

“মুজিববর্ষের আহ্বান  
দক্ষ হয়ে বিদেশ যান”



# ANNUAL REPORT 2019-20



**Bangladesh Overseas Employment & Services Limited (BOESL)**  
Ministry of Expatriates' Welfare & Overseas Employment



Father of the Nation Bangabandhu Sheikh Mujibur Rahman



Honorable Prime Minister Sheikh Hasina



**Imran Ahmad, MP**  
Minister  
Ministry of Expatriates' Welfare  
and Overseas Employment  
Government of the People's Republic of Bangladesh



## Message

I am elated to know that Bangladesh Overseas Employment and Services Limited (BOESL) is going to publish its Annual Report 2019-2020 depicting their performances and activities. As a state-owned company, the vision and mission is strategically important to achieve the sustainable development goal to the nation.

The present government under the charismatic leadership of Hon'ble Prime Minister Sheikh Hasina is highly committed to achieve the targets of Vision 2021 and 2041. In this regard, the responsibilities of BOESL have to ensure ethical, safe, low-cost and orderly migration for the rightful job seekers and also maintain proper guidelines during this COVID-19 pandemic.

In order to implement the dream of 'Sonar Bangla' of Father of the Nation Bangabandhu Sheikh MujiburRahman, there is no alternative to overseas employment as Bangladesh is a densely populated country and young population need employment. I am fully confident that BOESL will be able to achieve the goals with professionalism.

"Joy Bangla, Joy Bangabandhu  
May Bangladesh Live Long"

Imran Ahmad, MP



**Dr. Ahmed Munirus Saleheen**  
Chairman  
Board of Directors  
Bangladesh Overseas Employment and Services Limited (BOESL)  
and  
Secretary  
Ministry of Expatriates' Welfare and Overseas Employment  
The Government of the People's Republic of Bangladesh



## Message

I am quite delighted to know that Bangladesh Overseas Employment and Services Limited (BOESL) is going to publish its Annual Report 2019-2020. The Annual Report is surely and important instrument to ensure the transparency of an organization's activities as well as the expenditure involved thereof.

Given the crucial role of overseas employment in the socio-economic development of the country, the importance of ensuring safe, orderly and ethical migration at a reasonable cost cannot be overemphasized. BOESL- the only Government owned company to export Manpower- was established in 1984 to this end. I firmly believe that this organization has been able to set good examples of ethical and quality work migration by sending skilled workers to a few attractive destinations. The slogan of the Ministry of Expatriates' Welfare and Overseas Employment for the Mujib Year to mark the birth centenary of the Father of the Nation Bangabandhu Sheikh Mujibur Rahman hinges on sending skilled workers abroad. BOESL's approach to overseas employment resonates with that spirit.

The current worldwide pandemic situation has posed many challenges in overseas employment sector. The question of reimagining human mobility has come into being. Sustaining the flow of overseas employment and its attendant benefits has become more challenging than ever before. In this perspective, BOESL needs not only to explore new avenues but also to adopt innovative strategies to brave the challenges which, I believe, could be turned into opportunities through sincere and collective efforts. Finding potential overseas employment markets in a competitive environment in post-COVID time would be one of the tasks I would want BOESL to be engaged in.

I am happy to note that as a special pledge for the Mujib Year, the employees of BOESL reiterated their commitment to carry forward the activities of BOESL with more justice, dedication and honesty. I hope the worlds will be translated into actions.

On behalf of the BOESL's Board of Directors, I would like to take this opportunity to thank the Hon'ble Minister, Ministry of Expatriates' Welfare and Overseas Employment, Mr Imran Ahmad, MP for his continuous guidance and BOESL officials and employees for their hard work to make BOESL an efficient and effective organization. Special thanks are due to those who worked hard to bring out this publication. Let me convey my heartfelt gratitude to all the valued stakeholders for their trust in BOESL.

Dr. Ahmed Munirus Saleheen

**Md. Saiful Hassan Badal**  
Managing Director (Additional Secretary)  
Bangladesh Overseas Employment and Services Limited (BOESL)  
Ministry of Expatriates' Welfare and Overseas Employment



## Message

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It's a great pleasure for me to witness of an organization like BOESL which is a prominent in safe, ethical and low cost overseas employment.

Despite the challenges and threats caused by COVID-19 pandemic around the world BOESL is continuously working to support overseas job seekers and meeting the demand of government and private employers around the world.

I am pleased to convey that in honor of the birth centenary of our Founder Father of the Nation Bangabandhu Sheikh Mujibur Rahman, BOESL is planning to send 100 children of freedom fighters for overseas employment free of charges. Also in honor of this year all employees of BOESL have taken oath to perform their duties fairly and impartially.

Facing the challenges of fast changing world and its human resource demand, BOESL has extended business in overseas market by sending employees in different categories. The workers whose are working abroad through BOESL are connected to produce world class branded commodities.

Through BOESL more than ninety thousand workers received career guidance and advice and they have found meaningful foreign employment opportunities with happiness. In spite of the COVID-19 pandemic BOESL is trying hard to ensure quality services by highest level of satisfaction to clients. BOESL has adopted an Action Plan aimed at creating new job markets to overcome the Corona epidemic crisis.

I feel proud for the endeavor of BOESL to attain its objectives to promote and empower a under privileged group like women through providing them an opportunity to enhance their quality of life. BOESL is very much committed to ensure quality service through effective utilization of available resources.

I wish that BOESL will transcend beyond our expectations with various innovation on numerous occasions. I am very much confident that upcoming "Annual Meeting" will once again elevate BOESL's position to a higher degree of achievement.

"BOESL family" is indebted to the Honorable Minister and the Secretary for their support and relentless cooperation to place BOESL in a new height by fulfilling the dream of Honorable Prime Minister to make Bangladesh poverty free and developed country in the days to come.

A handwritten signature in black ink, appearing to be 'Saiful Hassan Badal', written in a cursive style.

Md. Saiful Hassan Badal

# Gratitude...



Our gratitude goes to the following Ministries Organizations and Institutions for their support and cooperation.

- ▣ Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE)
- ▣ Ministry of Home Affairs
- ▣ Ministry of Foreign Affairs
- ▣ Ministry of Finance (Finance Division)
- ▣ Ministry of Civil Aviation and Tourism
- ▣ Bureau of Manpower, Employment & Training (BMET)
- ▣ Director General of Department of Immigration and Passport (DIP)
- ▣ Director General of Health Services (DGHS)/s
- ▣ Civil Aviation Authority of Bangladesh (CAAB)
- ▣ International Labour Organization (ILO)
- ▣ International Organization for Migration (IOM)
- ▣ All Deputy Commissioners (DC) and Upazila Nirbahi Officers (UNO)
- ▣ All Bangladesh Missions in Abroad
- ▣ Embassy of Republic of Japan, Dhaka
- ▣ Embassy of Republic of Korea, Dhaka
- ▣ Probashi Kallyan Bank (PKB)
- ▣ Wage Earners' Welfare Board
- ▣ Immigration Authority of Hazrat Shahjalal International Airport
- ▣ All Labour Attachés of Bangladesh Mission in Abroad
- ▣ Expatriates' Welfare Desk, Hazrat Shahjalal International Airport
- ▣ Bangladesh-Korea Technical Training Center (BKTTTC)
- ▣ Bangladesh-German Technical Training Center (BGTTTC)
- ▣ Sheikh Fozilatunnesa Mujib Mohila Technical Training Center
- ▣ Officer in Charge, Ramna Model Thana, Mirpur Thana, Darus Salam (Mirpur) Thana, DMP, Dhaka
- ▣ All medical institutions enlisted by BOESL and
- ▣ All clients, suppliers, stake holders and concerned NGOs.

# Executive summary



Bangladesh Overseas Employment and Services Limited (BOESL) was founded in 1984, with the initiative of Government of Bangladesh. It is a government owned international recruitment company. The Government established this company with a view to extend support to the partner countries to enhance their development process as well as investments through sending human resources of Bangladesh. The purpose of this company is to offer foreign employment opportunities for Bangladeshi workforce according to their skills and experience.

A Seven member's board of directors is the principal authority for formulating any guideline for successful operation of BOESL. Chairman of Board of Directors is Dr. Ahmed Munirus Saleheen, Secretary, Ministry of Expatriates' Welfare & Overseas Employment

Total employee of BOESL is 76. The Head of the Organization is Md. Saiful Hassan Badal, Managing Director (Additional Secretary).

Except the pandemic time, BOESL has ensured foreign employment to 8,525 Bangladeshis in 2019-20. We have an unquestionable and trustworthy recruitment process through which we provide right person to the right job with full customer satisfaction.

Total expenditure of BOESL in this Financial Year is BDT 5,96,39,610/- (Five crore ninety six lac thirty nine thousand six hundred ten) in which administrative expenditure is BDT 5,21,63,030/- (Five crore twenty one lac sixty three thousand thirty) and operating expenditure is BDT 74,76,580/- (Seventy four lac seventy six thousand five hundred eighty) only.

In 2019-20, total profit (Before Tax) of BOESL is BDT 14,80,62,610/- (Fourteen crore eighty lac sixty two thousand six hundred ten) and income tax paid BDT 4,81,20,348/- (Four crore eighty one lac twenty thousand three hundred forty eight). Dividend will be paid to the government BDT 7,65,000/- (Seven lac sixty five thousand) which is similar to the previous year.

From the statement stated above it is quite evident that BOESL is a profitable organization of the Government of Bangladesh.

During the last ten years, as an international platform BOESL has transformed its way of work from analogue to digital and successfully implemented Government initiatives of 'Digital Bangladesh.'

BOESL is an ISO certified state owned company. BOESL has provided overseas employment more than 60,000 female skilled garments workers.

This is the only manpower recruiting organization which has sent a good number of female skilled garments workers with 'Zero' migration cost. BOESL covers the area of SDG goals no: 1,2,5,8 and 10.

To explore new overseas job market in the post COVID world BOESL has prepared an action plan to expand its business area and also doing research.

All staffs of BOESL heartily promised and signed an oath to perform his/her responsibilities for BOESL bearing honesty, impartiality to build up "Sonar Bangla" following the ideality and morality of The Father of the Nation Bangabandhu Sheikh Mujibur Rahman. In honor of Mujib 100 years BOESL has decided to provide overseas employment to 100 skilled workers with Zero Migration cost to the children of freedom fighters.

COVID-19 will have far-reaching impacts on labor market outcomes. Beyond the urgent concerns about the health of workers and their families, the virus and the subsequent economic shocks will impact the world of work across three key dimensions: 1) The quantity of jobs (both unemployment and underemployment); 2) The quality of work (e.g. wages and access to social protection); and 3) Effects on specific groups who are more vulnerable to adverse labor market outcomes.

The year 2019-2020 has been challenging for the manpower business as well as for BOESL. Still BOESL has managed to show a good administrative and financial performance throughout the year. This executive summary is aimed to mirror BOESL's overall performance in this fiscal year which is praise worthy.





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# BOESL AT A GLANCE

1. Name of the organization: **Bangladesh Overseas Employment and Services Limited (BOESL)**
2. Name of Ministry: **Ministry of Expatriates' Welfare and Overseas Employment**
3. Established: 1984
4. Core Activities:
  - Ensuring ethical, safe & low cost migration
  - Ensuring equal participation of all people in the overseas employment
  - Evaluating people on their talents and skills
  - Empowering jobseekers to build their career across the world
  - To ensure transparency in selection process
  - To establish direct relationship with employers and employees without middleman
  - Providing jobseekers exciting new job opportunities
  - Ensuring governance in labor mobility in regular pathways to decent work.
5. Area covered of SDG: **Our goals in SDG are 1,2,5, 8 and 10.**
  - GOAL 1: No Poverty.
  - GOAL 2: Zero Hunger.
  - GOAL 5: Gender Equality.
  - GOAL 8: Decent Work and Economic Growth.
  - GOAL 10: Reduced Inequality
6. Authority: **Board of Directors**
7. Chairman of Board of Directors:

**Dr. Ahmed Munirus Saleheen**  
Chairman  
Board of Directors  
Bangladesh Overseas Employment and Services Limited (BOESL)  
and  
Secretary  
Ministry of Expatriates' Welfare and Overseas Employment  
The Government of the People's Republic of Bangladesh
8. Head of the Organization:

**Md. Saiful Hassan Badal**  
Managing Director (Additional Secretary)  
Bangladesh Overseas Employment and Services Limited (BOESL)
9. Total employee: 76
10. Total Overseas employment: 1,05,513
  - Male: 44,838
  - Female: 60,675

11. Employer Countries: K.S.A, Iran, U.A.E, Bahrain, Qatar, Oman, Kenya, Iraq, Kuwait, Zimbabwe, Maldives, Turkey, Pakistan, Malaysia, Fiji, Singapore, Libya, Mauritius, Malawi, U.S.A, Zambia, Nigeria, Botswana, Egypt, Seychelles, Japan, South Korea, Poland & Jordan.
12. Selected new countries: Germany, Canada, Australia, Russia, Brunei, China, Ethiopia, Cambodia, Thailand, Albania, Vietnam, Hong Kong, Bosnia, Herzegovina and Croatia.
13. Related acts & Rules:
  - BOESL is registered and incorporated under the Companies Act VII of 1913 and the Company Limited by Shares Memorandum and Articles of Association of BOESL.
  - Overseas Employment & Migrants Act 2013.
  - Expatriates Welfare and Overseas Employment Rules 2016.
  - Emigration Rules 2002
14. Website address: [www.boesl.gov.bd](http://www.boesl.gov.bd)
15. E-mail address: [info@boesl.gov.bd](mailto:info@boesl.gov.bd)
16. Contacts Number: 9361515, 9351125, 9336508 (PABX)
17. Address: Probashi Kallyan Bhaban (4th floor), 71-72 Eskaton Garden, Ramna, Dhaka-1000, Bangladesh.

# Highlights of BOESL

- 1984 Started sending workers in Dubai Municipality
- 1985 Doctor sending in KSA
- 1986 Nurse and Technician sending in KSA.
- 1987 Started sending Doctors in Iran.
- 1988 Started sending workers in Iraq.
- 1989 Started sending Technician and Engineers in Dubai Electricity and water authority.
- 1993 Started sending Engineers in KSA.
- 1994 Started sending catering worker in KSA.
- 2002 Started sending Doctors and Technician in KSA
- 2007 Signed MOU with the Government of Republic of Korea and Bangladesh to recruit Bangladeshi workers under EPS (Employment Permit System).
- 2010 Government of Jordan allowed recruitment of female garments workers from Bangladesh through BOESL from the month of September 2010.
- 2011 Started digitalization of BOESL.
- 2015
- Starting SMS gateway service to all customers under service innovation.
  - Publishing internal training manual.
  - Introducing compulsory post-selection and pre-departure motivational briefing.
- 2016
- Achieving New Delegation of Financial Power (DOFP) and Organization Structure approved.
  - Publish in-house training calendar.
- 2018
- Achieved ISO 9001:2015 certificate.
  - Signed MOU with Japan.
  - Strengthened online registration of Republic of Korea under EPS.
  - 60 hrs. compulsory training for officials.
- 2019
- Introduced HRM software.
  - Introduced 24 hours language and culture training session for South Korea going workers under EPS.
  - Introduced pre-departure briefing especially for Jordan going female workers.
- 2020
- Started sending garments workers in Mauritius.
  - Signed MOU with a Hungarian Company named IBF Work and got demand of 6000 workers.

## Chapter 01

# COMPANY PROFILE

Bangladesh is a developing country with a population of 160 million and its labor force is 54 million including professional, skill and semi-skill manpower. Therefore Bangladesh is a unique reservoir of all categories human resources for migration. Since 1976 Bangladesh has started sending workers after establishing Bureau of Manpower, Employment and Training (BMET).

### 1.1 Establishment of BOESL

Bangladesh Overseas Employment and Services Limited (BOESL) is the only state owned manpower sending company established in 1984 to ensure safe and low cost migration. BOESL's main objective is to provide "Right person for Right job" to valued foreign Employer. BOESL realizes service charge from the selected workers as "No loss less profit" basis.

The main purpose of establishing this company is to provide honest, efficient and quick services to the valued foreign employers for overseas employment with their full satisfaction.

### 1.2 Laws and Rules of BOESL

BOESL is registered and incorporated under the Companies Act VII of 1913 and the Company Limited by Shares Memorandum and Articles of Association of BOESL. It also follows the Overseas Employment & Migrants Act 2013, Expatriates' Welfare and Overseas Employment Rules 2016 and Emigration Rules 2002. It is a government owned manpower recruitment and service organization under the Ministry of Expatriates' Welfare and Overseas Employment. BOESL was established with a view to extend support to the partner countries to enhance their development process as well as investments through sending human resources of Bangladesh.



### 1.3 Vision

To become one of the best overseas recruitment organizations in Bangladesh by providing fast, efficient and effective service to our clients and make more contribution to the national economy to sustain its growth.



### 1.4 Mission

- ❑ Ensuring ethical, safe & low cost migration.
- ❑ Ensuring equal participation of all people in the overseas employment.
- ❑ Evaluating people on their talents and skills.
- ❑ Empowering jobseekers to build their career across the world.
- ❑ To ensure transparency in selection process.
- ❑ To establish direct relationship with employers and employees without middleman.
- ❑ Providing jobseekers exciting new job opportunities.
- ❑ Ensuring governance in labor mobility in regular pathways to decent work.

## 1.5 Commitment of BOESL

- ❑ To create the opportunity of overseas employment especially for the woman and poor people of the country treating overseas employment as a service.
- ❑ To communicate with different manpower receiving countries with a view to promote migration.
- ❑ To search and explore new overseas employment market for Bangladeshi workers.
- ❑ To ensure overseas employment of the poor people and women to eliminate poverty.
- ❑ To prevent illegal stay in the receiving country.

