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| প্রশাসন অধিশাখা |
| কাউন্সিল অফিসার |
| প্রশাসন শাখা |
| বিআরটিসি শাখা |
| তদন্ত ও শৃঙ্খলা শাখা |
| ডায়েরী নং ২৩২ |
| তারিখ: ২৩/২/২৪ |
| স্বাক্ষর |

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| সচিবের দপ্তর |
| অতিরিক্ত সচিব অনুবিভাগ |
| প্রশাসন অনুবিভাগ |
| উন্নয়ন অনুবিভাগ |
| এস্টেট অনুবিভাগ |
| বাজেট অনুবিভাগ |
| পরিকল্পনা অনুবিভাগ |
| আরবান ট্রান্সপোর্ট অনুবিভাগ |
| আইসিটি অনুবিভাগ |
| একান্ত সচিব |
| ডায়েরী নম্বর: ১৮১৫ |
| তারিখ: ৪ FEB 2024 |
| স্বাক্ষর |

মোঃ মাহবুব হোসেন
মন্ত্রিপরিষদ সচিব
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আধাসরকারি পত্র নং ০৪.০০.০০০০.০০১.১২.০০২.২৪.২৩

শ্রীঃ মাহবুব হোসেন

তারিখ: ৩০ মাঘ ১৪৩০
১৩ ফেব্রুয়ারি ২০২৪

সালাম ও শুভেচ্ছা নিবেন। আপনি নিশ্চয়ই অবগত আছেন যে মন্ত্রিপরিষদ বিভাগের আওতাধীন 'তোশাখানা' একটি রাষ্ট্রীয় ভান্ডার-যেখানে মহামান্য রাষ্ট্রপতি, মাননীয় প্রধানমন্ত্রী এবং রাষ্ট্রের গুরুত্বপূর্ণ ব্যক্তিবর্গ কর্তৃক প্রাপ্ত বিভিন্ন দেশি-বিদেশি মূল্যবান উপহারসামগ্রী রাষ্ট্রীয় সম্পত্তি হিসেবে সংরক্ষণ করা হয়। জাতির পিতা বঙ্গবন্ধু শেখ মুজিবুর রহমানের সভাপতিত্বে ১৯৭২ সালের ৫ম মন্ত্রিসভা বৈঠকের সিদ্ধান্ত অনুসারে রাষ্ট্রীয় তোশাখানা প্রতিষ্ঠিত হয়। তোশাখানা পরিচালনার জন্য তোশাখানা (রক্ষণাবেক্ষণ ও প্রশাসন) বিধিমালা, ১৯৭৪ প্রণীত হয় এবং ২০১২ সালে এ বিধিমালা হালনাগাদ করা হয়। উক্ত বিধিমালার ২, ৪(২) এবং ৪(৩) বিধির বিধান নিম্নরূপ:

Rule-2: Extent of application. -These rules shall apply to the president, the prime minister, Speaker, Ministers, Deputy Speaker, Ministers of State, Deputy Ministers, Member of Parliament, all Government Servants and also applicable to the employees of the Autonomous and Semi-Autonomous Bodies whether on duty or on leave, within or outside Bangladesh serving in any capacity in the connection with the affairs of the Government of the People's Republic of Bangladesh or while on deputation with any other bodies, agencies, institutions or authorities.

Rule-4(2) Gifts presents and other such material received by the persons to whom these rules apply, shall be reported to the Cabinet Division indicating the nature and estimated value of such gifts. There should not be any undue delay in reporting the receipt of such gifts.

Rule-4(3) Persons receiving such gifts shall deposit them in the Government Toshakhana.

বঙ্গভবনে স্থাপিত তোশাখানার পাশাপাশি প্রাপ্ত উপহারসামগ্রী উন্মুক্তরূপে প্রদর্শনের জন্য ঢাকার বিজয় সরণিতে প্রায় ৫০ হাজার বর্গফুটবিশিষ্ট তোশাখানা জাদুঘর নির্মিত হয়। মাননীয় প্রধানমন্ত্রী শেখ হাসিনা ১৫ নভেম্বর, ২০১৮ তারিখে তোশাখানা জাদুঘর শুভ উদ্বোধন করেন। রাষ্ট্রীয় সম্পদ হিসেবে প্রাপ্ত উপহারসামগ্রী তোশাখানায় প্রদান করলে জাদুঘরটি সমৃদ্ধ হবে এবং জনসাধারণ তা দেখার সুযোগ লাভ করবে।

এমতাবস্থায়, তোশাখানা (রক্ষণাবেক্ষণ ও প্রশাসন) বিধিমালা, ১৯৭৪ (সংশোধিত ২০১২)-এর বিধি ৪(২) এবং বিধি ৪(৩) অনুসারে প্রাপ্ত উপহারসামগ্রী রাষ্ট্রীয় তোশাখানায় জমা প্রদানের বিষয়ে আপনার ব্যক্তিগত উদ্যোগ ও সহযোগিতা কামনা করছি।

