preparation of feedback reports from reference material.
5. To ensure paper maintenance of microfilm unit and copier machine.
6. Preservation of press analytical reports, research papers and other important documents.
7. To ensure proper maintenance of the library and to look after regular-indexing and cataloguing of books and research materials.
8. To classify clippings and place them in 791 subject-wise respective files.
9. To arrange preparation and publication of the special articles on important national occasions.
10. To monitor foreign press report and preparation of foreign press digest.
11. To supervise the supply of daily clippings service to the President, Prime Minister/Chief Adviser and Ministers/Advisers and Ministries.
12. To supervise the Preparation of weekly chronology of events.
13. To supervise the preparation of monthly reports of activities of the Department.
14. To perform such other duties as assigned by PIO.

Senior Deputy Principal Information Officer(Admn.)

1. To assist the Head of the Department in the discharge of his duties in administrative matter.
2. To represent the Head of the Department as and when necessary.
3. To look after the work of the Head of the Department in his absence.
4. To deal with the cases relating to appointment, promotion and transfer of Officers and Staff.
5. To maintain service book of the Non-gazetted employees of the Department.
6. To process and scrutiny T.A. bills of the officers and staff.
7. To make arrangement for supply of liveries to the Class-IV employees of the Department.
8. To grand annual increment to the Non-gazetted employees of the Department.
9. To make and review recruitment rules of various post of the Department.
10. To maintain annual confidential report of officers and staff.
11. To maintain records of transports attached with the Department.
12. To make arrangement for purchase of office equipments and furniture for the Department and its regional offices and their maintenance.
13. To make arrangement for hiring of office accommodation for the regional offices.
14. To look after the welfare of the staff.
15. To sanction leave of the Class-III and Class-IV staff as delegated by PIO.
16. To act as Drawing and Disbursing Officer.
17. To issue expenditure sanction letters on behalf of the Principal Information Officer.
18. Such other functions as assigned by the Principal Information Officer.

Senior Deputy Principal Information Officer (Press)

1. To arrange publicity of various ministries through the media of Press, Radio and TV.
2. To arrange press coverage of the President, Prime Minister/Chief Adviser and Ministers/Advisers.
3. To supervise the activities of newsdesk.
4. To arrange photographic coverage of Government activities.
5. To supervise the activities of photographics darkroom.
6. To arrange press coverage of cabinet meetings.
7. To arrange press conference by the President, Prime Minister/Chief Adviser and others Ministers/Advisers and by visiting foreign dignitaries.
8. To attach Information Officers to various ministries and newsroom and supervise their work.
9. To arrange outside news coverage and to maintain liaison with RIOs news coverage.
10. To maintain liaison with the journalists.
11. To arrange news coverage of special occasions.
12. To plan publicity for development project.
13. Such other functions as assigned by PIO from time to time.

Senior Deputy Principal Information Officer (Protocol and Liaison)

1. To arrange conducting of national and foreign mediamen.
2. To arrange proper coverage of international, national conferences, seminars and workshops.
3. To maintain liaison with foreign journalists based in or visiting Bangladesh.
4. To ensure regular supply of publicity material and photographs to our missions abroad.

5. To supply publicity materials and photographs to foreign missions based in Dhaka on request.
6. To arrange issue of accreditation to local and foreign journalists.
7. To prepare photographic albums for presentation to VIPs and VVIPs visiting Bangladesh.
8. To arrange printing and distribution of telephone guide for news media and such other publications.
9. To maintain liaison with the regional offices for conducting Journalists.
10. To prepare and maintain dossier of foreign journalists visiting Bangladesh.
11. Such other functions as assigned by PIO from time to time.

Deputy Principal Information Officer (Research, Reference & Campaign)

1. To supply daily clipping service to the President, Prime Minister/Chief Adviser and Ministers/Advisers and Ministries.
2. To prepare daily press trend and distribute to the President, Prime Minister/Chief Adviser and Ministers/Advisers & VIPs.
3. To monitor foreign press reports.
4. To prepare foreign press digest.
5. To prepare the weekly chronology of events.
6. To prepare the monthly reports of activities of this Department.

Deputy Principal Information Officer (Facts, Personalities & Reference)

1. To prepare, maintain and distribute life sketches of President, Chief Adviser/Prime Minister and Ministers/Advisers.
2. To supervise the reference word of the reference library.
3. To organize periodic photographic exhibition within the country.
4. To maintain and supply of reference materials.

5. To arrange translation and reproduction of news matter.
6. To arrange preparation and publication of the special articles on Important national occasion.
7. To perform such other duties as assigned by PIO.

Regional Information Office, Deputy Principal Information Officer :

1. To act as Head of the Regional Office and be responsible for efficient and proper functioning of the office concerned and for maintenance of office discipline.
2. To act as Drawing and Disbursing Officer in respect of annual sanctioned budget grant of the Regional Information Offices.
3. To grant annual increment, earned leave etc. of non-gazetted staff of the office concerned and maintain their service records.
4. To prepare annual budgetary estimates and maintain accounts in respect of expenditure against annual sanctioned grant.
5. To maintain liaison with the local media representatives and administration.
6. To arrange coverage of development activities at divisions, districts and thana level.

Senior Information Officer/Information Officer :

1. To prepare handouts, press notes, unofficial releases for publication by the newspapers and broadcast by Radio and TV.
2. To arrange press coverage of tours of Ministers.
3. To write articles on various governmental activities for publication in the newspapers.
4. To arrange proper publicity of the ministries, divisions under the supervision of Sr. DPIO (Press).
5. To scan daily newspaper reports.