## 1.6 Objectives of BOESL

- To send manpower to the labor receiving countries around the world in minimum migration cost.
- To assist foreign employer to recruit right person for right job.
- To buildup positive image of Bangladeshi workers in the world labor market by sending skilled, semi-skilled and professional worker.
- To improve socio-economic condition of the country by earning foreign currency.
- To create the opportunity for overseas employment especially for the woman and poor people of the country treating overseas employment as a service.
- To communicate with different countries in demand of manpower with a view to promote migration.
- To search and explore new overseas employment market for Bangladeshi workers.
- To ensure overseas employment for the poor and women to eliminate poverty.

## 1.7 Core Objectives of BOESL

For the Customers : Overseas employment with customer care.

For the Organization : Financial sustainability and goodwill of the company.

For the Society : Strengthening the social values and undertake corporate social responsibility.

For the Nation : Taking all-out effort to achieve national growth and economic prosperity.

## 1.8 Core Services of BOESL

- Hunting, deployment/ placement of Bangladeshis in foreign countries.
- Job advertisement, promotion and selection for foreign companies and institutions.
- Screening qualification, experience and assignment of prospective employees/ candidates.
- Committed to promote the welfare of Bangladeshi workers.

## 1.9 Scopes of BOESL

The scopes of BOESL are as follows:

1. To do and carry on the business of recruiting agents for overseas employment of Bangladeshi people and consultants of manpower in any part of the world where the company gets scope either by way of individual efforts, negotiation or as the agent of any foreign company, government agency or employer.
2. To project the image of Bangladesh as a reliable sources of potential manpower by means of regular publicity and promotional activities.
3. To arrange trade-tests, medical-tests, tickets and other facilities for persons selected for overseas employment and charge fees as may be determined by the Board of Directors from time to time.
4. To do and carry on the business as travel agent, tour cruise operators, conductors by air, land and water within and outside Bangladesh either independently or in co-operation with any other organization of any country of the world including Bangladesh.



5. To acquire and take over any concern carrying on the business of sending manpower and travel agents and other allied business within and outside Bangladesh.
6. To establish branches, agencies or offices of the company in any part of Bangladesh or outside Bangladesh.
7. To insure with any other company and persons against losses, damages, risks and liabilities this may affect the company.
8. To promote any other company, firm or concern for carrying into effect any of the objects of the company or for the purpose of acquiring all or any of the business, property, rights, liabilities of this company or for any other purposes which may seem directly or indirectly to benefit this company.
9. To enter into collaboration with any person or party whether local or foreign for the purpose of the business of the company.
10. To appoint agents or constitute agencies of the company in Bangladesh and elsewhere for administration of the affairs of the company and to manage its business either generally or in respect of any particular sphere of its activities in doing and performing any or some or all the objects mentioned in the Memorandum of Association or as per incidental or conducive to the attainment of these objects.

### 1.10 Promises to Stakeholders

- Promote investment in employees skills to increase the resilience of employees/candidates and organization of Bangladesh.
- Helping Bangladeshi people to increase skills necessary to find a foreign job and adapt to a fast changing world of work.
- Find the right person to meet the standard of employers.
- Develop strategic actions to deliver very good talented candidates in a challenging environment.
- To enable BOESL to adapt rapidly in a changing circumstance.
- To provide job seekers well placed career paths.
- Extend foreign employment services to all Bangladeshi jobseekers with minimum cost and time.
- Providing meaningful employment for millions of Bangladeshi people.
- Maintaining regular collaboration with all human resource receiving and supplying agencies and all partners with BOESL.
- Developing a framework where Bangladeshi workers shall be settled according to their skills and experience.

### 1.11 Competitive Advantages of BOESL

- Government owned trustworthy company.
- Selection process is customer oriented, fair and ethical.
- Clients are comfortable to take decisions.
- Confirming the benefits of the employees to attract candidates.
- All facilities are available to ensure any skill test.
- In Bangladesh, it is a renowned institution in manpower recruitment business. All services are ensured with commitments.
- A group of qualified, experienced, efficient government officials are involved in the management.
- Executives and staffs are operating the recruitment process.
- Well collaboration between employers and employees.
- Digital workplace is visible in the recruitment process.
- Accountability and transparency are working hand in hand.
- Cooperation of Embassies in partner countries. Special labour wings are working in 30 countries.

## 1.12 Success story of BOESL

Since 1984, BOESL has some unique success story of safe and low cost migration. In the year 1986, under the Government Protocol with IRAQ, BOESL has sent 10,000 workers in IRAQ. BOESL has supervised recruitment of 79,000 workers for Malaysia during 1996 to 1997 under Government to Government protocol as an obligatory responsibility of the Government to ensure low-cost migration.

Before 2006 Bangladeshi workers migrated South Korea under Industrial Trainee Scheme (ITS) with a high migration cost. To ensure transparency and efficiency in the process of foreign workers employment, South Korea has introduced the Employment Permit System (EPS) instead of ITS. The Korean Government has signed the Memorandum of Understanding (MoU) with Bangladesh in 2007 to recruit Bangladesh workers under EPS. In implementing this MoU, both sides jointly decided that BOESL as the only sending agency in Bangladesh. Under EPS, BOESL has sent 212,933 workers to South Korea by June 2019.

BOESL has been working with female migration from long but started in full swing from 2010 in Jordan, Bahrain, Oman and UAE. Our main concern of female migration is to ensure safe and low cost or free of cost migration. BOESL takes only 17,750 Tk. from the female garments workers as service charge. Since 2010 to June 2019 total 61,840 female workers have migrated through BOESL.

Thus, BOESL has sent 1,05,513 workers in different countries from January 1984 to June 2019. Since 1984 BOESL has achieved one goal of safe and low cost migration and its continuous effort is going on.

## 1.13 Experiences

BOESL has more than 36 year of practical working experiences in this sector. So far BOESL has successfully sent manpower to 30 countries in the world. Last year (fiscal year 2019-2020) BOESL has successfully sent more than 8,525 workers all over the world with minimum cost and ensured safe migration.

## 1.14 Available resources in the following fields

- Engineering
- Construction
- Design & Architectures Marketing
- Culinary
- Health & medical
- Manufacturing
- Trading
- Care giving
- Marketing
- Hotel management
- Agriculture

## Chapter-02

# BOARD OF DIRECTORS



Dr. Ahmed Munirus Saleheen

Dr. Ahmed Munirus Saleheen  
Secretary  
Ministry of Expatriates' Welfare and Overseas Employment  
and  
Chairman of the BOESL Governing Board.



Md. Shamsul Alam

Director General  
Bureau of Manpower, Employment and  
Training  
and  
Director of the BOESL Governing Board.



Md. Jahagir Alam

Additional Secretary (Political and ICT)  
Public Security Division, Ministry of  
Home Affairs  
and  
Director of the BOESL Governing Board.



Habibun Nahar

Additional Secretary (Expenditure  
Management-2)  
Finance Division, Ministry of Finance  
and  
Director of the BOESL Governing Board.



Md. Nazibul Islam

Additional Secretary (Training wing)  
Ministry of Expatriates' Welfare and  
Overseas Employment  
and  
Director of the BOESL Governing Board.



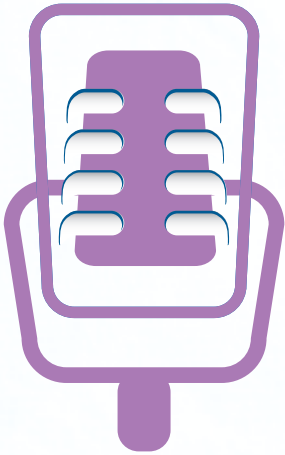
Dr. Md. Mosharraf Hossain

Joint Secretary (Biman)  
Ministry of Civil Aviation and Tourism  
and  
Director of the BOESL Governing Board.



Md. Nazrul Islam

Director General (Economic Affairs Wing)  
Ministry of Foreign Affairs  
and  
Director of the BOESL Governing Board.



## Directors' Report

Dear Esteemed Shareholders

As Directors of Bangladesh Overseas Employment and Services Limited (BOESL), we are pleased to welcome you all to the 36<sup>th</sup> Annual General Meeting (AGM) and submitting audit report of financial year 2019-20.

The requirement for Directors' Report arose out of a general move for greater terms in corporate governance. It is useful for shareholders to find out issues such as good financial condition of the company, market potential and structural capacity of the business to expand into new opportunities. In order for share holders to make informed decision when casting their votes at annual or other meeting, the Directors Report provides part of that essential minimum standard of information. It is complemented by the Directors' Report and the company accounts.

At the outset of the meeting we would like to remember the contribution of our previous board members who have contributed by their mentoring, coaching and leadership for improvement of the financial position of the company.

### 2.1 Activity of Board

The duty of the directors is to prepare a Directors' Report once a year. It is founded in the Companies Act 1913 section VII. The report must include the directors' names and company's principal activities.

Every month members of the board conduct meeting to review the performance of the company. As a chairman of the board perform the responsibility of smooth functioning of the board. The Managing Director of BOESL is in charge of Chief Executive Officer of the company. The operation procedure is regularly briefed to the board members about the progress of the company by the Managing Director. All issues related with human resource management, new recruitment of officials and staffs, possibilities to improve the employment situation of Bangladeshi workforce in abroad, progress of implementation of all decisions of the board are monitored regularly. In addition, board members always are concerned about financial progress of the company. This is always discussed in the meeting. Financial allowances for training, overtime of staffs, recruitment system for BOESL's officers and staffs, appointing of auditing company, matter related to delegation of financial power, formation of committee for promotion of officers and staffs, expansion of foreign market of BOESL on enhancing labour market for Bangladeshi workers are also discussed. Appointment of consulting firms and consultants, labour sending process in Japan and South Korea, Poland issues get priority in the discussion.

### 2.2 Skills for the International Market: Country Report

Bangladesh has been formulating and adopting national laws and policies to govern the labour migration process. The government has also adopted national policies that address the skills development of workers. The MoEWOE and its executive arm the only one government agency BOESL have mobilized resource from cooperated with a range of stake holders to enhance works skill.

It is fact that, the numbers of foreign jobseekers in Bangladesh are increasing day by day. It is evident from the statistics of application received from candidates in 2019-20. The employment data of the overseas employment revealed that in this year BOESL has recruited good number of candidates in 4 foreign countries despite the COVID-19 pandemic. In 2019-20, total 8,525 jobseekers received foreign employment in Jordan, Mauritius, Seychelles and South Korea. The management of the BOESL applied various attractive and innovative approaches by reducing service charge for hiring

more Bangladeshi candidates through BOESL. This approach attracted many companies to hire different professionals and match them in different position. BOESL always looked for new ways to fulfill its employment mission. It has started new deals with its various companies to build BOESL as a trust worthy organization. It has brought many changes in its organogram in the areas of administration and business promotional activities for experiment of new ideas for institutional management. In this year BOESL has entered in the European market through a Hungarian company named IBF Work. BOESL has signed MoU with this company and got a demand letter of 6000 (six thousand) workers.

### 2.3 Outline of BOESL

The company set necessary infrastructure and tools to maintain its security. In times of tightening labour markets and shrinking workforces in many developed markets BOESL demonstrated good advancement in deployment of Bangladeshi workforce in following countries. Table 1 is reflecting the scenario of overseas employment in 2019-20.

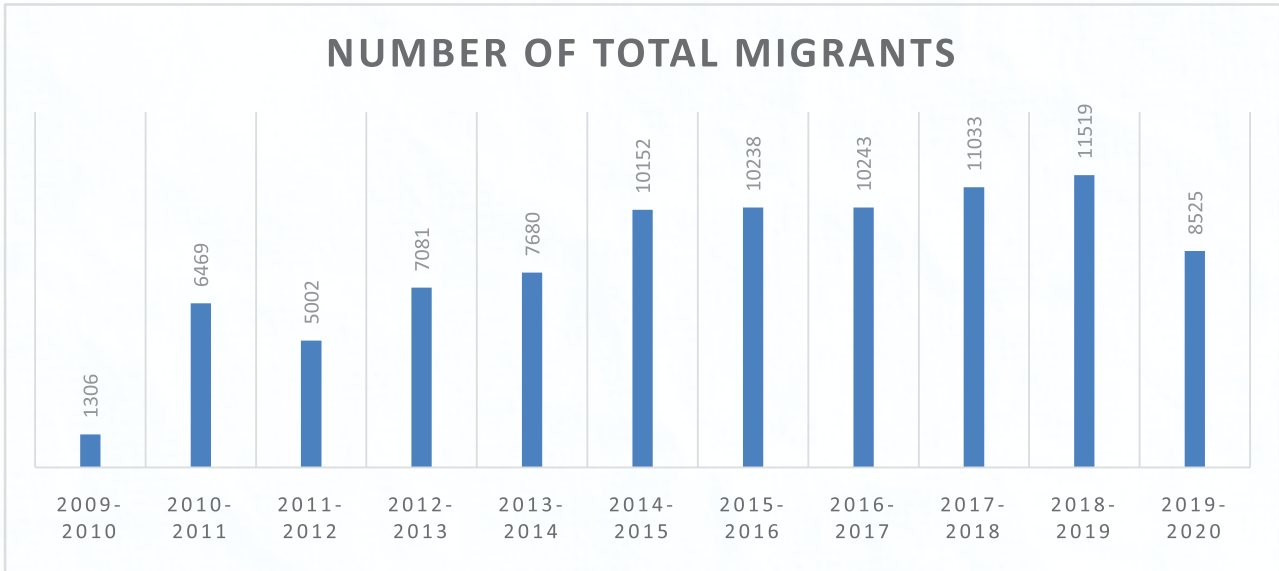
**Table 1: Overseas Employment in the fiscal year 2019-2020**

MONTH	NAME OF COUNTRIES					GRAND TOTAL
	JORDAN	SOUTH KOREA	MAURITIUS	SEYCHELLES	OTHERS	
JULY	794	148	-	-	-	8525
AUGUST	714	178	-	-	-	
SEPTEMBER	1082	222	-	-	-	
OCTOBER	1471	217	-	-	-	
NOVEMBER	840	131	-	-	-	
DECEMBER	1061	313	-	-	-	
JANUARY	628	132	-	-	-	
FEBRUARY	589	50	-	5	-	
MARCH	284	218	72	2	-	
APRIL	-	-	-	-	-	
MAY	-	-	-	-	-	
JUNE	-	-	-	-	-	
<b>TOTAL</b>	<b>7463</b>	<b>983</b>	<b>72</b>	<b>7</b>	<b>0</b>	

In the first quarter of the year, Jordan and South Korea are the key destination for jobseekers through BOESL. But labour employment from BOESL stepped up through initiatives of different labour wing of the Bangladeshi Embassies and missions in abroad. Now BOESL has established a reputation for sending skilled and committed workers with all positive qualities of human resources. In compliance of migrants' act of Bangladesh, BOESL is confirming all condition of employers and benefit of the employees. This initiative attracted many companies. A formal contract is also signed with employers and employees where all conditions with benefit stated clearly. Diagram 1 clearly showing progress of overseas employment.

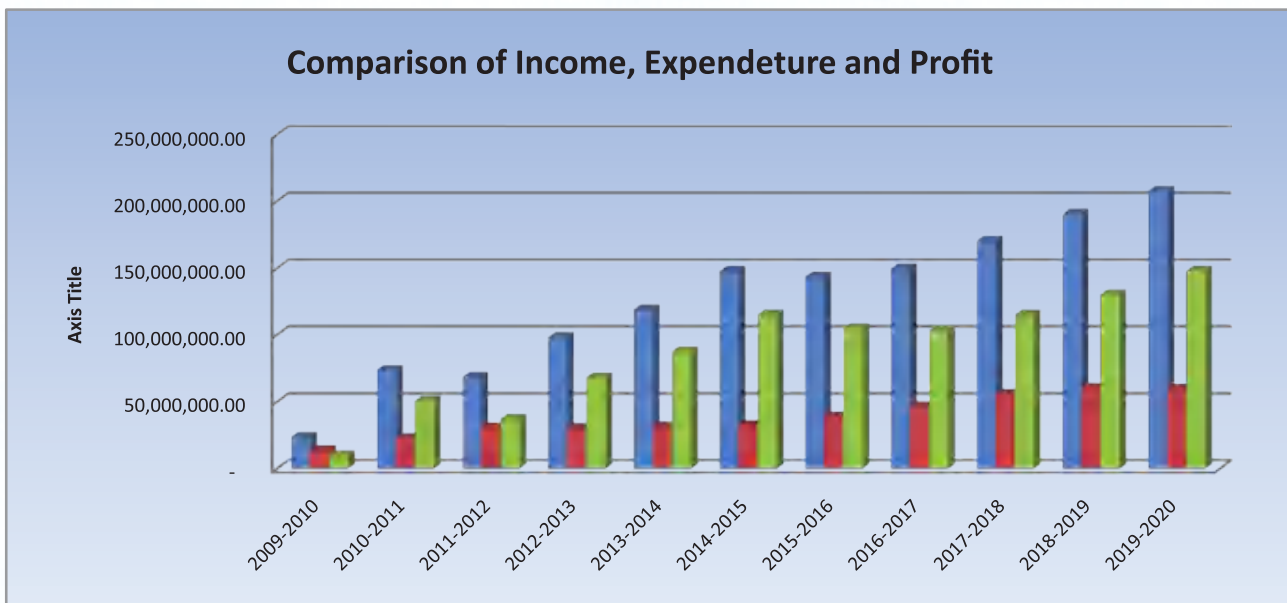
## 2.4 Financial Progress of Last Decade

Diagram 1



The diagram shows the number of people got overseas employment through BOESL in last decade.