সংযুক্তি: তোশাখানা (রক্ষণাবেক্ষণ ও প্রশাসন) বিধিমালা, ১৯৭৪

শ্রীঃ মাহবুব হোসেন

জনাব এ বি এম আমিন উল্লাহ নুরী
সচিব
সড়ক পরিবহন ও মহাসড়ক বিভাগ

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| প্রশাসন শাখা |
| ডায়েরী নম্বর: ১৬৯ |
| তারিখ: ০৬-০৬-২০২৪ |

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| প্রশাসন অনুবিভাগ |
| প্রশাসন অধিশাখা |
| প্রশাসন শাখা |
| বিআরটিসি শাখা |
| তদন্ত ও শৃঙ্খলা শাখা |
| কাউন্সিল অফিসার |
| আইসিটি ইউনিট |
| ডায়েরী নম্বর: ২৭৭ |
| তারিখ: ০৩/২/২৪ |
| স্বাক্ষর |

শ্রীঃ মাহবুব হোসেন



**Toshakhana (Maintenance and Administration)
Rules, 1974**

(Revised up to June, 2012)

CABINET DIVISION
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

**TOSHAKHANA (MAINTENANCE AND ADMINISTRATION)
RULES, 1974.**

1. **Short title and commencement.**—(1) These rules shall be called the Toshakhana (Maintenance and Administration) Rules, 1974.

(2) They shall come into force immediately.

2. **Extent of application.**—These rules shall apply to the President, the Prime Minister, Speaker, Ministers, Deputy Speaker, Ministers of State, Deputy Ministers, Member of Parliament, all Government Servants and also applicable to the employees of the Autonomous and Semi-Autonomous Bodies whether on duty or on leave, within or outside Bangladesh serving in any capacity in the connection with the affairs of the Government of the People's Republic of Bangladesh or while on deputation with any other bodies, agencies, institutions or authorities.

Provided that the Government by a notification in the official gazette include or exclude any other categories or persons or operation of all or any of these rules.

3. **Definition.**—In these rules unless there is anything repugnant in the subject or context :

- (a) 'President' means the person who is holding the office of the President of Bangladesh for the time being.
- (b) 'Prime Minister' means a person who is holding the office of the Prime Minister for the time being.
- (c) 'Speaker' means a person who is holding the office of the Speaker for the time being.
- (d) 'Minister' means a person who is holding the office of a Minister for the time being and include Ministers of State, Deputy Ministers, etc.
- (e) 'Deputy Speaker' means a person who is holding the office of the Deputy Speaker for the time being.
- (f) 'Government Servant' means a person who hold office in any capacity in connection with the affairs of the Government of the People's Republic of Bangladesh and also while he is on deputation with any other bodies, agencies, institutions or authorities.
- (g) 'Committee' means the Toshakhana Evaluation Committee.
- (h) Other words and expressions used in the rules and not defined, shall have the meanings assigned to them in the Fundamental and Supplementary Rules, and the Government Servants (conduct) Rules, 1979.

4. Gifts, Presents, etc., to be deposited in the Toshakhana.—(1) A State Toshakhana shall be established in a suitable place preferably in the Prime Minister's Secretariat where gifts will be properly displayed so that public can have an opportunity to see them. Till such time, proper arrangement for accommodating the Toshakhana in a suitable place can be made, gift received by the President, may be kept in Bangabhaban. But accounts of the same will be maintained in the form as shown in Annexure 'A' and in each case a copy of the same will be sent to the Cabinet Division for maintenance of a centralised account.

- (2) Gifts presents and other such material received by the persons to whom these rules apply, shall be reported to the Cabinet Division indicating the nature and estimated value of such gifts. There should not be any undue delay in reporting the receipt of such gifts.
- (3) Persons receiving such gifts shall deposit them in the Government Toshakhana.
- (4) Gifts of the value, according to the estimation of the Toshakhana Evaluation Committee, up to the limit mentioned below may be retained by persons receiving them from foreign dignitary/dignitaries without payment of price :
 - (a) up to the value of Tk. 50,000 (Taka Fifty thousand) only by the President and Prime Minister;
 - (b) up to the value of Tk. 30,000 (Taka Thirty thousand) only by the Speaker, Ministers, Ministers of State, Deputy Speaker and Deputy Ministers; and
 - (c) up to the value of Tk. 5,000 (Taka five thousand) only by the Members of the Parliament and Government Servant, employces of the Autonomous and Semi-Autonomous Bodies and any other persons :

Provided that any gift of historical importance, curio or antique shall not be retained by any person and shall be deposited in the Toshakhana whatever might be its market value.