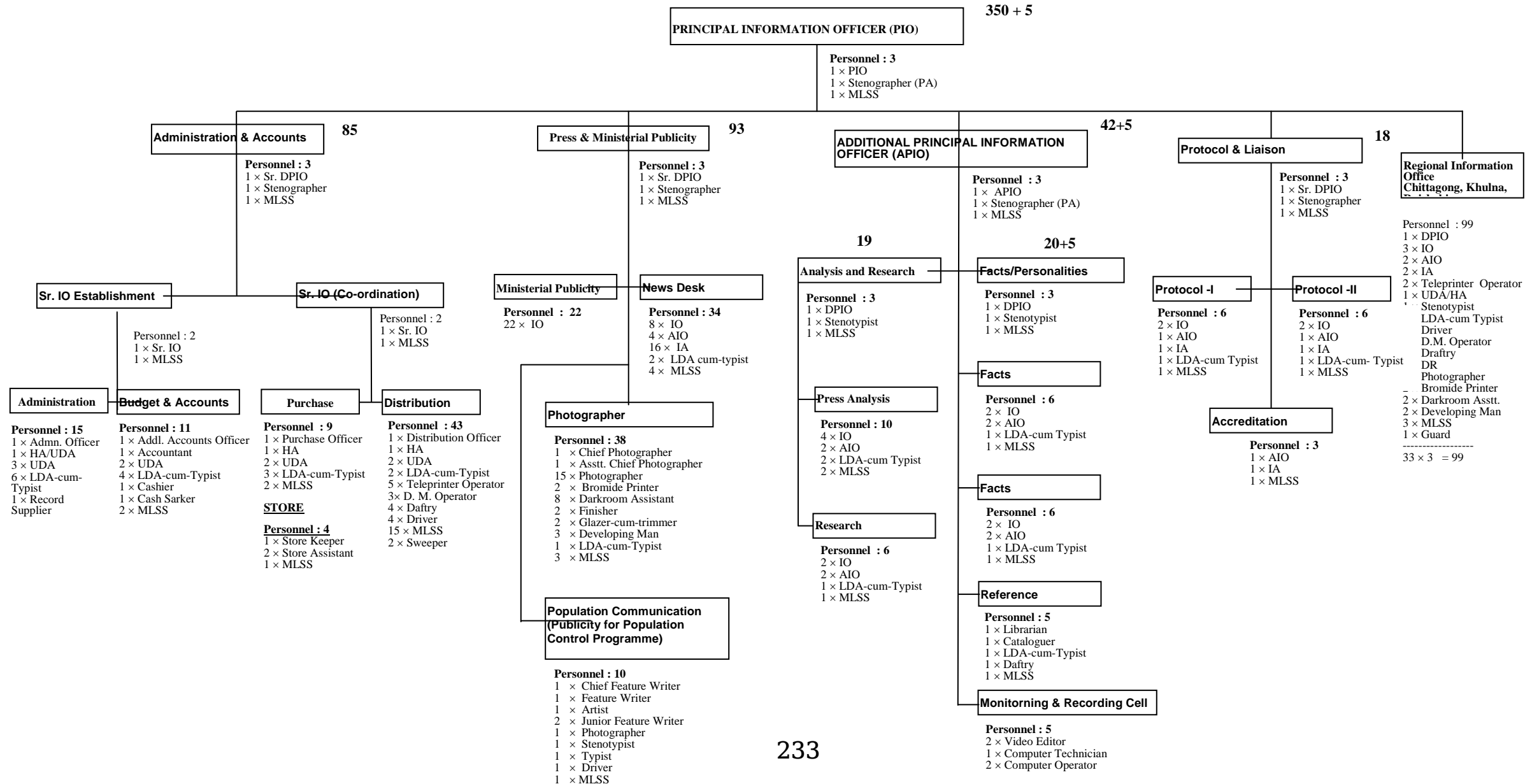
6. To conduct local and foreign journalists.
7. To arrange press conference.
8. To prepare press clipping.
9. To prepare life-sketch, foreign press digest etc.
10. To perform such other duties as assigned by Senior DPIO (Press).

Chief photographer :

1. To act as head of the photographic section and is responsible for overall professional work of that section.
2. To assign photographers for coverage of various Government functions.
3. To maintain attendance register of the staff under him and to submit absentee statement to his higher authorities.
4. To maintain register for use of photographic stores.
5. To assess and prepare annual requirements of photographic equipments and stores and to submit to the higher authorities for necessary action.
6. To prepare roster duties of Darkroom staff under him for weekly holidays, closed holidays and also of daily shifts.
7. To be responsible for proper maintenance of photographic equipments and stores issued for Darkroom to him.
8. Other related functions as assigned to him from time to time by the competent authority.

8.9 Organogram

Revised Organisation Press Information Department (PID) Ministry of Information



SUMMARY OF MANPOWER

Sl. No.	Name of Post	Sanctioned	Revised
Class-1			
1.	PIO	1	1
2.	Director	1	-
3.	APIO	-	1
4.	Sr. DPIO	2	3
5.	DPIO	2	5
6.	Deputy Director	3	-
7.	Sr. Information Officer	-	40
8.	Information Officer	46	13
9.	Asstt. Director	11	-
10.	Chief Photographer	-	1
11.	Chief Feature Writer	1	1
12.	Feature Writer	1	1
13.	Artist	1	1
	Total	69	67
14.	Class- II	28	28
15.	Class- III	185	198
16.	Class- IV	75	57
	Grand Total	357	350

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

Transport :

1. The department is authorised :
 - a. 01 × Car
 - b. 06 × Microbus
 - c. 10 × Motor cycle
2. Private use of transport will be as per Government Instructions issued from time to time.
3. Air-Conditioner/Coolers: The Department is authorised 10× Air-conditioner/Coolers for the PIO, the Darkroom, the Press room and the Microfilm unit.
4. Office Equipment: The following office equipment may be authorised by the Department:
 - a. 1 × Plain Paper Copier
 - b. 5 × Duplicating Machine
 - c. 27 × Typewriter, Ratio of Bengali and English typewriters will be 60:40

Note : (i) Deputy Director to be redesignated as DPIO, Asstt. Director/Research Officers as Information Officers, Research Assistant as Assistant Information Officer, Business Manager as Purchase Officer and Translators and Reporters to be as Information Assistant.