Diagram 2



Fiscal Year	Income Tk.	Expenditure Tk.	Profit
2009-2010	23,617,633.00	13,846,125.00	9,771,508.00
2010-2011	73,551,990.00	22,654,108.00	50,897,882.00
2011-2012	68,371,109.00	31,007,378.00	37,363,731.00
2012-2013	98,349,486.00	30,286,771.00	68,062,715.00
2013-2014	119,243,073.00	31,707,509.00	87,535,564.00
2014-2015	147,990,391.00	32,843,522.00	115,146,869.00
2015-2016	143,900,474.00	39,084,300.00	104,816,174.00
2016-2017	149,837,122.00	46,819,077.00	103,018,045.00
2017-2018	170,699,527.00	55,678,542.00	115,020,985.00
2018-2019	190,558,349.00	60,216,194.00	130,342,155.00
2019-2020	207,702,221.00	59,639,609.00	148,062,612.00

The diagram shows income, expenditure and profit of BOESL in last decade. Data of income, expenditure and profit reveals that income of 2019-20 (BDT 20,77,02,220.00 /-) is higher than the previous year (BDT 19,05,58,349/-).

BOESL is a licensed manpower recruiting agency which has a better position to all employers. The company was founded by the Government of Bangladesh with 51 lakh paid up capital. Since establishment with proper perseverance the company has established and continually grown. It's now recognized as one of the most reliable company.

## 2.5 Satisfaction of Clients

The prevailing ideas of BOESL are continuous modification and innovation. Indeed, this company is playing a major role in changing the lives of many Bangladeshis, including all stakeholders, partners and office clients.

In the era of globalized economy, BOESL has intention to become more imperative and even more significant in the national economy by increasing remittance. As BOESL provides increasingly client oriented and excellent services, it is becoming important to give concentration on quality and provide good customer service with a view to sustain its growth. This company maintained trust and confidence of all stakeholders through relentless pursuit of knowledge and understanding.

## 2.6 Financial Position of BOESL

This year following the guideline of the board of directors of BOESL, management of the company appointed an audit company MASH Haque Chartered Accountants to review financial position of BOESL. The audit team started auditing from 01 July 2019 to 30 June 2020 and reviewed and monitored the integrity of financial position. The report of the audit team ensured that the company fully complies with the accounting policies, principles and standards. The team made appraisal of the performance of the internal audit and internal control system. Moreover, the team also reviewed the risks associated with the company's business operations. BOESL's internal audit control committee is headed by the Company Secretary of BOESL. The audit process is regularly supervised by the committee and as guided by the board.

The audit report explained that as a whole this company is free from material misstatement due to fraud and error. Hence, in accordance with their professional judgment the financial position reflected here under-

### Report of 30 June 2020:

- Fixed Asset : 2,00,04,536.00 BDT
- Current Asset: 113,84,79,444.00 BDT
- Current Liabilities: 52,75,74,938.00 BDT
- Net Current Asset: 61,09,04,506.00 BDT

- e) Total Net Asset: 63,09,09,042.00 BDT
- f) Total Income: 20,77,02,220.00 BDT
- g) Expenditure: 5,96,39,610.00 BDT
- h) Profit: 14,80,62,610.00 BDT

A detailed report is attached with this annual report in chapter 05.

## 2.7 Transformation in BOESL

### Performance of Human Resources

To enrich knowledge, skills and professional expertise, BOESL arranges various training programs for the employees. Following the directives of the Ministry of Public Administration and Ministry of Expatriates' Welfare & Overseas Employment, BOESL has developed a training calendar for each employee which is designed to meet at least sixty hours of training on different topics around the year.

### Customer Service

BOESL provides pre-departure briefing to the workers before going to their destination countries. Language, culture and lifestyle of concerned country, types of work to be done, terms and conditions of service, safety and security etc. are being described in that briefing.

BOESL has introduced "Behavioral Change Motivational Training" to prevent illegal stay in the Republic of Korea. Resource persons from different fields like psychologist, doctors, and police officers specialized on criminology, lawyers and delegates from HRD Korea and experienced govt. officials are invited at the training. The day-long training has six sessions on:

- Safe Migration and Role of HRD Korea and BOESL
- Proceedings on illegal stay,
- Breach of Contract,
- Etiquette, Manner and Code of Conducts,
- Counseling and Psychotherapy on Self Understanding
- Korean Language and Culture.

Before the departure of EPS workers, 24 hours "Korean Language and Culture Training" is arranged by BOESL on regular basis in cooperation with HRD Korea. This training is increasing functional level of Korean language proficiency in work places, shopping malls, hospitals and travelling in Republic of Korea.

## 2.8 Employee Benefits

### a) Contributory Provident Fund

The Company operates a contributory provident fund scheme for all the contractual employees. Provident Fund is administered by a Trustee Board and is funded by contributions equally from the employees and the employer at 10% of basic salary. The balance amount as on 30 June 2020 is BDT 1,66,62,372/- (One crore sixty six lac sixty two thousand three hundred seventy two).

### b) Gratuity

The Company operates an unfunded gratuity scheme for all regular employees. Employees are entitled to gratuity benefit after completion of minimum five years of continuous service with the Company. The gratuity is calculated on the last basic pay and is payable at the rate of two months' basic pay for every completed year of service.

### c) Group Insurance

BOESL and Jibon Bima Corporation had entered into a contract back in 1997 for providing protection under group insurance scheme to BOESL's employees. In the year of 2015-2016, BOESL has settled 02 claims of Group Insurance with the help of Jibon Bima.



#### d) Profit Bonus

BOESL is growing steadily and earning profit every year. In this year it has earned profit amounting to BDT 14,80,62,610/- (Fourteen crore eighty lac sixty two thousand six hundred ten). A portion of its profit is distributed to all the employees of BOESL as profit bonus for their better performance. BOESL is always focusing on ethical growth with reasonable service charge with strong performance.

#### e) NIS (National Integrity Strategy)

In line with National integrity Strategy (NIS) BOESL has formed an Ethics committee for the implementation of NIS arrangement. The committee formulated an action plan for 2019-20 to promote integration among employees and employers and good governance to this company. The action plan of NIS has initiated to prepare a list of best practices of BOESL under which it envisaged to train staffs and officers of the company. All information are publishing and upgrading in the website of BOESL. All activities of BOESL are online based. The work plan also included to monitor the implementation of the activities and submitting to the Ethics committee. According to the policy of the Ethics committee award is distributed to the best performers. In 2019-20 two officials have received the award. They are-

**1. Md. Noor Ahmed**

Deputy General Manager (Admin, HR & Finance)

**2. Md. Suruj Khan**

Security Guard

#### f) Innovation and Small Improvement Projects

A regular committee consists of 5 members are involved in undertaking various innovative measures to improve the gaps of the company for offering best services to the customers. Main innovative measures in 2019-20 presented hereunder-

1. Online registration
2. ISO 9001 : 2015 certified
3. Set up computer server and computer laboratory to arrange TOPIK examination for EPS workers.
4. Mobile app.
5. One stop service center for EPS workers.
6. Simplification of various activities to offer best services to the clients.
7. Established corruption free environment.
8. Conference room
9. Small meeting room
10. Work station for overseas employment department.
11. Language Training Center

#### 2.9 Awareness Raising Program to Overcome Risk

BOESL has taken many proactive steps to manage the risk of forced labor in recruitment, selection and hiring process. Representative of employees are regularly attending in the skill test program. The company is not receiving any service charge in cash from any candidate. All payments are done through the bank. In most cases employees are paying the service charge to BOESL. No hidden fees are being charged to the job seekers. Normally employers provide necessary expenses for female workers in Jordan.

- All risks are explained in the pre-departure orientation training.
- Terms and conditions of the employers are being explained to the employees.
- Employment opportunities are published regularly in the website and newspaper.
- Bill board, notice board, leaflet, special announcement are given to inform the prospective candidates.
- A Television commercial (TVC) is telecasted in Bangladesh Television to inform about different risk of foreign employment process and to raise awareness of mass community.

## 2.10 Training for Officials and staffs

BOESL's employees are receiving 60 hours training every year. The management of the company included mandatory training programs for all employees to increase their productivity and profit. In the year 2019-20, a special training manual developed which focuses on the follows topics:

1. Defense against corruption
2. Service rules
3. Business English
4. Customer focused service
5. Innovation orientation
6. Training on capacity development
7. HRM (Human Resource Management) Software training
8. Mentor training
9. Training need assessment
10. Attitude & behavior
11. Business communication
12. People skills
13. Time management
14. Customer service & customer satisfaction
15. National integrity strategy (NIS)

A Group of specialized trainer provided training on above topics. The employees of BOESL are offering people the best customer care. Behavior of the employees has also improved. They are now capable enough to solve performance problems by explaining details of the job. Employees are also correcting their mistakes and understand the result of poor performance. Continuous training to the officials and staffs helps to improve financial position of the company. Improved performance of the employees has increased worker output with less supervision. In addition, job satisfaction also has increased among employees. Regular training program enhances moral of the employees on the job and loyalty to the company.

## 2.11 Observance of International Migrant Day

Every year on the date of 18 December, BOESL organizes various programs to celebrate International Migrant Day. Debate competition on the topic of migrant related issues, essay competition for various age groups of participants, drawing competition for children, video conference program for migrants workers etc. are being arranged in this day. These programs make people more aware about the safe migration.

## 2.12 Women Empowerment through BOESL

In 2006, Jordan Government stopped employment of male workers from Bangladesh. Thereafter, with the persuasion of the government of Bangladesh, the Jordan Government has especially allowed recruitment of female garments workers from Bangladesh through BOESL from the month of September 2010. This valor steps of Ministry of Expatriates' Welfare & Overseas Employment and the Embassy of Bangladesh in Jordan is remarkable. BOESL has also sent female garment workers in Mauritius this year.

Under the supervision of Ministry of Expatriates' Welfare & Overseas Employment, BOESL has taken a special initiative to ensure safe and low cost migration of female garments workers in Jordan and Mauritius.

1. The representatives of Jordanian garments company come regularly (every week) to Dhaka to select skilled female garments workers through taking practical test.
2. Female workers are going to Jordan by paying only BDT 17,750/- as service charge of BOESL. In most companies, they can go freely without any cost as the companies pay all the service charges for themselves.

3. Each female worker is earning at least BDT 22,000/- per month and the company has also been providing free accommodation, food and primary medical treatment facilities.
4. BOESL has no dalal/ middleman/ agent/ sub-agent, that's why girls can go to Jordan directly through BOESL without any cheating and harassment.
5. Total 60,675 female garments workers have received employment in Jordan through BOESL from 2010 to 2020.

### 2.13 Recruitment of Technical Intern in Japan

BOESL has started sending technical intern in Japan in 2018. BOESL has already signed MoU with 5 supervising organizations which are-

1. Zenkoku Jinzai Shien Jigyo Kyodo Kumiai
2. Maebashi Kokusai Shien Kyodo Kumiai
3. The Juridical Foundation for International Personnel Management (I.P.M)
4. Kagamihara Chamber of Commerce & Industry
5. Kyodo Kumiai Accumulation

In the meanwhile BOESL has sent 3 interns to Japan.

### 2.14 Migration to South Korea

South Korea has been recruiting foreign workers from 16 countries including Bangladesh under the Employment Permit System (EPS). This is a G2G (Government to Government) system. A MoU has been signed between Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE) and Ministry of Labor & Employment of South Korea in the year 2007. The main criterion of selecting EPS workers is proficiency in Korean language of the applicants. Any Bangladeshi applicant who has proficiency to read, write and understand Korean language with the age of 18-39 are eligible to apply. The candidate must have qualifying number in Korean language test. Any Bangladeshi can be registered for Korean language test with following criterion:

1. Age should be in between 18-39 years.
2. Those, who have not ever been punished by the government.
3. Those, who have not returned from Korean Part or not been ordered to leave Korea.
4. Those, who have no restriction from the Govt. of Bangladesh to go abroad.
5. Those, who are medically fit.

Bangladesh has been sending workers to South Korea through BOESL since 2008.

The main features of EPS system is described as bellow:

1. Workers migration cost is USD 1,115 only, including air-fare.
2. Workers usually monthly earning is BDT 2,00,000 (Two lac) including overtime per month. Sometimes employers provide free accommodation and food to workers.
3. Entire migration process of EPS that is starting from registration, Korean Language Test, employee selection, Job offer, Visa process and workers entry in Korea are completing through online. So it is a transparent and efficient system.
4. Total 21,260 workers have been employed in South Korea from 2008 to January 2020.

### 2.15 Acknowledgement

Finally in conclusion, I would like to share that BOESL is operating its business conforming to highest standard. We are governing BOESL with proper guidelines. We are grateful to all the stakeholders for their investments in BOESL. Thus they

are receiving dividend every year. Moreover, we are very much grateful to our foreign partners for selecting Bangladeshi jobseekers for various positions as per their skills and enable them to play a significant role in the development of respective destination countries. We are regularly maintaining connection with our all foreign partners. As we always depend on empathy, intuition and trust, we all are striving for perfection and simultaneous promotion of interest of our candidates. As our clients are always look for meaningful career. We know how important a job for Bangladeshi men and women.

On behalf of the Board of Directors.



**Dr. Ahmed Munirus Saleheen**

Chairman

Board of Directors, BOESL

&

Secretary

Ministry of Expatriates' Welfare & Overseas Employment

The Government of the People's Republic of Bangladesh

## Chapter 03

# FUNCTION OF VARIOUS WINGS OF BOESL

BOESL administration is starting with multiple functions to drive the institution in forward. Under the direction of Managing Direction and guidance of Executive Director, officers and staffs of all departments are bringing together to move the business in right direction. Therefore the company has made the workplace digital that inspired all to work together to achieve the SDG goals of the government. Digital tools have made the collaboration quicker with employers and job seekers and smoothed the implementation to send employees in the destination countries. Now the institutional environment is more enjoyable and possible of handling more customers in a short time that was never before imaginable.

As per approved organizational structure, it has 76 head count. Among them 16 are officers and 37 are staffs. BOESL's work force is experienced and efficient. They are involved in implementing job responsibilities and achieving the goals and objectives of this company.

The head of management team is Managing Director. Under his direction the Executive Director guide and coordinates all sorts of action. The Executive Director manages these actions through a Company Secretary, a General Manager and three Deputy General Managers. The Deputy General Managers supervise the task of Assistant General Managers and Managers of BOESL.

According to organization structure, it has eight functional branches. These are:

- a. Administration, Human Resources and Training
- b. Finance and Accounts
- c. Audit
- d. Information Technology and Maintenance
- e. Database
- f. Protocol
- g. Overseas Employment-1 and
- h. Overseas Employment-2.

Managers, who are ninth grade officers, are responsible for the respective functional branches.

Administration, Human Resources and Training manager is responsible for the general administration activities, organize and observes several national and international days and events, Vehicles management, procurement, staffs' training, requirements, programs, and career development needs. H/She supervises training staff, plan and administer training seminars and manage conflict resolution, team building and employee skill evaluations. His general role is to oversee the administrative functions of the company. He is in charge of the HR department's day-to-day functions as well as supervising and supporting staffs. To conduct planning and coordinating administrative procedures and systems and dividing ways to streamline processes. Recruiting and training

personnel and allocate responsibilities and office space. Assessing staff performance and provide training and guidance to ensure maximum efficiency. He will lead a team of professionals to complete a range of administrative duties in different departments.

Finance and Accounts manager is responsible for running the accounting and financial activities of BOESL. H/She analyses the economic stability of the company and provide financial information to other departments, enabling these departments to make budgeting, annual procurement plan and cost cutting and investment decisions, supporting in financial decision-making information by collecting, analyzing, investigating, and reporting financial data. Managing profitability, accounting, audit have to be performed by him. Financial Skills, analyzing information, statistical analysis, business knowledge is to be adopted. Keeping accurate records for all daily transactions, prepare balance sheets, process invoices, record accounts payable and accounts receivable have to be maintained. Updating internal systems with financial data, prepare monthly, quarterly and annual financial reports. Reconciling bank statements, participating in financial audits, tracking bank deposits and payments, assisting in budget preparation, reviewing and implementing financial policies are also his responsibilities. Manager (Finance and Accounts) has to take charge of the financial health of this company by administering accounting operations to meet legal requirements.

Audit manager is responsible for ensuring fare transaction and to express an opinion on whether management has fairly presented the information in the financial statements or not. To do so, the auditor collects evidence to obtain reasonable assurance that the accounts are free of mis statement materials. H/She is responsible for overseeing internal operation controls, processes and practices. He recommends changes and enhancements to existing policies and makes sure that the current resources are adequate, functional and utilized in accordance with standard procedure established by the government and the company. Audit manager will manage junior account officials by reviewing their works and providing guidance. The Manager (Audit) has to lead internal audit team.

Information Technology and Maintenance manager is responsible for managing and maintaining generator, server, internet, website, and computer and other mechanical and electronic devices and equipment of BOESL. He is responsible and accountable for smooth running of BOESL's computer systems within the limits of requirements, specifications, costs and timelines. He will supervise the implementation and maintenance of our company's computing needs.

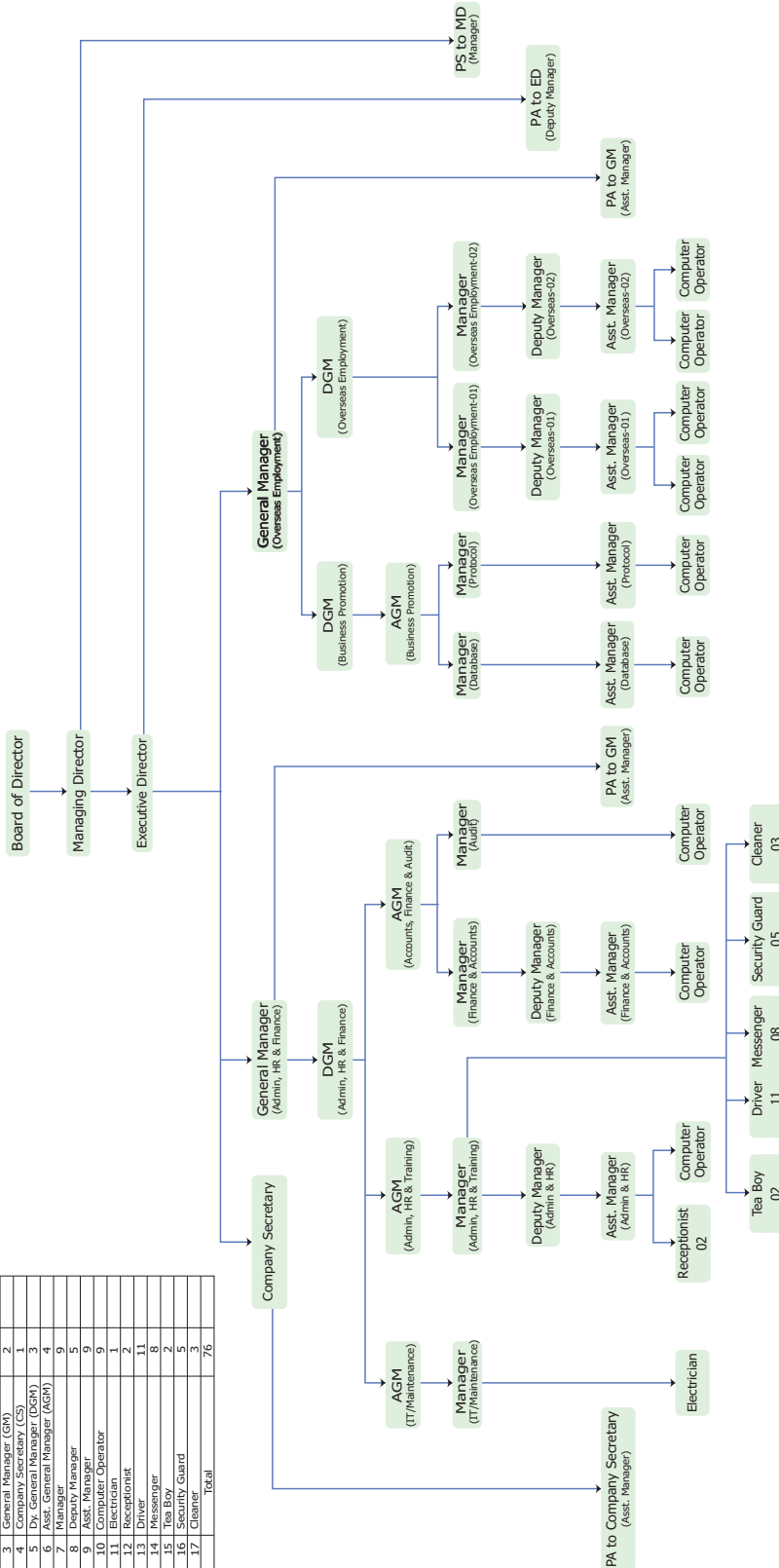
Database manager is responsible for using specialized software to store and organize data. The role may include capacity planning, installation, configuration, database design, aspirant migrants, overseas employment and job/trade data management, migration and, performance monitoring, security, troubleshooting, as well as backup and data recovery. He will determine the best possible method of organizing data, recording, and then implement it. The types of database and relevant data will depend on employers' or clients' demand. As a database manager his work would involve different dimensions based on objectives of the organization. H/She will help a number of people within the organization, as well as assist in the smooth operation of the company's business as a whole. To help non-technical people understand how to use the existing system and ensure it's use properly.

Protocol manager is responsible for attending BOESL guests, overseas employer, V.I.P. visits, ceremonies, meetings and special events. In each event h/she will drive the diplomatic move between the authority and invited guests. The principal duty of a protocol manager is to foster understanding and cooperation between individuals, corporations, organizations and foreign bodies. He will perform activities with diplomacy following the protocol rules and advice staffs of an organization on formalities and courtesies they should observe when associating with foreign visitors. The officer, therefore, needs to understand on the dos and don'ts of international etiquette, such as how to properly receive and address foreign visitors according to their ranks and positions.

Overseas Employment manager is responsible to perform the management functions and overseeing all operations related to employment of workforce for foreign employers. The major role involves planning and implementation of recruitment process of employees to work in abroad. The Manager works closely with other management personnel to ensure that they can carry out their job with proper efficiency to ensure client satisfaction and organizational goal.

# The Organizational Structure

Sl No	Post	Number	Remarks
1	Managing Director (MD)	1	
2	Executive Director (ED)	1	
3	General Manager (GM)	2	
4	Div. General Manager (DGM)	3	
5	Asst. General Manager (AGM)	4	
6	Manager	9	
7	Deputy Manager	5	
8	Asst. Manager	9	
9	Computer Operator	9	
10	Receptionist	2	
11	Driver	11	
12	Messenger	8	
13	Tea Boy	2	
14	Security Guard	5	
15	Cleaner	3	
16	Total	76	



**Note: Managing Director is empowered to appoint/recruit casual employees on the need basis.**

Approved by the decision of 234th and 237th Board meetings.

**Md. Rashidul Islam**

Executive Director  
BOESL.

**Maran Kumar Chakraborty**

(Additional Secretary)  
Managing Director  
BOESL.

**Begum Shamsun Nahar**

Chairman  
Board of Directors-BOESL  
and  
Secretary  
Ministry of Expatriates' Welfare & Overseas Employment

## Chapter 04

# RECRUITMENT PROCEDURE

## 4.1 Required Documents

### Agency Agreement

The employers will enter into an Agency Agreement with BOESL.

### Placement of Demand Letter

Employers who are interested in working with BOESL have to place a demand letter stating all the details of their demands to the nearest Bangladesh Mission. They can contact BOESL directly through email/ Fax/ Courier.

### Power of Attorney

The employer should authorize BOESL to recruit workers. The power of attorney must be attested by the labor attaché/ counselor or any authorized officer of the Bangladesh Mission in the host country.

## 4.2 Selection Procedure

### Advertisement

After receiving the authentic demand letter either through Bangladesh Missions abroad or directly from the employers, BOESL gives advertisement on the internet describing all the necessary details of the demand. Then BOESL receives CV or arranges “walk in interview” according to the need.

### Receipt of CVs

Received/collected CVs are scrutinized by a committee of expert for short-listing as per requirements of the employers (if desired by the employers). The short listed CVs are sent to the employer (if desired) or kept in the office for interview and final selection by the employer’s selection team(s). BOESL prefers the selection of workers made by the employers or by their authorized representatives directly.

### Walk in Interview

BOESL also arranges walk in interview where the candidates have to come with a valid passport and take a practical test. The interview usually is conducted by the employers or by their authorized representatives. BOESL gives all logistic support for the selection process.

### Selection of Candidates

After the selection of candidates by the employers BOESL starts the process of sending them to the destination countries.

### Pre-medical Briefing

A pre-medical briefing is given to the finally selected workers before their medical test. This briefing contains the company and job details, dos and don’ts for the workers etc.

### Medical Test

Finally selected candidates are sent for medical test only to the enlisted medical centers by BOESL.



## Service Charge

BOESL realizes the lowest service charge in Bangladesh for overseas employment. It can be paid by the employees or the employers. The board of directors of BOESL can review the service charge as and when necessary.

Category wise service charges are stated below:

Category	When Airfare provided by Employer						
	Rate of Service Charge in (BDT)	VAT (15%)	Wage Earners Welfare Fee	Smart Card	Data Entry Fee	Total	Total in USD*
Semi-Skilled	26,400/-	3,960/-	3,500/-	250/-	200/-	34,310/-	409 \$
Skilled	42,000/-	6,300/-	3,500/-	250/-	200/-	52,250/-	623 \$
Professional	72,000/-	10,800/-	3,500/-	250/-	200/-	86,750/-	1,034 \$
Female Garment Workers only	12,000/-	1,800/-	3,500/-	250/-	200/-	17,750/-	212 \$

Category	When Airfare not provided by Employer						
	Rate of Service Charge in (BDT)	VAT (15%)	Wage Earners Welfare Fee	Smart Card	Data Entry Fee	Total	Total in USD*
Semi-Skilled	20,400/-	3,060/-	3,500/-	250/-	200/-	27,410/-	327 \$
Skilled	30,000/-	4,500/-	3,500/-	250/-	200/-	38,450/-	458 \$
Professional	54,000/-	8,100/-	3,500/-	250/-	200/-	66,050/-	787 \$
Female Garment Workers only	6,000/-	900/-	3,500/-	250/-	200/-	10,850/-	130 \$

Category	When any Employer recruits 2000 or more female worker in a calendar year						
	Rate of Service Charge in (BDT)	VAT (15%)	Wage Earners Welfare Fee	Smart Card	Data Entry Fee	Total	Total in USD*
Skilled/Semi-Skilled	10,000/-	1,500/-	3,500/-	250/-	200/-	15,450/-	184 \$

Category	Recruitment under Employment Permit System (EPS), South Korea									
	Rate of Service Charge in (BDT)	VAT (15%)	Wage Earners Welfare Fee	Tax	WEWB Training Fee	Data Entry Fee	Visa Fee	Smart Card	Total	Total in USD*
EPS regular workers	20,160/-	3,024/-	3,500/-	800/-	1,145/-	200/-	5,100/-	250/-	34,179/-	407 \$
Re-entry	20,160/-	3,024/-	3,500/-	800/-	0	200/-	5,100/-	250/-	33,034/-	394 \$

\*Variable on the current rate of USD.

### Special Service Charge for Seychelles

Rate of Service Charge (in BDT)	VAT 15%	Wage Earners Welfare Fee	Insurance Premium	Smart Card Fee	Data Entry Fee	Endorsement Fee	Total Migration Cost (in BDT)	Total in USD*
18,574/-	2,786/-	3,500/-	490/-	250/-	200/-	1,000/-	26,800/-	320\$

## Zero Migration Cost

BOESL also ensures overseas employment without any cost. In this case employers bear all costs of migration. Even, they provide BOESL's service charge also. Last fiscal year's (2018-2019) information is as below:

Fiscal Year	Total immigrant workers	Under Zero migration cost	(%)
2019-2020	8,525 Persons	6308 Persons	74%

## Confirmation

After completion of above formalities, BOESL sends the confirmation list of candidates who are willing to go and medically fit workers to the receiving companies. Then the departure formalities start.

## Visa Advice/ N.O.C./ Work permit

Document granting permission of the competent authority for employment of Bangladeshi workers in that country i.e. visa advice/ N.O.C./ work permit should be sent to BOESL.

## Application for visa

After all candidates' selection, BOESL submits documents of finally selected candidates for visas in the Embassy of destination country in Bangladesh. If there is no Embassy in Bangladesh, it is the responsibility of the employers to apply for visa or other permits needed to enter the country of employment.

## Employment Contract

Standard form of employment contract in English should be sent to BOESL in which the following conditions are to be clearly stated:

- a. Salary
- b. Working hours
- c. Overtime allowance
- d. Food & accommodation
- e. Medical facilities
- f. Weekly & annual holidays
- g. Travelling expense
- h. Other conditions according to the labor laws of the host country

The employers shall enter into an agreement with the recruited workers.

## 4.3 Departure Formalities

### Ticketing and emigration formalities

The employers may send Ticket/E-Ticket or remit necessary traveling expenses in favor of BOESL to facilitate traveling of employees to the countries of employment. If the employers do not provide joining air ticket, workers will pay for air fare. BOESL obtains emigration clearance and other clearance (if necessary) from the concerned authorities for the candidates.

### Pre-departure training

BOESL provides pre-departure training to the workers going to Japan, South Korea and Jordan. Tenure of training for Korea is 45 hours in 6 days under EPS. Language, culture and lifestyle of concerned country, types of work to be done, terms & conditions of service, safety and security etc. are being described in that briefing.

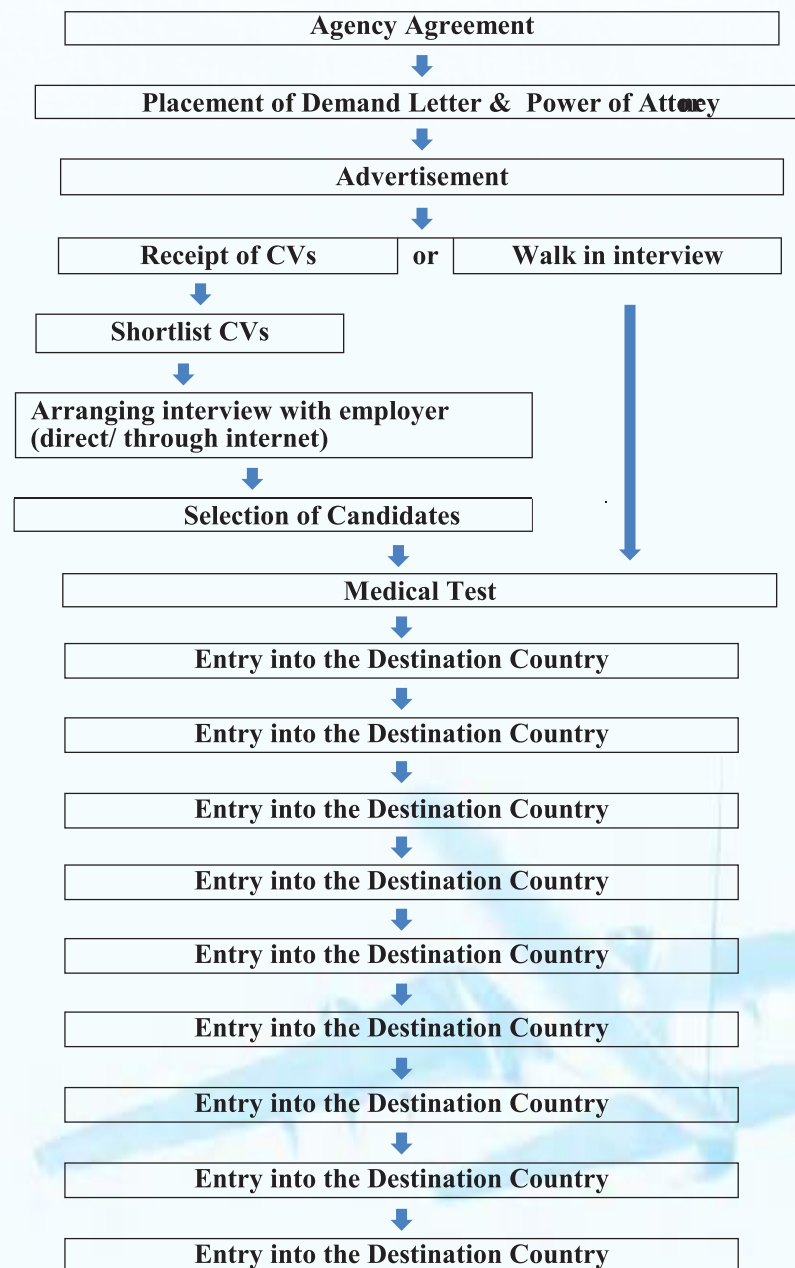
### Orientation before departure

BOESL conducts a basic orientation programmed for workers to prepare them traveling abroad. The employers may also join to the orientation sessions if available at the time of departure. At first, we inform all workers about all the formalities of his/her Journey. The workers are informed of their duties and responsibilities while working abroad and given first-hand information on working environment and the rules and regulations of employers' countries before departure.

### Assistance at the airport

One representative from BOESL will present at the airport to ensure the departure of the workers with the assistance of the welfare desk of the WEWB at the airport.

# Flow Chart of the Recruitment Procedures



The whole recruitment procedure and departure facilities usually take not more than 45 days.

## Chapter 05

# FINANCIAL STATUS

In 2019-20, 8,525 workers received overseas employment through BOESL in 4(four) countries. Total income of BOESL in the financial year 2019-20 is BDT 20,77,02,221/- (Twenty crore seventy seven lac two thousand two hundred twenty one) which is 9% higher than the previous year. The sources of operating income are service charges which is BDT 10,96,23,104/- (Ten crore ninety six lac twenty three thousand one hundred four), data entry registration which amount is BDT 25,02,050/- (Twenty five lac two thousand fifty), Online Registration Fees which is BDT 3,86,20,865 (Three crore eighty six lac twenty thousand eight hundred sixty five), Management Fees which is BDT 1,00,645 (One lac six hundred forty five) only and the sources of Non-operating income are interest on FDR which is BDT 5,33,02,665/- (Five crore thirty three lac two thousand six hundred sixty five), interest on STD account which is BDT 34,74,044/- (Thirty four lac seventy four thousand forty four) and miscellaneous income is BDT 78,848/- (Seventy eight thousand eight hundred forty eight) only.

### 5.1 Financial Statement for the Year 2019-20

Income		Total Income BDT	Total Expenditure BDT	Profit BDT (Before Tax)
Source of Income	Amount BDT			
Service Charge	10,96,23,104/-	20,77,02,220/-	5,96,39,610/-	14,80,62,610/-
Data Entry Reg.	25,02,050/-			
Online Registration Fee	3,86,20,865/-			
Management Fee	1,00,645/-			
Interest on FDR	5,33,02,665/-			
Interest on STD Accounts	34,74,044/-			
Miscellaneous Income	78,848/-			

**Bangladesh Overseas Employment & Services Ltd. (BOESL)**  
Probashi Kallayan Bhaban (4th floor)  
71-72 Old Elephant Road, Eskaton Garden,  
Dhaka-1000, Bangladesh

**Statement of Financial Position**  
As at June 30, 2020

Particulars	Notes	June 30, 2020 BDT	June 30, 2019 BDT
<b>A Fixed Assets:(at cost less depreciation)</b>	3.00	2,00,04,536	1,72,89,676
<b>B Current Assets</b>		<b>1,13,84,79,444</b>	<b>92,86,12,600</b>
Stock of Stationary	4.00	68,073	1,88,098
Advance, Deposit & Pre-payments	5.00	3,74,46,767	3,74,96,082
Accrued Interest on Investment	6.00	16,56,14,139	11,73,78,243
Investment in FDR	7.00	87,59,89,000	73,10,00,000
Cash and Cash Equivalents	8.00	5,93,62,465	4,25,50,177
<b>C Current Liabilities</b>		<b>52,75,74,938</b>	<b>41,50,26,901</b>
Liabilities for other finance	9.00	52,27,26,857	40,92,07,254
Liabilities for Expense	10.00	48,48,081	58,19,647
<b>D Net Current Assets (B-C)</b>		<b>61,09,04,506</b>	<b>51,35,85,699</b>
<b>Total Assets (A+D)</b>		<b>63,09,09,042</b>	<b>53,08,75,375</b>
<b>Shareholders' Equity</b>			
Issued subscribed & paid up capital	11.00	51,00,000	51,00,000
Reserved Fund		6,00,00,000	6,00,00,000
Retained Earning	12.00	56,58,09,042	46,57,75,375
		<b>63,09,09,042</b>	<b>53,08,75,375</b>

Place: Dhaka  
Dated: 20 October 2020

  
MASH Haque  
Chartered Accountants

**MASH Haque**  
**Chartered Accountants**

**Bangladesh Overseas Employment & Services Ltd. (BOESL)**  
**Probashi Kallayan Bhaban (4th floor)**  
**71-72 Old Elephant Road, Eskaton Garden,**  
**Dhaka-1000, Bangladesh**

**Statement of Profit or Loss and Other Comprehensive Income**  
**For the year ended June 30, 2020**

Particulars	Notes	June 30, 2020	June 30, 2019
		BDT	BDT
<b>A Revenue</b>			
Income from Service Charge	13.00	10,96,23,104	15,57,87,760
Data Entry Registration Fees	14.00	25,02,050	31,74,200
Online Registration Fee		3,86,20,865	-
Management Fee		1,00,645	-
<b>Total</b>		<b>15,08,46,664</b>	<b>15,89,61,960</b>
<b>B Operating Expense:</b>			
Operating Expenses:	15.01	74,76,580	92,34,109
Administrative Expenses	15.02	5,21,63,030	5,09,82,084
<b>Total</b>		<b>5,96,39,609</b>	<b>6,02,16,194</b>
<b>C Operating Profit (A-B)</b>		<b>9,12,07,055</b>	<b>9,87,45,766</b>
<b>D Non Operating Income</b>	16.00	<b>5,68,55,556</b>	<b>3,15,96,389</b>
<b>E Net profit before Tax (C+D)</b>		<b>14,80,62,611</b>	<b>13,03,42,155</b>
<b>F Provision for Income Tax</b>		<b>4,81,20,349</b>	<b>4,56,19,754</b>
<b>G Net profit after Tax (E-F)</b>		<b>9,99,42,263</b>	<b>8,47,22,401</b>
<b>H Retained Earning brought forward</b>		<b>46,57,75,375</b>	<b>38,73,87,520</b>
<b>I Income Available for appropriation</b>		<b>56,57,17,638</b>	<b>47,21,09,921</b>
<b>J Appropriation</b>			
Dividend payable to Govt. 2019-2020		-	(7,05,000)
Provision for Profit Bonus		-	(55,69,546)
<b>Retained Earning Transferred to B/S</b>		<b>56,57,17,638</b>	<b>46,57,75,375</b>

Place: Dhaka  
Dated: 20 October 2020

  
**MASH Haque**  
**Chartered Accountants**

## 5.2 Statement of Comprehensive Income

Fiscal Year	Income (BDT.)	Expenditure (BDT.)
1983-1984	284,204.00	369,795.00
1984-1985	8,050,604.00	1,830,864.00
1985-1986	17,894,820.00	5,149,508.00
1986-1987	7,768,457.00	2,998,848.00
1987-1988	3,490,594.00	3,114,250.00
1988-1989	7,839,489.00	3,293,893.00
1989-1990	7,636,952.00	3,024,089.00
1990-1991	5,052,980.00	3,218,240.00
1991-1992	5,415,769.00	3,944,122.00
1992-1993	5,872,431.00	4,052,593.00
1993-1994	4,787,121.00	4,310,899.00
1994-1995	6,007,076.00	3,926,283.00
1995-1996	16,561,968.00	6,268,020.00
1996-1997	29,092,871.00	8,950,659.00
1997-1998	9,306,547.00	8,274,177.00
1998-1999	10,491,595.00	9,707,749.00
1999-2000	7,124,577.00	7,943,047.00
2000-2001	13,147,482.00	11,069,289.00
2001-2002	6,803,237.00	9,031,958.00
2002-2003	12,764,843.00	11,273,074.00
2003-2004	17,073,598.00	11,373,033.00
2004-2005	15,462,286.00	14,545,882.00
2005-2006	18,918,812.00	16,117,647.00
2006-2007	24,272,951.00	19,460,712.00
2007-2008	27,624,733.00	24,397,826.00
2008-2009	40,225,729.00	16,564,390.00
2009-2010	23,617,633.00	13,846,125.00
2010-2011	73,551,990.00	22,654,108.00
2011-2012	68,371,109.00	31,007,378.00
2012-2013	98,349,486.00	30,286,771.00
2013-2014	119,243,073.00	31,707,509.00
2014-2015	147,990,391.00	32,843,522.00
2015-2016	143,900,474.00	39,084,300.00
2016-2017	149,837,122.00	46,819,077.00
2017-2018	170,699,527.00	55,678,542.00
2018-2019	190,558,349.00	60,216,194.00
2019-2020	20,77,02,220.00	5,96,39,610.00
<b>Total =</b>	<b>172,27,93,101.00</b>	<b>63,79,93,982.00</b>

### 5.3 Statement of profit, tax & dividend

Fiscal Year	Profit & Loss (BDT.)	Tax Paid (BDT.)	Dividend (BDT.)
1983-1984	(85,591.00)		
1984-1985	6,219,740.00	4,325,163.00	510,000.00
1985-1986	12,744,612.00	8,609,335.00	765,000.00
1986-1987	4,769,609.00	2,873,598.00	765,000.00
1987-1988	376,344.00	300,000.00	-
1988-1989	4,545,596.00	3,351,131.00	269,981.00
1989-1990	4,612,863.00	3,125,315.00	510,000.00
1990-1991	1,834,740.00	1,282,500.00	408,000.00
1991-1992	1,471,647.00	1,031,196.00	255,000.00
1992-1993	1,819,838.00	1,124,611.00	510,000.00
1993-1994	476,222.00	543,344.00	24,000.00
1994-1995	2,080,793.00	898,842.00	510,000.00
1995-1996	10,293,948.00	4,280,594.00	1,020,000.00
1996-1997	20,142,212.00	8,769,438.00	1,530,000.00
1997-1998	1,032,370.00	655,150.00	510,000.00
1998-1999	783,846.00	673,498.00	102,000.00
1999-2000	(818,470.00)	1,739,451.00	-
2000-2001	2,078,193.00	2,095,831.00	-
2001-2002	(2,228,721.00)	1,340,596.00	-
2002-2003	1,491,769.00	1,171,985.00	255,000.00
2003-2004	5,700,565.00	1,020,071.00	255,000.00
2004-2005	916,404.00	1,663,544.00	-
2005-2006	2,801,165.00	1,608,396.00	255,000.00
2006-2007	4,812,239.00	2,282,909.00	255,000.00
2007-2008	3,226,907.00	2,335,328.00	255,000.00
2008-2009	23,661,339.00	2728094.00	1,785,000.00
2009-2010	9,771,508.00	2472121.00	510,000.00
2010-2011	50,897,882.00	14,820,814.00	1,020,000.00
2011-2012	37,363,731.00	6,119,558.00	1,020,000.00
2012-2013	68,062,715.00	14,545,295.00	50,00,000.00
2013-2014	87,535,564.00	31,253,053.00	6,485,496.00
2014-2015	115,146,869.00	40,301,404.00	7,484,546.00
2015-2016	104,816,174.00	36,685,660.00	6,813,051.00
2016-2017	10,30,18,045.00	3,60,56,316.00	5,10,000.00
2017-2018	11,50,20,985.00	4,02,57,344.00	7,65,000.00
2018-2019	13,03,42,155.00	4,56,19,754.00	7,65,000.00
2019-2020	14,80,62,610.00	4,81,20,348.00	
<b>Total =</b>	<b>108,47,99,118.00</b>	<b>37,60,81,588.00</b>	<b>4,11,22,074.00</b>

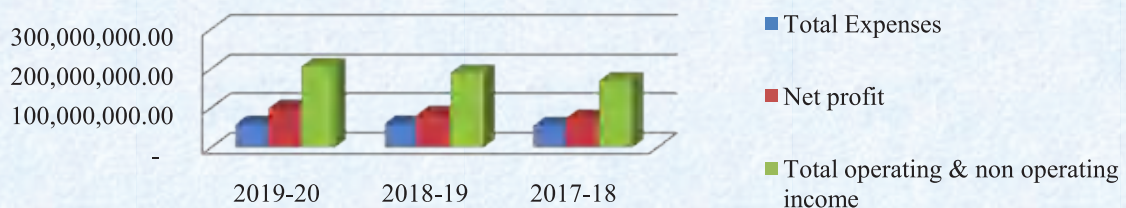
\*Annual General Meeting (AGM) has not been held yet.



## 5.4 Comparison of Major Parameters of Financial Statements for Last Three Years

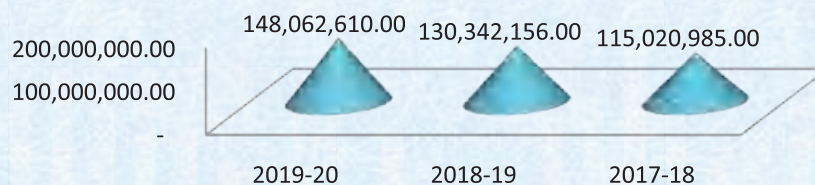
	2019-20	2018-19	2017-18
Total Asset	630,909,042.00	530,875,375.00	452,487,520.00
Total Expenses	59,639,610.00	60,216,193.00	55,678,542.00
Total operating & Non-operating income	207,702,220.00	190,558,349.00	170,699,527.00
Net Profit Before Tax	148,062,610.00	130,342,156.00	115,020,985.00
Net profit After Tax	99,942,262.00	84,722,402.00	74,763,640.00

**Comparison of Total Expense, Net Profit and Income**

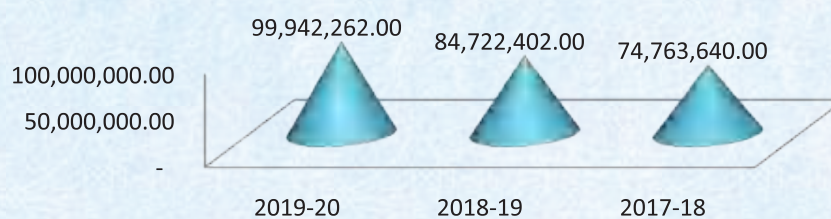


The above graph shows that, total income (operating and non-operating) and net profit have been increasing since financial year 2017-18. On the other hand, the expenses of the organization have remained constant years to years.

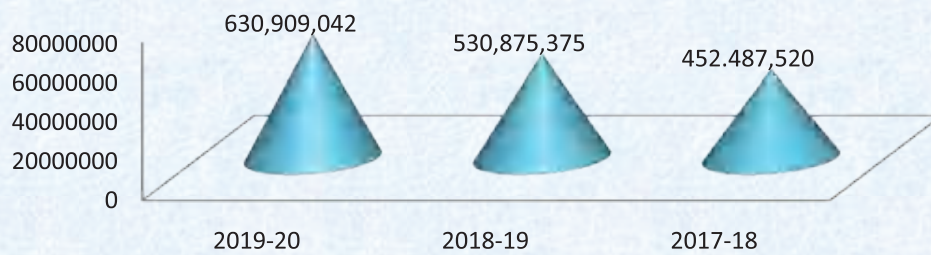
## 5.5 Comparison of Major components of Financial Statements separately for the last three years:



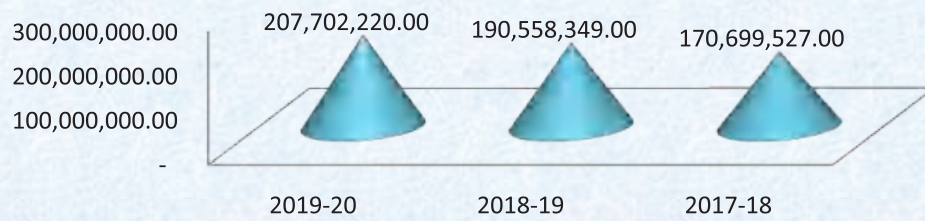
■ Net Profit Before Tax



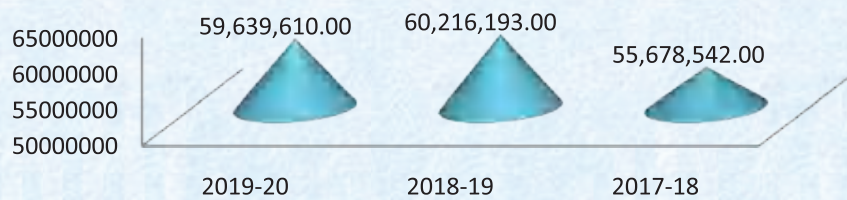
■ Net profit



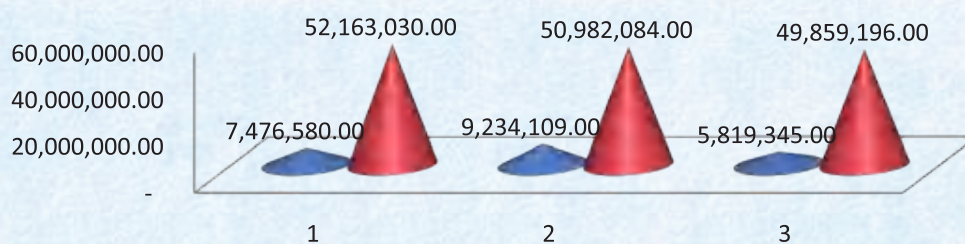
■ Total Asset



■ Total operating & non operating income



■ Total Expenses



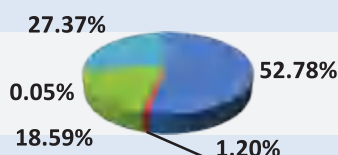
■ Operating Expenses ■ Administrative Expenses

## 5.6 Comparison of the Sources of Income for last three years

Year	2019-20	2018-19	2017-18
Income from Service Charge	109,623,104.00	155,787,760.00	147,363,600.00
Data Entry Registration Fees	2,502,050.00	3,174,200.00	3,078,300.00
Online Registration Fees	38,620,865.00	-	-
Management Fees	100,645.00	-	-
Non-operating Income	56,855,556.00	31,596,389.00	20,257,627.00
<b>Grand Total</b>	<b>207,702,220.00</b>	<b>190,558,349.00</b>	<b>170,699,527.00</b>

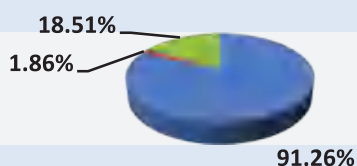
### Sources of Income for FY 2019-20

■ Income from Service Charge 
 ■ Data Entry Registration Fees 
 ■ Online Registration Fees  
■ Management Fees 
 ■ Non operating Income



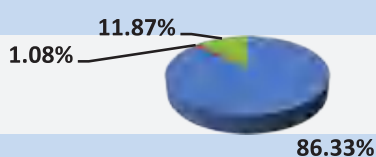
### Sources of Income for FY 2018-19

■ Income from Service Charge 
 ■ Data Entry Registration Fees 
 ■ Non operating Income



### Sources of Income for FY 2017-18

■ Income from Service Charge 
 ■ Data Entry Registration Fees 
 ■ Non operating Income



The above chart stated that the key source of income of BOESL is Income form service charge. However, Non-operating income also has a significant impact on total income though this portion is little bit smaller than service charge. In the FY 2019-20, Online Registration Fees & Management Fees are included as source of income.

## 5.7 Yearly comparison of major Components:

Particulars	2019-20	2018-19	2017-18
Net profit	99,942,262.00	84,722,402.00	74,763,640.00
Equity	630,909,042.00	530,875,375.00	452,487,520.00
Assets	630,909,042.00	530,875,375.00	452,487,520.00
Total operating & Non-Operating income	207,702,220.00	190,558,349.00	170,699,527.00

From the above table we can see total Assets, Equity, Net profits, total operating & Non-Operating income of BOESL for the last three years are in increasing trend that denotes the financial strength of the company.

## 5.8 Yearly Growth (FY 2019-20)

19%	Total Asset	
	2019-20	2018-19
	630,909,042.00	530,875,375.00

18%	Net profit	
	2019-20	2018-19
	99,942,262.00	84,722,402.00

-1%	Total Expenses	
	2019-20	2018-19
	59,639,610.00	60,216,193.00

9%	Total Income (Operating & Non-Operating)	
	2019-20	2018-19
	207,702,220.00	190,558,349.00

Total asset of BOESL for the financial year 2019-20 is increased to Tk.630,909,042.00 which was Tk.530,875,375.00 for the financial year 2018-19 (i.e. 19% growth). Also net profit and total income (Operating & Non-Operating) is also increased to 18% and 9% respectively reducing the total expense (1%) from the previous year.

## 5.9 DuPont Analysis:

	2019-20	2018-19	2017-18
<b>ROE</b>	16%	16%	17%
<b>Profit Margin</b>	66%	53%	50%
<b>Total Asset Turnover</b>	0.24	0.30	0.33
<b>Financial Leverage</b>	1.00	1.00	1.00

ROE =	Net Income	*	Revenue	*	Asset
	Revenue		Asset		Equity

DuPont equation is an expression which breaks return on equity down into three parts. Under DuPont analysis, return on equity is equal to the profit margin multiplied by asset turnover multiplied by financial leverage. Higher value of DuPont analysis has higher positive impact on return on equity.