- (5) If any person receiving gifts abroad or receiving gifts from a foreign dignitary visiting this country wishes to retain some or all of the gift received exceeding the value mentioned in sub-rule 4(a), (4)(b) or (4)(c), as the case may be he can do so on payment of the actual price of the gift/gifts in question as determined by the Toshakhana Evaluation Committee.

5. (1) The Cabinet Division is the custodian of the Toshakhana and is responsible for collection, fixation of price and preservation of the gifts.

(2) It should be assisted by a Toshakhana Evaluation Committee which shall be constituted in the following manner :

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|-------|---|---|------------------|
| (i) | Joint Secretary, Cabinet Division | - | Chairman |
| (ii) | Joint Secretary, Finance Division | - | Member |
| (iii) | Joint Secretary, Ministry of Industries | - | Member |
| (iv) | Deputy Secretary (Planning and Budget)- Cabinet Division | - | Member |
| (v) | Deputy Secretary, Cabinet Division | - | Member-Secretary |

(3) The functions of the Toshakhana Evaluation Committee shall be as under :

- (a) The Committee shall meet periodically and review the manner of collection of the gifts and their preservation.
- (b) The Committee shall determine the price of each article deposited in the Toshakhana. At the time of determination of the price the Committee may obtain the help of reputed commercial firms who deal in the gift items. A declaration regarding the price prevailing at the places where the gift is received shall be obtained from the person receiving and depositing the gift.
- (c) The Committee shall draw up recommendations regarding disposal of gifts and improvements to be brought about in the manner of preservation and custody of the gifts and maintenance of the Toshakhana.
- (d) The Committee shall recommend the manner of disposal of those articles which are likely to suffer depreciation in value if kept for a longer period or kept unused. It shall determine the present value in consultation with reputed commercial firms dealing in such items. Those articles shall be disposed by public auctions and the sale-proceeds deposited in the Government account.
- (e) The Committee may, for special reason to be recorded in writing, with the approval of the Cabinet Secretary, transfer such (gifts) goods/utencils/equipments/commodities which are likely to suffer depreciation or which could be otherwise utilised for official purposes, to any appropriate government offices for official use.

Provided that gifts of historical value, antiques, precious arts and gifts shall not be transferred to any government office for official use.

6. **Storage and disposal of gifts.**—(1) Efforts shall be made to preserve all gifts deposited in the Toshakhana. Special attention shall be given to those gifts which have historical importance and have less chance of their being deteriorated in value if kept for a long period and if necessary expert help may be sought for their proper maintenance.

(2) Very costly items shall be kept in an annex of the National Museum when constructed and till such arrangements are made shall be kept in iron-vaults and other items may be displayed in adequately guarded show cases. However, if it is considered that existing facilities for storage and preservation of very costly items in the Toshakhana are not suitable from the security point of view, the Toshakhana Evaluation Committee may recommend to deposit such items in lockers of some reputed bank or to have them insured against pilferage at Government expense.

7. **Maintenance of Account.**—(1) There shall be two registers namely, Deposit Register and Disposal Register as shown in Annexure 'A' and 'B'. The Deposit Register shall be comprehensive one. Entries of all gifts with their prices and brief description shall be made in this register. Against each entry in this register there shall be the signature of the Secretary countersigned by the Chairman of the Committee.

(2) Accounts of articles disposed of shall be noted in the 'Disposal Register' with cross entries in both the Registers. The Secretary shall assign the duty of normal supervision and management of the Toshakhana to Confidential Officer of Cabinet Division. He shall maintain the accounts and keep the registers under his custody.

(3) Gifts which are highly valuable or which have great historical importance like rare curio or antiques, should be photographed and a copy of the same shall be posted in the register.

8. All gifts received in the Toshakhana shall be acknowledged by the Secretary of the Evaluation Committee.

9. Price of the gifts as referred to in rule 4(5) shall be deposited in the Government account under the head, 'Stock and Share sale 1/0901/0001/3641', and a copy of the Chalan sent to the Cabinet Division for information and record.

GOVERNMENT TOSHAKHANA-DEPOSIT REGISTER

| Sl. No. | Date | Name, designation and address of the depositor | Name, designation and address of the person from whom the present received and also the occasion | Brief description of the gift/ present and quantity | Estimated value | Signature of Confidential Officer-in-Charge | Signature of the Secretary and Chairman | Location | Remarks |
|---------|------|--|--|---|-----------------|---|---|----------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Note-In the remarks column movement of the items with reference No. etc. should be noted. Any other necessary points may be noted here. At the end of notes signature of the Secretary should also be given.

GOVERNMENT TOSHAKHANA-DISPOSAL REGISTER

| Sl. No. | Date | Serial No. as in Deposit Register. | Reference of the order for disposal | Description of the gift/present. | Estimated value | Price received | Chalan No. and date of the sale proceeds | Signature of the Secretary and the Chairman. | Remarks |
|---------|------|------------------------------------|-------------------------------------|----------------------------------|-----------------|----------------|--|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |