

Office Establishment Related Rules, 2040 (1983)

Date of Publication in the Nepal Gazette

2040/4/9 (July 25, 1983)

The Government of Nepal, having exercised the power conferred by Section 2 of the Administrative Procedure (Regulating) Act, 2013 (1956), has enacted the following Rules.

- 1. Short Title and Commencement:** (1) These Rules may be called "Office Establishment Related Rules, 2040 (1983)".

(2) These Rules shall come into force immediately.

- 2. To Prescribe Jurisdiction While Establishing an Office:** The Government of Nepal while establishing any office other than the central office, shall prescribe the jurisdiction by taking the border of Region, Zone, District, Area of District, Municipality or Village Development Committee and Ward as its base.

Provided that the jurisdiction may be prescribed also by taking the border of any one or more Municipalities or Village Development Committees of the same district as its base as per necessity.

- 3. More Jurisdiction May be Prescribed for One Office:** Notwithstanding anything mentioned in rule 2, the Government of Nepal may establish an office to be remained more than one region, zone, District, Area of District, Municipality or Village Development Committee and Ward as the jurisdiction under one office In-charge.

(2) While establishing an office under sub-rule (1), the following arrangement should have been made:-

- (a) While establishing an office having its scope of more than one district under jurisdiction of the same in charge, arrangement of separate units and

budget for each district should have been made. The headquarters of such office also should have been specified as the district headquarters where the office is to be established.

(b) While establishing an office having its scope of more than one zone under jurisdiction of the same in charge, arrangement of separate units and budget for each zone should have been made. The headquarters of such office also should have been specified as the zone headquarters where the office is to be established.

(c) While establishing an office having its scope of more than one Region under jurisdiction of the same in charge, arrangement of separate units and budget for each Region should have been made. The headquarters of such office also should have been specified as the Regional headquarters where the office is to be established.

4. Jurisdiction under These Rules Should have been Specified:

The jurisdiction of the offices that were established prior to coming into force of these Rules and whose jurisdiction has not been prescribed under rule 2 or 3 also should be prescribed under these Rules within 6 months of coming into force of these Rules.

N.B.: Terms changed by the Village Development Committee Act, 2048 (1992):

"Village Development Committee" in lieu of "Village Assembly" or "Village Panchayat".