Profit margin is a measure of profitability. It is an indicator of a company's pricing strategies and how well the company controls costs. Profit margin is calculated by finding the net profit as a percentage of the total revenue. Asset turnover is a financial ratio that measures how efficiently a company uses its assets to generate revenue for the company. The equity multiplier is calculations of how much of a company's assets are financed by equity rather than debt.

## Chapter 06

# DIGITALIZATION OF BOESL

BOESL administration is starting with multiple functions to drive the institution in forward. Officers and staffs of all departments are bringing together to move the business in right direction. Therefore the company has made the workplace digital that forced all to work together to achieve the goals of the organization. Accordingly, setup of many digital tools have made the collaboration quicker with employers and job seekers and smoothed the implementation to send employees in the destination countries. Now the institutional environment is more enjoyable and possible of handling more customers in a short time that was never before imaginable. In 2019-20 following digital communication/setup has brought up huge change to offer services to foreign clients and local customers.

### 6.1 Digital K3 Reading Wall Temperature Scanner

BOESL has installed digital wall temperature scanner to measure the body temperature of people entering the office and Employment Permit System (EPS) candidates due to COVID-19 pandemic precautions. The scanner will alert with an automatic alarm if anyone's temperature rises.

Individuals with higher temperatures, like those associated with COVID-19, can be identified quickly. The thermal scanners also minimize physical contact at a time of social distancing and streamline the flow of EPS workers during Computer Based Test (CBT) Exam.



Picture: Scanning for measuring temperature

### Other benefits:

1. Non-contact, no need to hold hands to avoid cross-infection.
2. Brand new chip, faster sensing time (0.1 s); the pass rate per minute is greatly improved (50 people/min).
3. High-temperature measurement accuracy, precision tolerance:  $\pm 0.2$  ( $34 \sim 45$   $\square$ )
4. With warning light for detection failure and a warning light for abnormal temperature.
5. Can be connected to the USB power supply, charging treasure, self-installed lithium battery.
6. The computer can record data in real-time and export records.
7. High-definition display, 5 meters viewing distance.
8. Intelligent infrared forehead thermometer, no need to hold, can be hung/double-sided tape / fixed bracket, etc.

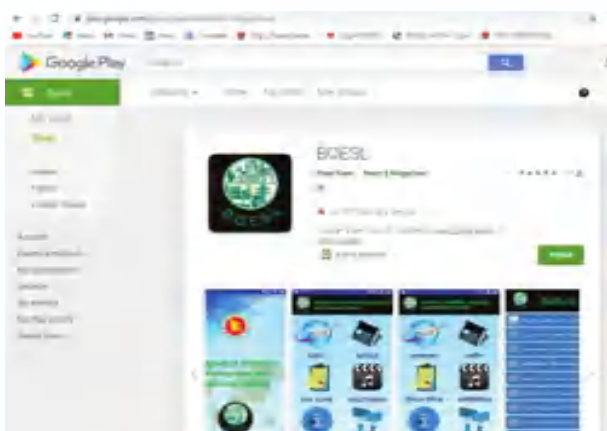
## 6.2 Digital online registration system for South Korea

A group of expert team of CSE, BRTC (Bureau of Research, Testing and Consultation), BUET sets up software to improve the jobseekers applications receive system for South Korea. The system improves efficiencies to handle huge number of applicants and eliminated unnecessary paper work. It has maximizes participation of applicants in the registration process. In 2019-20 BOESL received application from local job seekers that avoided long registration queues and maximizes participations and improves capabilities of BOESL to organize any large and small recruitment events in future. The system saves time and money for company as well as participants.

## 6.3 Mobile App

A mobile app is developed for all overseas workers for smooth operation of recruitment process. This app is helping workers and job seekers on new job opportunities, BOESL regularly uploading audio visual contents on skill test, ongoing notices for selected candidates on issuance visa, tickets and awareness on fraudulent activities. This is also using for submission of complaint on a prescribed form by the workers to the BOESL authority. This year 2,38,745 visitors use this mobile apps from their android mobile to meet their queries. Via mobile apps huge workers have the ability to enter multiple events to satisfy their need.

Link: <https://play.google.com/store/apps/details?id=bd.org.boesl>



## 6.4 Human Resource Management Software

With the technical cooperation from Bangladesh Computer Council BOESL made an arrangement to preserve digital personnel information for all existing human resources of BOESL. It is serving as a database of all officers, staffs. In 2019-20 as a growing business company BOESL increases its number of workforce in order to standard its regular HR operations. The HRM software given facilities to update employees information like education, skills, age, training benefit, received, performance, promotion, personal history, changing salaries, duration in the position, employee retention and more about human resources. It is helping the company to manage routine task and help to improve productivity of the organization. Using this software BOESL creating necessary documents quickly with available information that is saving time and keeping information in one secure place and helping to structure in all administrative tasks.



## 6.5 Digital display Board

Digital display board of BOESL is for showcasing all the achievements of BOESL in front of all the stakeholders and customers. Customers are getting in touch with all advertisement in the office premises. Portable digital advertising screen is helping women job seekers to know about the process of application and company's new vacancies and successful cases in recruitment. Screen display is also performing communication with many clients in promoting and marketing business in strategy of BOESL. That is also giving visual experience to our clients regularly which is building strong brand image about BOESL.

## 6.6 Website

BOESL has two websites, one is hosted in the central server of Bangladesh Computer Council ([www.boesl.org.bd](http://www.boesl.org.bd)) and another one is hosted in the Government portal ([www.boesl.gov.bd](http://www.boesl.gov.bd)) which is maintained centrally by Prime Minister Office.



## 6.7 E-filing

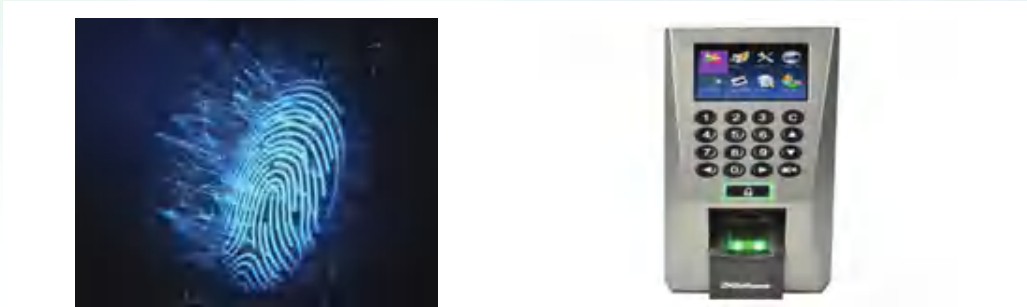
In order to make the office smart and paperless the People's Republic of Bangladesh has innovated E-filing/ E-nothi. BOESL cordially welcomed E-filing and tried to put its best in E-filing by making its officials well trained in it. Every officials of BOESL is well trained in E-filing and uses it for doing everyday office work. BOESL made the implementation of settling any issue with E-filing compulsory for every official.

## 6.8 One Stop Information Center

BOESL has one stop information center to serve the stakeholders quickly and promptly. All sorts of information are being supplied from the information center. Candidates and other clients can get necessary forms and documents from this center and can submit their required documents to BOESL through the center.

## 6.9 Access Control Machine

BOESL has set up an advanced Electronic Access Control Machine to ensure the timely attendance of the staffs. All officers and staffs enter into the office and put their finger print in this machine and also leave office in the same way.



## 6.10 CCTV

BOESL has installed Close Circuit Camera (CCTV) in key places to monitor all the activities directly by the honorable Managing Director. These cameras also serve the purpose of safety and security of the office.

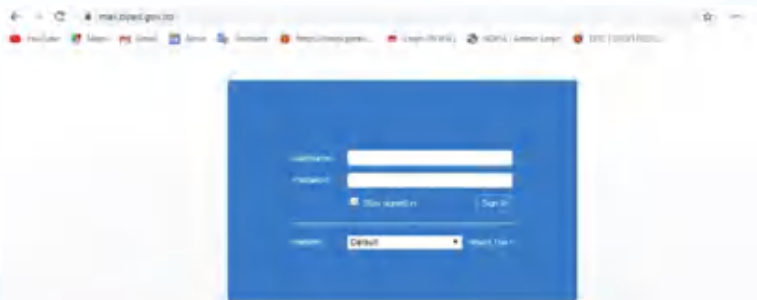
## 6.11 SMS Gateway

BOESL has installed a new digital service called "Short Message Service (SMS) Gateway. Through this service BOESL is providing necessary information to its clients/candidates via SMS in both Bangla and English.



## 6.12 Mail Server Clouding

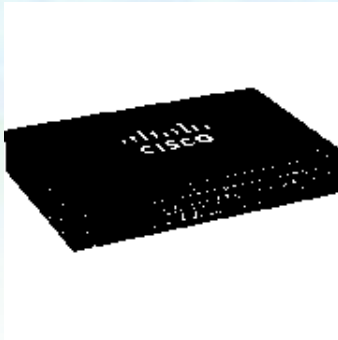
BOESL is dealing with more than hundred employers of 278 countries all over the world. An USA cloud based vendor ensures the safety and security of its mail server. So that no hacker can hack BOESL's mail service.





### 6.13 Broadband Internet

BOESL has high speed broadband internet connection. BOESL has desktop computers on every desk. Broadband internet is using for browsing internet, sending E-mail and internal networking (LAN).



### 6.14 Wi-Fi Zone

In addition to Broad Band internet connection, BOESL office is fully under Wi-Fi network.



### 6.15 PABX

BOESL has setup a Private Automated Branch Exchange (PABX) telephone line to its all office rooms to ensure uninterrupted telephone networking within the office. BOESL staffs get the opportunity to use multiple telephone line for incoming and outgoing calls through PABX.

### 6.16 LAN

All desktops and laptops of BOESL are inter-connected by Local Area Network (LAN) for internal correspondence connection with each other.



## 6.17 TVC

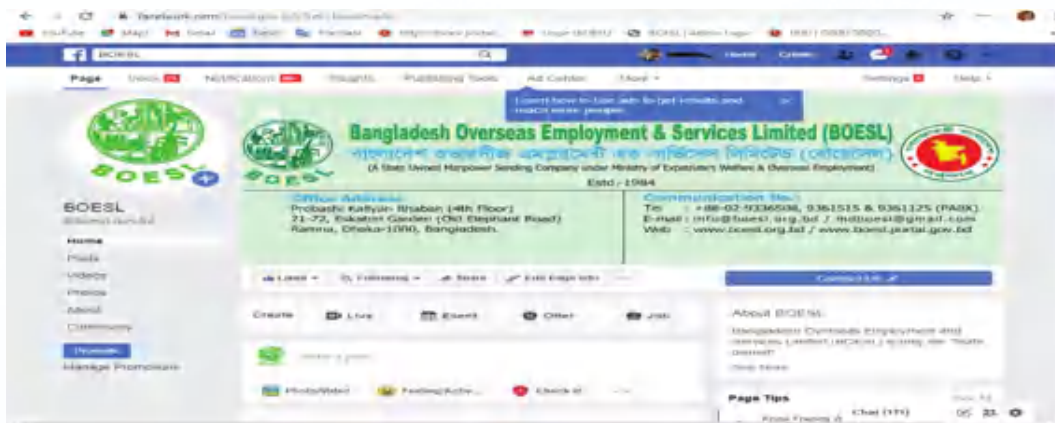
To highlight and advertise BOESL's activity a TVC is made and it is telecasting on BTV. From this TVC people of both urban and rural area get the proper information regarding BOESL and scope of overseas employment. It is increasing awareness against middle man/dalal.



## 6.18 Facebook Page

BOESL has its own official face book page. This page promotes BOESL's activity officially and all job circulars are also published here. This page is boosted up regularly to reach more people all over the world.

Link: <https://www.facebook.com/boesl.gov.bd/?ref=bookmarks>



## 6.19 YouTube Channel

BOESL has launched official YouTube channel. Different promotional and awareness raising videos are uploaded here regularly. Readers are requested to subscribe BOESL YouTube channel to promote it.

Link: <https://www.youtube.com/channel/UCPGx15r6zk5WQx91a-pjjPw>



As an International platform BOESL always tries to upgrade itself digitally to give smooth and fast service to the clients and customers.

## 6.20 Digital blade of the oath

All staffs of BOESL heartily promised and signed an oath to perform his/her responsibility for BOESL bearing honesty , impartiality to build up “Sonar Bangla” following the ideality and morality of The Father of the Nation Bangabandhu Sheikh Mujibur Rahman (1920-1975), the architect of independent Bangladesh and the Greatest Bengali of all time . In this regard a digital blade of the oath inaugurated by Mr. Imran Ahmad M.P , Honorable Minister, Ministry of Expatriates’ Welfare and Overseas Employment , Mr. Dr. Ahmed Munir Saleheen (Secretary), Managing Director of BOESL Mr. Md. Saiful Hassan Badal (Additional Secretary) , Director General of BMET Md. Shamsul Alam (Additional Secretary )and Director General of Wage Earners Welfare Board Mr. Md. Hamidur Rahman (Additional Secretary) , Managing Director of Probashi Kallyan Bank Ms. Mahtab Zabin and others officials were present in the ceremony.



## Chapter 07

# OUR RECOGNITION

### 7.1 Celebrating Mujib Year

The Government of Bangladesh has announced the commemoration of 2020–2021 as the Mujib Year (Bengali: মুজিববর্ষ) on the occasion of “The Centennial Birth Anniversary” of the founding leader of the country, Sheikh Mujibur Rahman. This year will be celebrated from March 17, 2020 to March 16, 2021. The father of the nation and the famous leader Bangabandhu was born on March 17, 1920 AD in East Bengal (now in Tungipara village of Gopalganj district of Bangladesh). Again, on March 26, 2021, Bangladesh will mark the half-centenary of its independence. The announcement of the year is particularly important as Sheikh Mujibur Rahman was actively involved in Bangladesh's struggle for independence.

The UN General Assembly, UNESCO, has decided to jointly celebrate the Mujib Year with Bangladesh at the UNESCO 40th General Assembly. The decision was made in the presence of all UNESCO members on November 12–27 in Paris, held on November 25, 2019.

Washington DC Mayor Muriel Bowser has issued a proclamation about Mujib year. In the proclamation he has declared Mujib Year from March 17, 2020 to September 30, 2020, marking the birth centenary celebration of Bangabandhu Sheikh Mujibur Rahman.

In 2020, Province of Alberta and Edmonton issued a ministerial letter stating Alberta Province of Canada welcomes 'Mujib Barsho' on February 18, 2020, by Leela Sharon Aheer. Minister of Culture, Multiculturalism and Status of Women.

BOESL has decided to take a good number of initiatives on the eve of Mujib year. One of the most remarkable initiative is to send 100 skilled worker with Zero Migration cost, who are the children of freedom fighter. Another initiatives is job fare for aspirant migrants' workers.

BOESL will arrange a good number of special job fair in different rural areas on regular basis to ensure availability of the targeted job seekers. In this job fair a large number of candidates attends in a single venue and can know about the available job market. A group of non-traditional candidates participate in the job test process and foreign employers find right candidates for specific organization.

### 7.2 ISO Certificate

BOESL is an ISO 9001:2015 certified state owned company. We are maintaining international quality management system (QMS). Regular training and development progress are being implemented for the employers of BOESL to cope them in the changing demand the customers. Customers are getting in time services from us.

### 7.3 Overseas Employment

BOESL started its journey by sending 42 workers in the year 1983-1984. In 2018-19 it is raised at 11,519 which show the definite progress of the company. 96,988 people have got foreign employment through BOESL and changed their lives since 1983-1984.

Fiscal Year	Number of Total Migrants	Fiscal Year	Number of Total Migrants
1983-1984	42	2002-2003	325
1984-1985	1952	2003-2004	365
1985-1986	2004	2004-2005	419
1986-1987	616	2005-2006	792
1987-1988	197	2006-2007	784
1988-1989	773	2007-2008	796
1989-1990	508	2008-2009	2182
1990-1991	357	2009-2010	1306
1991-1992	413	2010-2011	6469
1992-1993	387	2011-2012	5002
1993-1994	361	2012-2013	7081
1994-1995	340	2013-2014	7680
1995-1996	579	2014-2015	10152
1996-1997	394	2015-2016	10238
1997-1998	343	2016-2017	10243
1998-1999	486	2017-2018	11033
1999-2000	162	2018-2019	11519
2000-2001	541	2019-2020	8525
2001-2002	147		
Total			1,05,513

## 7.4 Transformation of BOESL

BOESL has taken the following steps to make it more dynamic and to ensure prompt and transparent service delivery.

- > Under the auspices of new organogram, manpower of BOESL has been increased from 52 to 76.
- > BOESL added a new digital service for its clients called "Short Message Service (SMS)" gateway.
- > In addition to Broad Band internet connection, BOESL office is fully under Wi-Fi zone.
- > Accounting software has been installed to digitized BOESL.
- > To provide quick information to the people one reception desk has been established and communication has been interlinked with reception desk to all sections of BOESL through PABX and LAN.
- > Access Control Machine has been setup to ensure timely attendance of its staffs to the office.
- > CCTV has been set up for monitoring daily activities of BOESL.
- > A Finger-Print Machine has been installed in the office to ensure employees' attendance on time.
- > Digital Door Lock has been set up to ensure security and to prohibit the entrance of any broker/dalal.
- > Digital Display has been set up to promote daily activities of BOESL.
- > Website of BOESL is being updated regularly.
- > Establishment of a Job Bank for BOESL is under process.
- > Human Resource Management software has been deployed.
- > Mobile Apps has been prepared for interested job seekers and overseas job holders.
- > BOESL official Facebook and YouTube page is created for a wide range of activities.
- > TVC has been made for mass promotion.
- > BOESL made the implementation of settling any issue with E-filing compulsory for every official.