(ii) Assistant Chief Photographer to be in Class II Gasetted.

(iii) Chief Feature Writer to be equivalent to DPIO, Feature Writer to Information Officer and Junior Feature Writer to Assistant Information Officer.

8.8 Structure t বর্ননা

ন্যস্ত দায়িত্ব ঃ তথ্য অধিদফতর সরকারের মুখপাত্র হিসেবে কাজ করে। সরকারের নীতি, আদর্শ ও সিদ্ধান্তসম্বলিত বিভিন্ন তথ্য এ অধিদফতরের মাধ্যমে গণমাধ্যমে প্রচার করা হয়। তথ্য অধিদফতর তথ্য বিবরণী, প্রেস নোট, প্রেস বিজ্ঞপ্তি, আলোকচিত্র, প্রবন্ধ, ফিচার, শ্লোগান ও কার্টুনের মাধ্যমে সরকারের উন্নয়ন কর্মকান্ডসহ সার্বিক কর্মকান্ডের তথ্য বিভিন্ন মাধ্যমের সহযোগিতায় জনগণের কাছে পৌঁছায়। আবার সরকারের কর্মকান্ডের ব্যাপারে জনগণের প্রতিক্রিয়া প্রেসট্রেন্ড ও প্রেস ক্লিপিং-এর মাধ্যমে সরকারের কাছে পৌঁছানো হয়। এছাড়া বিভিন্ন জাতীয় দিবস উপলক্ষে সংবাদ ও সাময়িকীতে ক্রোড়পত্র প্রকাশ এবং জাতীয় ও আন্তর্জাতিক সেমিনারে তথ্য অধিদফতর সার্বিক সহযোগিতা দিয়ে থাকে।

সাংগঠনিক কাঠামো ঃ প্রধান তথ্য অফিসারের সার্বিক তত্ত্বাবধানে প্রেস, প্রশাসন, প্রটোকল, সংবাদ পর্যালোচনা ও গবেষণা, ফিচার, আলোকচিত্র, ক্লিপিং ইত্যাদি শাখা ও উপ-শাখা নিয়ে তথ্য অধিদফতর কার্যক্রম পরিচালনা করে।

প্রশাসন শাখা ঃ একজন সিনিয়র উপ-প্রধান তথ্য অফিসারের তত্ত্বাবধানে সমন্বয় ও সংস্থাপন দু'টি উপ-শাখার মাধ্যমে এ অধিদফতরের যাবতীয় প্রশাসনিক কার্যক্রম তথা তৃতীয় ও চতুর্থ শ্রেণীর কর্মচারীদের নিয়োগ, প্রশিক্ষণ, বেতন-ভাতাদি প্রদান এবং ক্রয় ও হিসাব সংক্রান্ত কার্যক্রম সম্পাদন করে থাকে।

প্রেস শাখা ঃ একজন সিনিয়র উপ-প্রধান তথ্য অফিসারের তত্ত্বাবধানে এ শাখার কার্যক্রম পরিচালিত হয়। সরকারের যাবতীয় সংবাদ ও আলোকচিত্র এ শাখার মাধ্যমে প্রক্রিয়াকরণ ও বিভিন্ন গণমাধ্যমে বিতরণ করা হয়। এ শাখা প্রতিদিন ভোর ৫টা থেকে রাত ১২টা পর্যন্ত খোলা থাকে। প্রয়োজনে বিরামহীনভাবেও বার্তা কক্ষ সক্রিয় থাকে। বছরের ৩৬৫ দিনই বার্তা কক্ষ চালু থাকে।

প্রটোকল শাখাঃ একজন সিনিয়র উপ-প্রধান তথ্য অফিসারের তত্ত্বাবধানে এ অধিদফতরের প্রটোকল শাখা থেকে দেশী-বিদেশী সাংবাদিক ও মিডিয়া কর্মীদের পেশাগত দায়িত্ব পালনে সহায়তা দেয়া হয়। সাংবাদিকদের এ্যাক্রিডিটেশন কার্ড ইস্যু, দেশের বাইরে গুরুত্বপূর্ণ ছবি প্রেরণ, বিদেশী ভিভিআইপি ও ভিআইপিদের সাথে আগত প্রেস টিমকে সহায়তা প্রদান এবং সাংবাদিক সম্মেলন/প্রেস ব্রিফিং-এর আয়োজন এ শাখা হতে করা হয়ে থাকে। এছাড়া মহামান্য রাষ্ট্রপতি ও মাননীয় প্রধানমন্ত্রী/প্রধান উপদেষ্টার বিভিন্ন গুরুত্বপূর্ণ অনুষ্ঠান কভারেজের ব্যাপারে সাংবাদিকদের সার্বিক সহযোগিতা দেয়া হয়।