## 7.5 Remarkable Activities

- > Recruitment of new officials and staffs for overcoming the gaps of human resource.
- > Employment of female worker increased at 7360.
- > Setting up an online registration system to smoothen the EPS recruitment process for South Korea.
- > 60 hour compulsory training is organized for all officials and staffs of BOESL.
- > Japan started to select technical intern through BOESL.
- > Two staffs have got promotion to Assistant Manager.
- > A mobile app updated regularly to disseminate and collect relevant information of foreign employees.
- > A one stop service center for EPS (Employment Permit System) workers is established and set up a digitized notice board for foreign workers.
- > Systems of collection of service charge, passport collection, passport return, refund of security deposit are simplified to ensure safe migration.
- > HRM software is developed to manage office personnel of BOESL.
- > Strengthened online registration of Republic of Korea under EPS.

### 2019

- > Introduced HRM software.
- > Introduced 24 hours language and culture training session for South Korea going workers under EPS.
- > Introduced pre-departure briefing especially for Jordan going female workers.

### 2020

- > Prepared Government approved accounting code-based Budget for the year 2020-2021;
- > Increased accounts management software from Single user to three users;
- > Update BOESL HRM software;
- > Initiatives has taken to increase headcount of BOESL;
- > A group of expert teams of CSE, BRTC (Bureau of Research, Testing and Consultation), BUET sets up software to improve the jobseeker's applications receive system for South Korea. The system improves efficiencies to handle huge number of applicants and eliminated unnecessary paper work. It has maximizes participation of applicants in the registration process. It helps to maintain social distancing during registration in COVID-19 pandemic.

## Chapter 08

# BUSINESS PROMOTION

## 8.1 Overseas Employment Promotion

### 8.1.1 Objective

To explore new market in the global area and to increase new demand for Bangladeshi workers for safe, ethical and low cost migration through BOESL.

### 8.1.2 Core Activities

- To do the business of recruitment for overseas employment of Bangladeshi manpower in any part of the world by individual efforts, negotiation or by the agent of any foreign company, Government agency or employer.
- To project the image of Bangladesh as a reliable source of potential manpower by means of regular publicity and promotional activities.

### 8.1.3 Action Plan

To explore new employment opportunity in the global market BOESL authority have prepared and designed an Action Plan due to COVID 19 pandemic situation. Total 28 (Twenty Eight) potential manpower recruiting countries are included in the Action Plan and more countries will be added for future. There are five team consist of 9 (nine) senior officers to do the job properly and Managing Director of BOESL is the innovator and charismatic leader to monitor the team works.

8.1.4 Sample of Action Plan for Expanding Overseas Employment in Qatar

Improvement areas/ Objectives	Activities to be undertaken	Assigned line Manager & Resources required	Expected results (Quality and Quantity)	Completion Date	Additional Remarks
To expand the overseas employment market in Qatar	1.1 Country Profile (Facts & figures)	Assigned Manager:  Resources: Office Environment & Logistics: Smart Mobile, Internet & Laptop	1.1 Articulate and well described country profile will be prepared.	31.05.2020	Communication with various Manpower agencies of our country those are friendly to BOESL.  Fortnightly monitoring by ED.
	1.2 To communicate with respective Labor councilor.		1.2 Good feedback from respective labor councilor.	04.06.2020	
	1.3 To collect employers list of respective country.		1.3 Minimum 03 employers list will be collected.	07.06.2020	
	1.4 To communicate with employers to know their demands & their rules and regulations.		1.4 Good feedback from respective Employer.	10.06.2020	
	1.5 If they are positive then invite them to visit our country or trying to get invitation letter from them to visit their country.		1.5 Good feedback from respective Employer.	25.06.2020	
	1.6 If everything is ok then arranging MoU signing ceremony.		1.6 Minimum 01 MoU signing ceremony will be arranged.	30.08.2020	
	1.7 Collection of the Demand Letter or Agency Agreement.		1.7 Collection of minimum 01 Demand Letter.	15.09.2020	
	1.8 Execution of the Demand (Sending required workers).		1.8 According to the Demand Letter.	15.12.2020	

### 8.1.4 Communication Process

- To remind the old Employers of BOESL by official letters.
- Electronic mail communication with the target employers
- Receive feedback and keep in touch with the Employers
- Sharing information with Labor Wings in Foreign Mission regarding new market exploration.
- Report to top management of BOESL
- Continue the process and follow up.
- Internet based marketing.

### 8.1.5 Names of countries that we have communicated to different companies

S.N.	Name of Country	S.N.	Name of Country
1	KSA	14	Hong Kong
2	Qatar	15	Japan
3	UAE	16	Brunei
4	Bahrain	17	Switzerland
5	Jordan	18	Czech Republic
6	Mauritius	19	Kuwait
7	Oman	20	South Korea
8	Singapore	21	Maldives
9	Poland	22	Seychelles
10	Germany	23	Iraq
11	Canada	24	Malaysia
12	Croatia	25	Bosnia and Herzegovina
13	Uzbekistan	26	Slovenia

## 8.2 Internal Labor Market Promotion

### 8.2.1 Objective

To make people aware about the process of safe, ethical and low cost migration and make them interested in safe foreign employment.

### 8.2.2 Core Activities

- To do promotional activities for the internal labor market like TVC, digital board, leaflet books etc.
- To make people aware about the process of ethical migration of BOESL to save them from the harassment of dalal/ middleman.

### 8.2.3 Communication Process

- To make awareness raising TVC, leaflet, books, digital boards etc.
- To keep constant connection with the customer through YouTube, Facebook, website and phone.
- To do job fair regularly in different district to address the root level skilled workers.



## 8.2.4 LIST OF OUR VALUED FOREIGN EMPLOYERS

S.L.	Country	Name of the Company
1	Kingdom of Saudi Arabia	Ministry of Health
2		Saline Water Conversion Corporation
3		Zamil Group
4		Almana General Hospital
5		Batterjee Pharmaceutical Factory
6		All Intercontinental Hotels in K.S.A.
7		Electricity Corporation, Riyadh
8		Arabian Metal Industries, Jeddah
9		Detecon Al-Saudia Co. Ltd., Riyadh
10		Eastern Province Cement Co., Dammam
11		Delta-Stesa Electro-Mechanic TV Project
12		United International Transportation Co. Ltd (UNITRANS)
13		A. A. Turki Group of Companies
14		DallahAlbaraka
15		Saudi YanbuPetrochemical Co.
16		Al-Yamamah Hospital Director
17		Kuwait Shipbuilding
18		Arabian Bemco Contracting Co. Ltd
19		Al-AhsaInter Continental Hotel
20		Ali Reza Group
21		Vita Food Company
22		Saudi Technical Engineering Systems Associated (STESA)
23		Al-Hammam Company
24		Yusuf Bin Ahmed Kanoo
25		Saudi Cement Co.
26		Kanoo Travel,
27		Al Rushaid Investment CO.
28		Sait Group
29	Kuwait	Kuwait Shipbuilding & Repair Yard Co.(SAK)
30		Al-Ahleia Switchgear Co.
31		Kuwait Sewage Treatment Plant
32		Kuwait Municipality
33		Ministry of Electricity & Water (MEW)

34		Ministry of Public Health
35		Kuwait & Gulf Link Transport Co.
36		Kuwait Oil Co.
37		National Housing Authority
38		Fawaz Refrigeration & Air Conditioning Co.
39		Kuwait National Petroleum Co. (KNPC)
40		Kuwait Cotton Products
41		Kuwait Aviation Services Co.
42		Kuwait Control Co.
43		Al-Mahaliya Readymix Concrete Co. W.L.L.
44		Crown Plaza Hotel
45	<b>United Arab Emirates</b>	Dubai Municipality
46		Voltas Limited
47		Asmacs general trading & cont. Est.
48		Al Buhooth Contracting & Gen. Maint. Est.
49		Derby Textile Factory
50		ASMACS
51		Dubai Intercontinental Hotel
52		Royal Group
53		Al-Ghurair Centre, Dubai
54		Adnh Compass Middle East LLC
55		United Engineering & Trading Co
56		Wade Adams Contracting L.L.C
57		Abdulla A. Al ghurair group of companies
58		Mechwatt Electromechanical Works LLC
59		Control & Applications Emirates (CAE)
60		Bridgeway Electromechanical & Decoration LLC
61		Al-Habtoor Engineering Enterprises
62		Emirates Telecommunications Corporation (ETISALAT)
63		Al Nasr Irrigation & Contracting Co.
64		Associated Constructions & Investments (LLC)
65		National Petroleum Construction Company
66		Al JaberEst
67		Sharjah Municipality
68		Al-Ain Municipality
69		Al Jaber Energy Services
70		Dubai Electricity & Water Authority, Dubai

71		Water & Electricity Department, Abu Dhabi
72		Paper Chase International Inc.
73		Trans Gulf Electro-Mechanical L.L.C
74		Emirates Trading Agency
75		New Age Company LLC
76		Abu Dhabi Gas Liquefaction Co. Ltd.
77		77. Al Ahlia Gulf Line Gen. Trading Co. (Pvt) Ltd
78		Intergulf General Contracting LLC
79		Abu Dhabi Polymers Co. Ltd.
80		United Arab Shipping Marine Workshop L.L.C.
81		Abu Dhabi Municipality
82		Emirates Float Glass LLC
83		OTIS L.L.C.
84		Cristal Garments
85	<b>Qatar</b>	Mesaieed Power Co. Ltd. (M-POWER)
86		Qatar Fertilizer Co., (Qafco)
87		RasGirtas Power Co.
88		Qatar Steel Company
89		Qatar Fuel Additives Co. LTD
90		Qatar Navigation
91		Ministry of Education
92		Qatar Building Engineering Co. (QBEC)
93		Hamad& Mohammed Al-Futtaim
94		Qatar Municipality
95		Compass Catering Services WLL (EUREST)
96		MOWASALAT
97		Darwish Engineering Co.
98		Water & Electricity Co. (QWEC)
99		Qatar National Navigation & Transport Co. (QNNTC)
100		ASMACS, Doha Office
101	<b>Oman</b>	Ministry of Health
102		Oman Aviation Services
103		Ghadeer Brothers
104		Mir work Limited
105		Excellent Garment
106		106. Elegantly Garments

107		Galfar Engineering & Contracting SAOG
108		Oman National Electric Co.
109		Fashion Apparels LLC
110	<b>Bahrain</b>	M.R.S. Fashions, W.L.L
111		Kooheji Contractors,
112		Haji Hassan Group W.L.L
113		Comsip Al A' Ali WLL
114		Mohammad Jalal Contracting
115		Alkomed Engineering Service Co. W.L.L.
116		Al-Noor Textiles
117		Bahrain Airport Service
118		Awal Plastics
119		Arab Shipbuilding & Repair Yard Co.
120		Bahrain Municipality
121		AA Zaiany& Sons Co.
122		Cora Engineering Co.
123		<b>Japan</b>
124	Zenkoku Jinzai Shien Jigyo Kyodo Kumiai	
125	Maebashi Kokusai Shien Kyoudu Kumiai	
126	The Juridical Foundation For International Personnel Management (I.P.M)	
127	Kakamigahara Chamber Of Commerce & Industry	
128	Kyodokumiai Accumulation	
129	<b>Jordan</b>	Classic Fashion App. Industry Ltd Co
130		Tusker Apparel Ltd, Jordan
131		Jerash Garments Mfg Co Ltd, Jordan
132		Sidney Apparels LLC, Jordan
133		Needle Craft For Clothing Industry, Jordan
134		EAM Maliban Textile Pvt Ltd
135		Pine Tree Company For Text Mfg (PSC), Jordan
136		Rich Pine International Group Limited, Jordan
137		Century Miracle Co Ltd, Jordan
138		United Creation, Jordan
139		Hi-Tech Textile, Jordan
140		Atlanta Garments manufacturing Ltd, Jordan
141		Aseel Universal Garments, Jordan

142		HY Apparel, Jordan
143		Galaxy Apparel Industry Ltd. Co, Jordan
144		Indo Jordan Clothing Company, Jordan
145		M & K and Prestige Garments Ltd., Jordan
146		Atateks Foreign Trade
147		Mas Active Al Safi, Jordan
148		Ivory Garments, Jordan
149		Southern Garments Manufacturing co Ltd LLC
150		Victoria Apparels, Jordan
151		New Century
152		Musa Company For Mfg Ready Garments, Jordan
153		Rainbow Textiles L.L.C, Jordan
154		Fashion Curve
155		Straight Line For Apparel Co, Jordan
156		Third Dimension
157		Business Faith
158		Haifa Apparel Ltd, Jordan
159		El-Zay Ready Garments, Jordan
160		International Elegance Garments, Jordan
161		Classic Fashion App. Industry Ltd Co
162		Tusker Apparel Ltd, Jordan
163		Jerash Garments Mfg Co Ltd, Jordan
164		Sidney Apparels LLC, Jordan
165		Needle Craft For Clothing Industry, Jordan
166		EAM Maliban Textile Pvt Ltd
167	<b>South Korea</b>	Human Resources Department-Korea (HRD-Korea)
168		Sheeba International Garments Co.
169	<b>Egypt</b>	Jade Apparels Ltd.
170		E. L. Petra
171	<b>Poland</b>	Promoman Limited
172	<b>Botswana</b>	Ministry of Roads & Highway
173		Ministry of Health
174	<b>Nigeria</b>	Ministry of Health
175		United Cement Co. of (NIG.) Ltd.
176	<b>Iran</b>	Ministry of Health
177		Islamic Republic of Iran Shipping Lines

178	<b>Iraq</b>	Ministry of Light Industries
179		Ministry of Land Transport
180		Ministry of Heavy Industries
181		State Company of Building & Construction
182		Ministry of Petroleum
183		Baghdad Municipality
184		Ministry of Health
185	<b>Libya</b>	Ministry of Health
186		Marsha Al Khir
187	<b>Turkey</b>	Ministry of Education
188	<b>Maldives</b>	Deenam Garments (Pvt.) Ltd.
189		Ministry of Health
190	<b>Mauritius</b>	Steel Co. Ltd.
		Esquel (Mauritius) Ltd
191	<b>Malaysia</b>	Around 750 Factories
192		12 Tea Gardens
193		15 Palm & Rubber Gardens
194		Ministry of Health,
195	<b>Singapore</b>	Ministry of Shipyard
196		Public Service Commission
197	<b>Brunei</b>	Public Service Commission
198	<b>Zimbabwe</b>	Ministry of Housing
199	<b>Zambia</b>	Export Import Corporation
200	<b>Malawi</b>	K.K. Millars
201	<b>Fiji</b>	Ministry of Health
202		Fabcraft Clothers Ltd.

## Chapter 09

# CHALLENGES AND PROSPECTS OF COVID-19

### 9.1 Introduction

Corona virus is a public health crisis and the Government has rightly taken unprecedented measures to tackle it. This has included significant restrictions on much social interaction and economic activity.

The result has been the sharpest spike in unemployment on record. There were one million claims for Universal Credit in a two week period, 7.3 times higher than the same period one year ago. Gains in employment over the last five years have been lost in just one month, with unemployment already likely to be at least 50% higher.

The impact of corona virus will be felt unevenly, and there is a risk that it will deepen existing social and regional inequalities. These job losses have disproportionately affected young people, women and the lowest paid. These groups are more likely to work in sectors that have shut down or reduced activity, such as hospitality and retail. They are also less likely to be able to work from home.

### 9.2 What challenges do we need to focus on?

The ongoing impact of the virus, the nature and length of restrictions to economic and social activity, and how and when we can transition from current emergency measures are all highly uncertain. We argue there are five key challenges that policy must address.

#### **a. Avoid creating a 'pandemic generation' of young people with poorer education and employment prospects.**

Young people are particularly vulnerable to the economic impact of corona virus. During the last recession, youth unemployment increased further and faster than unemployment overall. Early evidence highlighted above suggests young people are more likely to have lost their jobs, as they are concentrated in the sectors most affected.

#### **b. Utilize the skills and expertise of those out of work or furloughed.**

There are still vacancies in the economy: hiring has reduced but not ceased. In some areas there are a higher number of opportunities, for example working in supermarkets, which are seeing huge increases in sales.

#### **c. Prevent short-term unemployment turning into long-term unemployment.**

Despite the unprecedented measures the government has taken, there will be a very significant increase in unemployment in the short term.