ফিচার শাখা ঃ একজন চীফ ফিচার রাইটারের তত্ত্বাবধানে সরকারের বিভিন্ন উন্নয়নমূলক কর্মকান্ডের উপর এ শাখা হতে উন্নয়নমূলক প্রবন্ধ, ফিচার, কার্টুন ও শ্লোগান বিভিন্ন গণমাধ্যমে বিতরণ করা হয়। এছাড়া বিভিন্ন জাতীয় দিবসে ক্রোড়পত্রের বিষয়বস্তু এ শাখা সংগ্রহ করে থাকে।

মৌলিক তথ্য ও ব্যক্তিত্ব ও রেফারেন্স শাখাঃ মৌলিক তথ্য, মিডিয়া সেল এবং লাইব্রেরি এ তিনটি ইউনিট নিয়ে এ উপ-শাখা গঠিত। একজন উপ-প্রধান তথ্য

অফিসারের তত্ত্বাবধানে এ উপ-শাখা মহামান্য রাষ্ট্রপতি, মাননীয় প্রধান মন্ত্রী/প্রধান উপদেষ্টা, মন্ত্রী/উপদেষ্টা, প্রতিমন্ত্রী, উপ-মন্ত্রী, সরকারের উচ্চপদস্থ কর্মকর্তা ও বিশিষ্ট ব্যক্তিবর্গের জীবনবৃত্তান্ত তৈরি, সংরক্ষণ এবং সরবরাহ করা হয়। ১৯৭২ সাল থেকে বাংলাদেশের ঐতিহাসিক, আর্থ-সামাজিক ও সাংস্কৃতিক অঙ্গনের গুরুত্বপূর্ণ তথ্য সংরক্ষণ করা হয়েছে। মিডিয়া সেন্টারে প্রতিদিন এ তথ্য update করা হয়। সরকারের গুরুত্বপূর্ণ তথ্যাবলীও সংরক্ষণ করা হয়।

রিসার্চ ও রেফারেন্স : প্রেস ট্রেন্ড ও প্রেস ক্লিপিং-দু'টি ইউনিট নিয়ে এ উপ-শাখা গঠিত। একজন উপ-প্রধান তথ্য অফিসারের তত্ত্বাবধানে প্রতিদিন বিভিন্ন জাতীয় ও আঞ্চলিক দৈনিক পত্রিকা এবং সাপ্তাহিক পত্রিকা, সাময়িকী এবং বিদেশী পত্র-পত্রিকা ও জার্নালে প্রকাশিত খবর ও প্রতিবেদনের উপর ভিত্তি করে প্রেস ট্রেন্ড এ শাখা হতে তৈরি করা হয়ে থাকে। মহামান্য রাষ্ট্রপতি, মাননীয় প্রধান মন্ত্রী/প্রধান উপদেষ্টা, মন্ত্রী/উপদেষ্টা, প্রতিমন্ত্রী, উপ-মন্ত্রী ও সচিবদের কার্যালয়/ দপ্তরে প্রেসট্রেন্ড এবং বিদেশে মিশনসমূহে নিউজ ব্রিফ প্রেরণ করা হয়।

ক্লিপিংস : প্রতিদিন বিভিন্ন জাতীয় ও আঞ্চলিক দৈনিক পত্রিকায় বিভিন্ন মন্ত্রণালয় ও বিষয়ভিত্তিক প্রকাশিত খবরের উপর ভিত্তি করে পেপার ক্লিপিং তৈরি করা হয় এবং মন্ত্রণালয়সহ সংশ্লিষ্ট সকলের কাছে বিতরণ করা হয়।

4.5 Rules & Regulations

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH MINISTRY OF INFORMATION NOTIFICATION

No. S.R.O. 42-L/86—In pursuance of the Proclamation of the 24th March 1982 and in exercise of all powers enabling him in that behalf, the President after consultation with the Bangladesh Public Service Commission and in supersession of all previous rules on the subject, is pleased to make the following rules, namely :—

THE GAZETTED OFFICERS (OTHER THAN CADRE SERVICE) AND NON-GAZETTED EMPLOYEES (PRESS INFORMATION DEPARTMENT) RECRUITMENT RULES, 1985.

1. **Short title :**
These rules may be called The Gazette Officers (other than Cadre Service) and Non Gazette Employees (Press Information Department) Recruitment Rules, 1985.
2. **Definition :**
In these rules, unless there is anything repugnant in the subject or context,—

- (a) "appointing authority" means the Government and includes, in relation to any specified post class of such posts, any officer authorized by the Government to make appointment to such post or class of posts;
- (b) "Commission" means the Bangladesh Public Service Commission;
- (c) "Department" means the Press Information Department of the Ministry of Information'
- (d) "Probationer" means a person appointed on probation to a specified post against a substantive vacancy;
- (e) "Recognised University" means a University established by or under any law for the time being in force and includes any other university declared by the Government, after consultation with the Commission, to be a recognised University for the purpose of these rules;
- (f) "Requisite qualification" in relation to a specified post, mean the qualification laid down in the Schedule in relation to that post;
- (g) "Schedule" means the Schedule annexed to these rules; and
- (h) "Specified post" means a post specified in the Schedule.

3. **Procedure for recruitment :**

- (1) Subject to the provisions of the schedule and instruction relating to reservation of posts, appointment to a specified post shall be made—
 - (a) by direct recruitment;
 - (b) by promotion; or
 - (c) by transfer on deputation.
- (2) No person shall be appointed to a specified post unless he has the requisite qualification and in the case of direct recruitment, he is also within the age limit laid down in the Schedule for the post.

4. **Appointment by direct recruitment :**

- (1) Subject to the provision of Public Service Commission (Consultation) Regulation, 1979, no appointment a specified post by direct recruitment shall be made except upon the recommendation of the Commission.
- (2) No person shall be eligible for appointment to a specified post by direct recruitment, if he—
 - (a) is not a citizen of Bangladesh or a permanent resident of or domiciled in Bangladesh;
 - (b) is married to or has entered into a promise of marriage with a person who is not a citizen of Bangladesh.
- (3) No appointment to a specified post by direct recruitment shall be made until—
 - (a) the person selected for appointment is certified by a Medical Board set up for the purpose by the Government to be medically fit for such appointment and that he does not suffer them any such organic defect as is likely to interfere with the discharge of the duties of the specified post; and

- (b) the antecedents of the person so selected have been verified through appropriate agencies and found to be such as do not render him unfit for appointment in the service of the Republic.
 - (4) No person shall be recommended for appointment to a specified post unless—
 - (a) he applied in such form, accompanied by such fee and before such date as was notified by the Commission while inviting applications for a specified post; and
 - (b) in the case of person already in Government service or in the service of a local authority, he has applied through his official superior.
- 5. **Appointment by promotion :**
 - (1) Appointment by promotion or by transfer on deputation to a specified post shall be made after considering the recommendations of such Departmental Promotion Committee as the Government may set up for the purpose :
 Provided that appointment by promotion to a specified post of higher class from a lower class shall be made on the recommendation of the Commission.
 - (2) A person shall not be eligible for appointment by promotion specified post if he has no satisfactory service records.
- 6. **Probation :**
 - (1) Persons selected for appointment to a specified post, otherwise than by transfer on deputation, against a substantive vacancy shall be appointed on probation,—
 - (a) in the case of direct recruitment, for a period of two years from the date of substantive appointment ; and
 - (b) in the case of promotion, for a period of one year from the date of such appointment :
 Provided that the appointing authority may, for reasons to be recorded in writing extend the period of probation in the case of any person by a period or periods so that the extended period does not exceed two years in the aggregate.
 - (2) Where, during the period of probation of a probationer, the appointing authority is of opinion that his conduct and work is unsatisfactory or that he is not likely to become efficient, it may before the expiry of that period—
 - (a) in the case of direct recruitment, terminate his service ; and
 - (b) in the case of promotion, revert him to the post from which he was promoted.
 - (3) After the completion of the period of probation including the extended period, if any, the appointing authority,—
 - (a) if it is satisfied that the conduct and work of the probationer during his period of probation has been satisfactory, shall, subject to the provisions of sub-rule (4), confirm him; and
 - (b) if it is of opinion that the conduct and work of the probationer during the period was not satisfactory, may,—

- (i) in the case of direct recruitment, terminate his service, and
- (ii) in the case of promotion, revert him to the post from which he was promoted.

Explanation.-The period of probation of a probationer shall be deemed to have been extended if no order under this sub-rule has been made.

- (4) A probationer shall not be confirmed in a specified post until he has passed such examination and undergone such training as the Government may, from time to time, direct.

SCHEDULE

SI No.	Name of the specified post.	Age limit for direct recruitment.	Method of recruitment	Qualification.
1	2	3	4	5
1	Chief Photographer		By promotion from the Assistant Chief Photographer Or By transfer on deputation	(a) For promotion: 3 years' service as Assistant Chief Photographer. (b) For persons to be appointed by transfer on deputation ; Must hold a post in other Departments under the Ministry of Information equal to the rank and status of the post of Chief Photographer.
2	Assistant Chief Photographer		By promotion from amongst Photographer	5 years' service as Photographer.
3	Assistant Information Officer/Junior Feature Writer	Not exceeding 30 years, relaxable up to 35 years in case of departmental candidates.	(a) 50% by promotion from amongst Information Assistant, and (b) 50% by direct recruitment	(a) For promotion : 5 years, service in the feeder post. (b) For direct recruitment : Second Class Master's Degree from a recognised University. Diploma in Journalism.
4	Administrative Officer/Purchase Officer/Addi. Accounts		(a) 80% by promotion from amongst the following in order	5 years' service as Head Asstt. and 10 years' service as Accountant/ U.D.

	Officer/ Distribution Officer		of Preference. (i) Head Assistant ; and (ii) Accountant / U.D. Assistant and (b) 20% by Promotion from amongst the Stenographers.	Asstt/Stenographer.
1	2	3	4	5
5	Head Assistant		By Promotion from amongst Accountant/U.D. Assistant.	5 Years' Service as Accountant/U.D. Assistant.
6	Stenographer	As per rules framed by the Government		
7	Steno-Typist	Ditto		
8	Lower Division Assistant-Cum- Typist	Ditto		
9	Despatch Rider	Between 18- 25 Years.	By direct recruitment	(a) Read up to Class-VIII. (b) 3 Years' experience in the line. (c) Must have Motor-Cycle driving licence.
10	Duplicating Machine Man.	Between 18- 25 years.	By promotion from amongst the MLSS and if no suitable candidate is available for	(a) For promotion : 5 Years' Service in the feeder post. (b) Must have experience in the

			promotion, by direct recruitment.	line. (c) For direct recruitment : Secondary School Certificate from a recognised Board with experience in the line.
1	2	3	4	5
11	Information Assistant	Between 18-30 years	By direct recruitment	Graduate from a recognised University with 3 years' experience as a Reporter/Translator in a newspaper, News Agency, Radio and Television. Preference will be given to the candidates having Diploma in Journalism with cultural background and knowledge of translation from English to Bengali and <i>Vice-versa</i> .
12	Photographer	Not exceeding 30 years. Relaxable in case of departmental candidates.	By direct recruitment	(a) H. S. C. preferable with Science (b) Should be thoroughly conversant with modern techniques of Photographic equipment such as camera, enlarger, electronic flashgun etc. (c) Must have good knowledge of Bengali and English, to be able to describe photographs and

				write captions. (d) Two years' experience as a photographer in any organisation or daily newspapers. (e) Freelance photographers with ability to take news photographs.
1	2	3	4	5
13	Accountant/ Upper Division Assistant.		By promotion from amongst the LDA-cum-Typist.	5 years' service as LDA-cum-Typist candidates having knowledge of Accounts work will be preferred of the post of Accountant.
14	Librarian	Between 18-30 years	By direct recruitment	Graduate from a recognised University with Certificate of Librarianship Candidates with experience in the line will be preferred.
15	Store Keeper	Not exceeding 30 years	By promotion from amongst the Store Assistant. If no suitable candidate is available for promotion, by direct recruitment	For promotion 5 years' service as Store Assistant. For a direct recruitment : H. S. C. in Commerce. Must have 5 years' experience as Store Keeper in Government Departments or Corporation.
16	Store Assistant	Between 18-30 years	By direct recruitment	H. S. C. in Commerce Candidates with experience of work as Store Assistant in

				Government Departments or Corporations will be preferred.
17	Cataloguer	Between 18-30 years	By Direct recruitment	H. S. C. Candidates having experience in this line will be given preference.
1	2	3	4	5
18	Darkroom Assistant	Not exceeding 30 years	By promotion from amongst the Dark Room Assistant. If no suitable candidate is available for promotion, by direct recruitment	For promotion : 3 years' service in the Feeder Post. For direct recruitment : (a) S. S. C. from a recognised Board
19	Darkroom Assistant	Not exceeding 30 years	By direct recruitment	(a) S. S. C. from a recognised Board (b) Must have knowledge of developing and printing of photographs and preparation of photographic chemicals. (c) Must have two years' working experience in a photographic studio.
20	Developing Man	Not exceeding 30 years	By direct recruitment	(a) S. S. C. from a recognised Board. (b) Must have

				<p>knowledge of developing, printing and enlarging of photographs.</p> <p>(c) Must have two years' working experience in photographic studio.</p>
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1	2	3	4	5
21	Glazer-cum-Trimer	Between 18-30 years	By direct recruitment	<p>(a) S. S. C. from a recognised Board.</p> <p>(b) Must have knowledge of mixing of photographic chemicals, photowashing and glazing.</p>
22	T.P./Telex Operator	Between 18-30 years	By direct recruitment	<p>(a) S. S. C from a recognised Board.</p> <p>(b) Must have teleprinting speed of 30 words per minute.</p> <p>(c) Experience in the line will be preferred.</p>
23	Cash Sarker	Between 18-30 years	By promotion from amongst the M L S S	<p>(a) S. S. C from a recognised Board and 3 years' service in the Feeder Post.</p>
24	Finisher	Between 18-30 years	By promotion from amongst the Dark Room Assistant, Developing Man and Glazer-cum-Trimer. If no suitable candidate is	<p>(a) For promotion : 3 years' service as Darkroom Assistant and Development Man and 4 years' service in case of Glazer-cum-Trimer.</p> <p>(b) For direct recruitment:</p> <p>(i) S. S. C.</p>

			available for promotion by direct recruitment.	(ii) Should have knowledge of developing, retouching and finishing photographs. (iii) Must have at least 3 year working experience in photographic studio.
1	2	3	4	5
25	Record Supplier/ Daftry	Between 18-30 years	By promotion from amongst the MLSS. If no suitable candidate is available for promotion, by direct recruitment	(a) For promotion : 3 years service as MLSS with experience in the line. (b) For direct recruitment S. S. C. from—in the line.
26	MLSS/Guard	Between 18-30 years	By direct recruitment	Read up to Class VIII
27	Sweeper	Between 18-30 years	By direct recruitment	Read up to Class-V or professional Sweeper.
28	Artist	Between 27-30 years. Relaxable in case of departmental candidates	By direct recruitment	Must have a Degree in commercial or fine arts from a recognised University 5 years' experience as an Artist in Government/Semi Government/ Daily Newspaper. Experience of work in drawing illustration, cartoon,

				etc. is essential.
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[SRO No. 42-L/86, Dated : 26-01-1986]

Government of the People's Republic of Bangladesh
Ministry of Information
Bangladesh Secretariat
Dhaka

**REVISED GUIDELINES FOR THE CONSTITUTION OF
THE PRESS ACCREDITATION COMMITTEE AND
ACCREDITATION OF MEDIA REPRESENTATIVES
WORKING IN BANGLADESH AS ON 17.11.03.**

The Government of Bangladesh has approved the following guidelines for grant of accreditation to Bangladesh national(s) and foreign news media representative(s) for discharging their professional responsibilities in respect of government's activities.

1. **Short title :**

These guidelines may be called the Press Accreditation Guidelines.

2. **Commencement :**

2.1 These Guidelines shall come into force with immediate effect.

2.2 These Guidelines shall apply for issuing of accreditation of representatives of news media organizations in Bangladesh and foreign journalists/media personnel working in Bangladesh.

2.3 These Guidelines shall supersede all previous procedures and guidelines dealing with the accreditation of news media representatives, provided that news media representatives already accredited shall continue to remain so until otherwise reviewed by the Press Accreditation Committee in terms of the present guidelines.

Amendment :

2.4 These Guidelines may be amended/altered/modified/added to on the recommendation of the Press Accreditation Committee if a proposal to this effect is made by the Principal Information Officer or at least two third members of the Accreditation Committee.

3. Definitions :

3.1 Press Accreditation Guidelines mean procedures for issuing of Accreditation Card to media representatives in Bangladesh and foreign journalists and media men working in Bangladesh.

3.2 Newspapers mean any publication printed and distributed daily or at fixed intervals which contains news and comments of public interest as defined in the press and publication Act, 1973, but not a publication containing information or sectional interest or group interest.

3.3 News media shall include wire services and non-wire services with reporting network and/or audio visual network dealing with news of public interest or comments on news of public interest.

3.4 Accreditation means recognition of news media representatives by the Government of Bangladesh for purposes of access to sources of information in the government and also to news materials, written or pictorial, released or creeded by the Press Information Department or other agencies of the Government of Bangladesh.

3.5 Principal Information Officer means Principal Information Officer of the Press Information Department, Government of Bangladesh, hereinafter referred to as the PIO.

3.6 Working journalists mean any journalist as defined by the Wage Board Commission, 1991.

4. Constitution of the Press Accreditation Committee and Conduct of Business

4.1 The Ministry of Information shall constitute a committee called the Press Accreditation Committee with Principal Information Officer Press Information Department, Director General External Publicity Wing of the Ministry of Foreign Affairs, Director General Department of Films and publications and representatives of the Ministry of Information & Ministry of Home Affairs, News Agencies, Central Unions of Journalists and Editors.

4.2 The Principal Information Officer, Press Information Department will preside over the meetings of the Press Accreditation

Committee while Senior Deputy Principal Information Officer (Protocol), Press Information Department would be working as member-secretary to maintain all records and proceedings of the meetings. The Senior Deputy Principal Information Officer (Protocol), will convene meetings of the Press Accreditation Committee in consultation with the Principal Information Officer as and when necessary.

- 4.3 The Press Accreditation Committee shall meet at least once every six months or more frequently, if deemed necessary by the Principal Information Officer.

5. **Scope of Accreditation :**

- 5.1 Accreditation may be given in accordance with these guidelines to representatives of news agencies approved by the government and newspapers and periodicals received media enlistment by the Audit Bureau of Circulation under the Ministry of Information. The following categories of media men may be considered for grant of accreditation; editor-cum-correspondent, news-editor-cum-correspondent, reporters, cameramen, sports journalists, science journalists and other categories of media men as may be decided upon by the Press Accreditation Committee.
- 5.2 The representatives of government news media organizations dealing with news network or audio-visual coverage will also be eligible for grant of Accreditation Cards.
- 5.3 Accreditation shall not confer any official or special status on news media representatives, but shall recognise and identify him/her as a professional journalist dealing with news of public interest.
- 5.4 Accreditation shall be used only for journalistic purposes and for no other purposes.
- 5.5 An accredited representative shall not use the words—“Accredited to the Government of Bangladesh” on visiting cards, letter heads or any other form of personal stationery or any other literature.
- 5.6 When an accredited representatives ceases to represent the media organization on whose behalf he/she is accredited, it is the responsibility of both the representative and his/her agency/organization to inform the Principal Information Officer, in writing and surrender the Accreditation Card within the period of 15 days. In any case, it will be the responsibility of the Editor concerned to collect and surrender the Accreditation Card to the

proper authority. Failure to do so may disqualify both the card holder and the organization concerned for future accreditation. Names of defaulter journalists will be published in the newspapers.

- 5.7 Accreditation shall be withdrawn if the organization on whose behalf the representative is accredited ceases its publication or the network ceases to function for any reason.
- 5.8 Accreditation is personal and not transferable.
- 5.9 One accreditation card will be given to each accredited representative.
- 5.10 Foreign accredited correspondents willing to undertake professional visit outside Bangladesh will intimate their programs in writing to the Director General, External Publicity Wing of the Ministry of Foreign Affairs and the Principal Information Officer.
- 5.11 The period of validity of an accreditation card will normally be three calendar years. The date of issue and the date of expiry will be clearly mentioned in the accreditation card.
- 5.12 Accreditation Card is issued to enable the working journalist to perform their professional duties. The card is not given by way of compliance of statutory or legal requirements. The Accreditation Card rules follow from executive orders and when review of grant of suspending or canceling a card, the authority issuing a card can revoke it on grounds it considers in its discretion reasonable. However, it should give a notice to the cardholder before cancellation of the card.

6. **General Conditions for issuing of Accreditation :**

A correspondent/photo journalist/a member of a news agency or any other organizations seeking accreditation will be required to fulfill the following conditions

- 6.1 His/her residence for the period of accreditation shall be within Bangladesh.
- 6.2 He/she shall be a full-time employee of the news media concern as editor-cum-correspondent, news-editor-cum-correspondent, reporter/photo journalist and should not engage himself/herself in any other business or profession.
- 6.3 He/she should have at least five years journalistic experience at the time of application.

- 6.4 Foreign journalists or Bangladesh journalists representing foreign media will have to furnish their letter of appointment/letter of contract along with their application for accreditation.

News Agency :

- 6.5 A news-agency should use telegraphic or electronic transmission and receiving facilities and should have paying subscribers in news media organizations spread over Bangladesh.
- 6.6 A news-photo agency should have a minimum of ten paying subscribers.
- 6.7 A feature agency should have not less than ten paying subscribers in news media organizations.
- 6.8 Wire agencies should provide services to news media organizations including audio-visual network on a regular commercial basis.

Newspapers and Periodicals:

- 6.9 The paid circulation of a newspaper published from Dhaka shall not be less than 6,000 copies per day and that for Chittagong and a mufassil newspaper 4,000 copies and 3,000 copies respectively.
- 6.10 The paid circulation of a weekly periodical published from Dhaka shall not be less than 3,000 copies per week and that for a periodical published from Chittagong and other areas 2,000 and one thousand copies respectively.
- 6.11 Specialised fortnightly newspapers/magazines on economy/science and technology/environment may be considered for grant of accreditation card provided they have a documentary evidence of three years of continuous publication with paid circulation of three thousand copies individually per fortnight.
- 6.12 The Press Accreditation Committee may consider the grant of accreditation to an applicant not attached to any particular news media organization, provided that such a person has at least 15 years experience as a full-time journalist and has a proven income of not less than Tk.20,000/ per annum for journalistic pursuit.
- 6.13 A representative of foreign news media organization or a Bangladesh newsman or cameraman representing foreign media should have atleast five years journalistic or photographic experience in a recognized media organization.

6.14 A representative of foreign media seeking accreditation card must possess valid residence permit for working in Bangladesh.

7. **Procedure for Accreditation :**

7.1 A media representative who wishes to apply for accreditation shall apply to the Principal Information Officer in a form as may be prescribed from time to time.

7.2 Application for accreditation, complete in all respects shall be referred to the Ministry of Home Affairs for verification of character antecedents. After completing the formalities, all such applications will be placed before the Press Accreditation Committee Meeting for approval.

৩৪— 7.3 Accreditation Cards will be issued under the signature of the Principal Information Officer and may be renewed on submission of particulars in the prescribed form. The Accreditation Cards will be printed both in Bengali and English languages.

7.4 Accreditation on a temporary basis may be issued by the Principal Information Officer for a period of six months provided the applicant fulfils the qualifications laid down for grant of accreditation on regular basis.

7.5 If the Press Accreditation Committee for reasons duly recorded in its minutes, does not grant accreditation to an applicant, the fact of such a decision shall forthwith be communicated to the applicant and the news media organization concerned.

7.6 The aggrieved applicant and/or news media organization may submit a representation to the Press Accreditation Committee for re-consideration.

8. **Suspension/Withdrawal of Accreditation:**

8.1 The accreditation is liable to be suspended/withdrawn if an accredited representative violates the conditions as laid down in accreditation guidelines or he/she is engaged in non-journalistic activities or conducts himself/herself in an undignified manner.

8.2 If an accredited representative is found to have given false information about himself/herself or about his/her organization and the charges are found true after verification, the accreditation may be suspended or withdrawn forthwith.

8.3 The Principal Information Officer is empowered to suspend or withdraw accreditation of an accredited mediaman under the

circumstances stated above, but all such cases should be referred to the Press Accreditation Committee for approval.

9. **Review :**

There shall be a periodic review after every three months of accreditation granted to news media representatives.

9.1 For purpose of such review, information regarding circulation, revenue etc. of newspapers and news agencies may be called for and media representatives asked to provide clippings of published despatches or photographs or dope sheets from news organization concerned.

9.2 To ensure that only genuine foreign news media representatives remain accredited on behalf of foreign media organizations. The Principal Information Officer may from time to time call for their published despatches for a review or enquire through Bangladesh missions abroad about the work of the representatives.

9.3 Review of the grant of accreditation card may be made by the Press Accreditation Committee by suspension or cancellation of card if any accreditation cardholder violates Code of Ethics of conduct of the journalists as framed by the Press Council, on three occasions in a Period of 12 months prior to the review.

10. **Classification of news media for the purpose of maximum entitlement :**

Category of newspaper	Number of accreditation entitlement
10.1 (a) Daily newspapers with aggregate circulation of one lakh and above.	: 25
(b) Daily newspapers with aggregate circulation between 50 thousand and one lakh.	: 20
(c) Daily newspapers with aggregate circulation between 20 thousand and 50 thousand.	: 15

- | | | |
|-----|---|-----|
| (d) | Daily newspapers published from Dhaka with aggregate circulation between 6 thousand and 20 thousand. | : 8 |
| (e) | Daily newspapers published from Chittagong with aggregate circulation between 4 thousand and 20 thousand. | : 6 |
| (f) | Regional daily newspapers published from outside Dhaka and Chittagong with aggregate circulation between 3 thousand and 20 thousand | : 5 |

Number of accreditation entitlement

Weeklies :

- | | | |
|-------|---|-----|
| (g) | Weekly with aggregate circulation of 50 thousand and above. | : 5 |
| (h) | Circulation between 30 thousand and below 50 thousand. | : 3 |
| (i) | Circulation between 3 thousand and below 30 thousand | : 2 |
| (j) | Weeklies published from Chittagong with aggregate circulation between 2 thousand and 30 thousand | : 2 |
| (k) | Weeklies published from outside Dhaka and Chittagong with aggregate circulation between one thousand and 30 thousand. | : 2 |
| (l) | Fortnightly newspapers/magazines with aggregate paid circulation between 3 thousand and 10 thousand each. | : 2 |
| (L.1) | With aggregate paid circulation of 10 thousand and above. | : 2 |

Category of newspaper

News Agencies :

- | | | |
|-----|---|------|
| (m) | National level news agencies which have | : 30 |
|-----|---|------|

telegraphic or electronic transmission and
reviving facilities.

- (n) News-photo agencies which have a minimum : 5
of 10 paying subscribers.
- (o) Feature agencies which have not less than : 5
10 paying subscribers.

[No. TM/Press-2/Accre. card/2003/ , Date :]