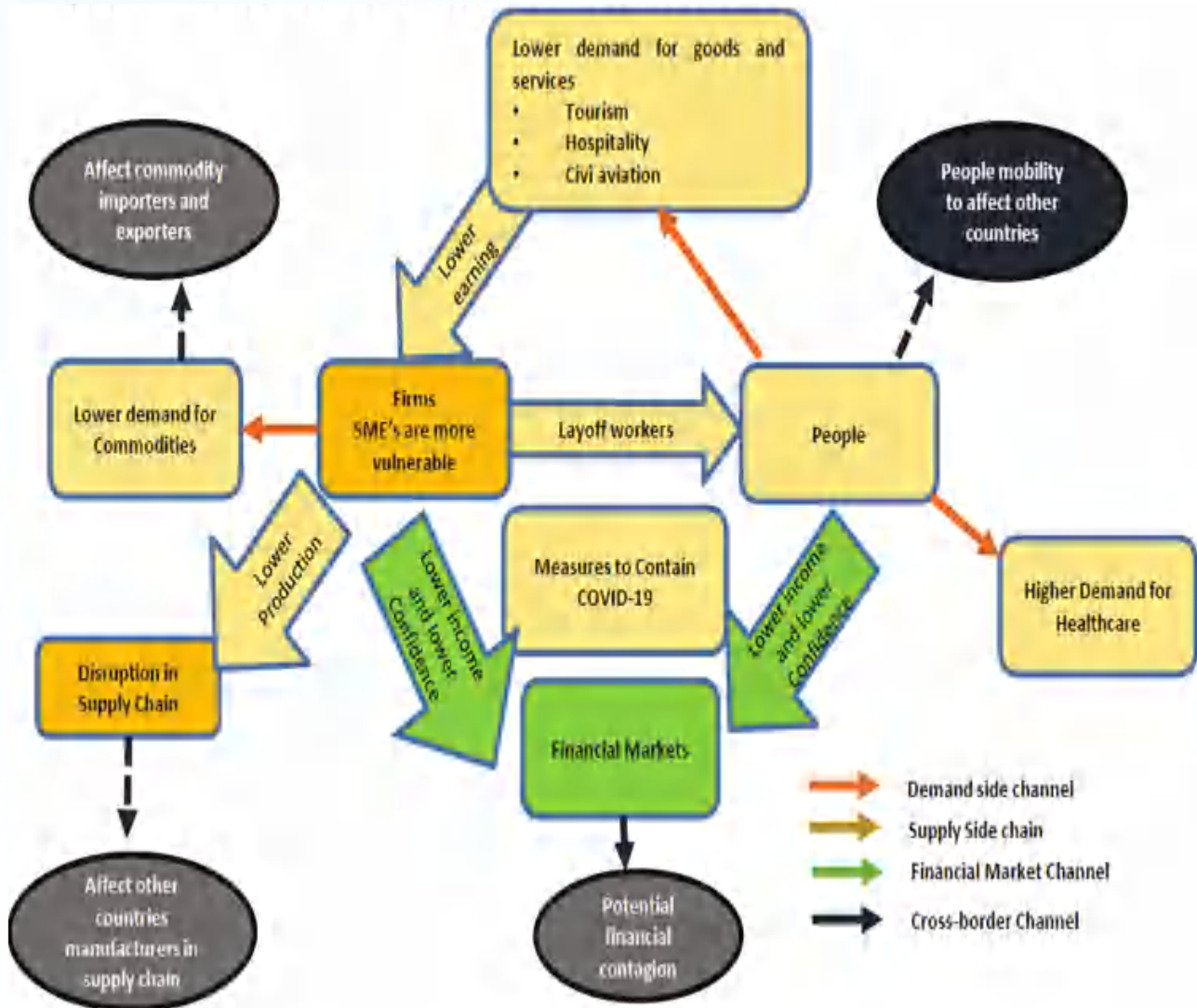
#### **d. Support for as long as needed, but plan for withdrawal of emergency support.**

The Government's first priority for the economic response has rightly been on providing rapid and significant support for businesses and individuals. It has generally done the right thing, and listened when gaps that have resulted from the speed of the response have been highlighted.

**e. Learn lessons for the future.**

It is far too early to say what the world will look like after the peak of the pandemic, let alone what this should mean for economic and social policy. However, we must learn the lessons of the crisis, and ensure that decisions we take now offer a bridge to the future.

**9.3 Covid-19 and its impact on different sector of the economy**



**9.4 How will COVID-19 affect the world of work?**

COVID-19 will have far-reaching impacts on labor market outcomes. Beyond the urgent concerns about the health of workers and their families, the virus and the subsequent economic shocks will impact the world of work across three key dimensions: 1) The quantity of jobs (both unemployment and underemployment); 2) The quality of work (e.g. wages and access to social protection); and 3) Effects on specific groups who are more vulnerable to adverse labor market outcomes.



## 9.5 Increasing & Decreasing Sectors during Covid-19

S/N.	Increasing Sectors	Decreasing Sectors
1	Hospital	Tourism
2	Pharmaceuticals/ Medical products.	Hotel
3	Software companies.	Airlines
4	Remote work	Overseas Employments
5	IT sector	Vehicle sectors
6	Chemical industries	SME industries
7	Safety equipments making factories etc.	Export- Import business etc.

## 9.6 Interventions to Counter the Impact of Crises

Several key actions can be taken:

- a) Maintain government expenditure levels on education: The crisis is expected to lead to budget cuts, and education may lose a lot. Some predict massive budget cuts to education. A lack of investment in education and training will hurt long-term economic prospects and lead to short term losses for students, workers and their families.
- b) Provide income support and employment: Direct income support and employment for young people are important mechanisms to adopt now. In the past, public works programs have successfully kept young people working. Employing youth during the corona virus pandemic is a good investment. It helps mitigate the long-term consequences of COVID-19 for labor productivity.
- c) Invest in digital skills and technology: The unusual and unprecedented nature of the crisis means that it is not only the educated but also the ones who are in jobs and occupations more amenable to remote work who fare better. In most cases, it ends up being people with digital skills. Governments have also started subsidizing internet access or providing low-cost computers for those without access to technology.

All three actions are needed. All three also encourage continued investment in education so that education levels will rise.

## Chapter 10

# MUJIB CORNER



যতকাল রবে পদ্মা যমুনা গৌরী মেঘনা বহমান  
ততকাল রবে কীর্তি তোমার শেখ মুজিবুর রহমান  
—অনুদাশঙ্কর রায়

A lot is lost in the whirlpool of the great age. There are irregularities in this lost rule, some memories, a few names. To Bengalis and Bangla, the name of the father of the nation Bangabandhu Sheikh Mujibur Rahman exists as long as Bangladesh exists. Along with the contribution of this best Bengali for thousands of years, the date of his birth will also be everlasting in the vibrancy of Bengali life.

March 17, 1920 was a day of blessing for the Bengalis. It is also a day of joy. On this day, a radiant flame of light named Mujib was born with the direction of liberation of the chained Bengalis for thousands of years. This flame of light gradually spread everywhere, showing the way to free the subjugated nation from the shackles of subjugation in the pitch black darkness.

Eventually Bengal appeared as a full sun in the eastern sky, the Bengalis achieved liberation. The great architect of independent Bangladesh, Father of the Nation Bangabandhu is not here today, but the intensity of the sun has increased many times more than before. His position is now in the middle sky. The Bengali nation is moving forward today with the intensity of that sun.

What a surprise bridge of a matching between Bangabandhu Sheikh Mujibur Rahman and the upgrading Bangladesh of his dreams! But we as a nation have allowed this best Bengali of thousand years to live only 55 years and 4 months. If he died a natural death, he would not be a centenarian, who can say that! If he had lived for a hundred years in the land of his beloved Bengal, how the nation would have observed this day when I think about it, my mind trembles.

From that realization, the present democratic government of Bangladesh has declared the year 2020-2021 as the year of Mujib to commemorate the birth centenary of the beloved leader Sheikh Mujibur Rahman. The country for which he has fought to the death and dedicated every moment of his life to the development of the destiny of the people of the country, the "Year of Mujib" has been declared in the honor of this special significance.

Keeping in mind the spirit of the Mujib-year, BOESL has started the process of sending 100 people from the next generation of the nation's sun-children of great freedom fighters to work abroad at zero immigration cost. This is the good fortune of the BOESL family as it has been able to fulfill this great responsibility of the nation.



As part of their election campaign



Bangabandhu Sheikh Mujibur Rahman Addresses the Non-Aligned Movement.



Bangabandhu Sheikh Mujibur Rahman and his family with the visiting Indian Prime Minister Indira Gandhi (March 18, 1972).



Bangabandhu Sheikh Mujibur Rahman during the signing of Mujib-Indira Treaty (May 16, 1974).



Bangabandhu Sheikh Mujibur Rahman presented with a calligraphy of the Holy Quran by the delegates of a visiting Egyptian trade mission.



Bangabandhu Sheikh Mujibur Rahman takes oath as the Prime Minister for the second time following the first elections held in an Independent Bangladesh (March 16, 1973).



Bangabandhu Sheikh Mujibur Rahman with his eldest daughter Sheikh Hasina and his grandson Sajeeb Wazed at his Dhanmondi residence.



Bangabandhu Sheikh Mujibur Rahman with his parents and family.



Sheikh Mujibur Rahman with Tajuddin Ahmed and seven women leaders of Awami League listening to the 70s election results (1970).



British Prime Minister Edward Heath receives the First President of Bangladesh Bangabandhu Sheikh Mujibur Rahman at 10 Downing Street (January, 1972).



Chief Minister Ataur Rahman Khan and Minister Sheikh Mujibur Rahman with the Indian President Rajendra Prasad during an official visit to New Delhi, India (1957).



Sheikh Mujibur Rahman on his way to the Special Tribunal set up in the Dhaka Cantonment to try the Agartala Conspiracy Case (1969).





Sheikh Mujibur Rahman travelling in a mail train after securing bail from the Sylhet district court (April 23, 1966).



Sheikh Mujibur Rahman with his political mentor and the then Prime Minister of Pakistan Huseyn Shaheed Suhrawardy (1956).



Sheikh Mujibur Rahman with Mao Tse Tung (Mao Zedong), Head of State and the Chairman of the Communist Party of China (October, 1957).



Sheikh Mujibur Rahman, a young football player. Front row third from left (1940).

## Chapter 11

# SAMPLES OF NECESSARY DOCUMENTS

## Sample of Demand Letter

Date: .....

**Bangladesh Overseas Employment and Services Ltd (BOESL)**  
Probashi Kallyan Bhavan (4th Floor)  
71-72 Eskaton Garden, Ramna  
Dhaka-1000

**SUBJECT: DEMAND LETTER FOR RECRUITMENT OF ..... EMPLOYEES FROM BANGLADESH.**

Dear Sir

Based on the approval granted by Ministry of Labor in ....., we do hereby appoint your company to recruit Bangladesh garment workers for employment in ..... at ..... and to liaise with relevant authorities in Bangladesh concerning this recruitment.

Items	Job Category	No. of Requirement	Gender	Basic Salary	After Probation

OUR RECRUITMENT TERMS AND CONDITIONS ARE AS FOLLOW:-

1. Age :
2. Estimate Overtime :
3. Increment :
4. Allowances :
5. Period of Contract :
6. Accommodation :
7. Food :
8. Medical Facilities :
9. Annual Medical Examination :
10. Air Passage :
11. Leave and Holiday :
12. Normal Working Hours :
13. Overtime Allowance :
14. Payment of Insurance premium :
15. Transport :
16. Death compensation :
17. Service charge of BOESL :

Kindly arrange to recruit the above-mentioned categories at the earliest and inform us so that we can send officials for final selection.

Thank you,

Yours faithfully,

-----

# Sample of Agency Agreement

Date: .....

## CONTRACT AGREEMENT

This agreement is made and entered on the date ----- between ----- (hereinafter referred to as The first party) and -----

Bangladesh Overseas Employment and Services Ltd (BOESL), Probashi Kallyan Bhavan (4th Floor), 71-72, Eskaton Garden, Ramna, Dhaka-1000. Phone: +8801716425284 (hereinafter referred to as the second party) whereby , it is mutually agreed as follows :

1. The first party hereby agrees to appoint the second party as their associated and lawful representative for the purposes of recruiting manpower from Bangladesh for employment in ----- as per specification given by the first party.
2. In acceptance the first party will provide with DEMAND LETTER for prompt execution of such order to schedule.
3. The second party upon receipt of the confirmed DEMAND LETTER shall initiate recruitment and send the necessary documents in respect of selected candidates to the first party to conformity with the given specifications and arrange for the first party to conduct interviews.
4. The persons or persons recruited shall be for the post or posts as per the DEMAND LETTER and salaries and allowances will be accordance with LETTER OF APPOINTMENT.
5. The first party will provide FREE AIR TICKET for both ways (DAC/AMM and AMM/DAC) when the candidates finish the contract.
6. The duration of the contract shall be for a period of ----- and renewable by MUTUAL AGREEMENT, after obtaining necessary authority from the authorities concern in -----.
7. The second party shall arrange to send the selected workers as required by the first party within ----- of the receipt of the visas from the first party.
8. The second party agrees to supply experienced workers in their particular profession according to specifications of the first party. In the event of the selected workers, found to be unsuitable for the Job function involved for which he/she is selected, such person will be repatriated.
9. The first party agrees to assure the safety of workers during the contract period and the event of death or accident undertakes to notify the second party and arrange to send the remaining /disabled to Bangladesh at the cost of the first party.
10. The first party shall ensure that the personnel life and accident insurance for the employee or employees to be provided for work connected illness/injuries or death in accordance with the pertinent laws of the -----.
11. The first party shall ensure that the employee will be provided with free food (or food allowance) free accommodation, medicine and all other amenities according to employer/employee agreement entered into the time of employment.

12. The first party shall be bound to settle all complaints made by the employee or employees and their relations regarding the employee/employees and working conditions as soon as possible.
13. The visa charges and Agreement charges will be paid by first party.
14. All other terms and conditions shall be governed by the pertinent laws of the -----.
15. This agreement having being entered into between the aforesaid parties and have been executed on terms and conditions in this article and shall be valid for all purposes relating to recruitment or manpower from Bangladesh.
16. The second party will not charge any money from the candidates except of the official government charge of Bangladesh.

We, the company-----, is hereby giving an undertaking that no salary deduction will be made from the salaries of the workers at any circumstances being expense incurred by the local agencies in Bangladesh before their deployment in Bangladesh.

First Party

-----  
-----

Signature & Stamp

Second Party

-----  
BOESL

Signature & Stamp

## Sample of Power of Attorney

### POWER OF ATTORNEY

We,-----, do hereby Authorize and Appoint -----,Bangladesh Overseas Employment and Services Ltd (BOESL) Probashi Kallyan Bhavan (4th Floor) 71-72 Eskaton Garden, Ramna, Dhaka-1000. Phone: +8801716425284 to be our true and lawful attorney in Bangladeshi for the purpose of handling all affairs associated with the recruitment of Bangladeshi workers for employment in our factory, in selecting workers etc. for our company and to sign all necessary documents and employment contracts required by the law and regulations of Bangladeshi and to arrange for passport and necessary visa endorsement with related authorities in home and abroad and to make arrangements for the workers' passage to the job site.

This power of attorney shall remain valid till all the workers arrive in ----- according to the Demand Letter,dated -----.

This power of attorney is non-transferable and is irrevocable.

In witness whereof, we have executed this document on -----.

-----  
-----

12. The first party shall be bound to settle all complaints made by the employee or employees and their relations regarding the employee/employees and working conditions as soon as possible.
13. The visa charges and Agreement charges will be paid by first party.
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First Party

-----  
 -----

Signature & Stamp

Second Party

-----  
 BOESL

Signature & Stamp

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## Sample of Power of Attorney

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In witness whereof, we have executed this document on -----.

-----  
-----

জামানত ফেরত ফরম  
(বৈধ চাকরিকাল সম্পন্ন করা ইপিএস কর্মীর জন্য)

(পরিশিষ্ট-ক)

১ (এক) কপি ছবি

বরাবর  
ব্যবস্থাপনা পরিচালক  
বোয়েসেল, ঢাকা

বিষয় : ইপিএস-এর আওতায় দক্ষিণ কোরিয়া গমনের পর বৈধ চাকরিকাল সম্পন্ন করে বাংলাদেশে এসে জামানতের অর্থ ফেরত পাওয়ার আবেদন।

জনাব,

আমি নিম্নস্বাক্ষরকারী নাম: ..... পিতা/স্বামীর নাম: .....  
....., জন্ম তারিখ: ..... , পাসপোর্ট নং: ..... , (কপি  
সংযুক্ত), বোয়েসেলের প্রদত্ত রেফারেন্স নং: ..... , বোয়েসেলে জমাকৃত জামানতের অর্থ: ..... টাকাপে-অর্ডার নং: .....  
..... (কপি সংযুক্ত), দক্ষিণ কোরিয়া যাওয়ার তারিখ: ..... ও দক্ষিণ কোরিয়া থেকে আসার তারিখ: ..... (কপি  
সংযুক্ত), জমাকৃত অর্থ ফেরত প্রদানের জন্য ব্যাংক হিসাব নং: ..... ব্যাংকের নাম: .....  
..... শাখা: ..... , জমাকৃত  
অর্থ ফেরত চাওয়ার কারণ: .দক্ষিণ কোরিয়াতে বৈধ চাকরিকাল সঠিকভাবে সম্পন্ন করি।উল্লেখ্য যে, বোয়েসেলে জমাকৃত জামানত ইতোপূর্বে গ্রহণ বা উত্তোলন করি  
নাই। বিধিমোতাবেক আমার জমাকৃত ..... টাকার জামানত ফেরত প্রদানের বিষয়ে পদক্ষেপ গ্রহণের জন্য অনুরোধ করা হলো।

স্বাক্ষর ও তারিখ  
মোবাইল নম্বর

নীচের অংশ বোয়েসেল পূরণ করবে

হিসাব শাখার মন্তব্য:

জামানতের রেজিস্টার এর পৃষ্ঠা নম্বর ..... , ত্রমিক নং ..... , মোতাবেক আবেদনকারীর জমাকৃত  
জামানত এক/তিন লক্ষ টাকা জমা আছে যা .....ইং তারিখে ব্যাংকে জমা করা হয়েছে। তিনি ইতোপূর্বে বোয়েসেল থেকে জমাকৃত  
এক/তিন লক্ষ টাকার জামানত ফেরত নেন নাই।

সহকারী মহাব্যবস্থাপক/ ব্যবস্থাপক (হিসাব ও অর্থ)

আবেদনকারীর বর্ণনামোতাবেক নিম্নবর্ণিত ডকুমেন্ট অবশ্যই সংযুক্ত করতে হবে:

- ১। পাসপোর্ট-এর ফটো কপি
- ২। জমাকৃত জামানত-এর পে-অর্ডারের মুড়ির অংশ/কপি
- ৩। দক্ষিণ কোরিয়া থেকে আসার পাসপোর্টের ডিপারচারসহ সকল তথ্যের কপি।
- ৪। জাতীয় পরিচয়পত্রের কপি।
- ৫। ইপিএস কর্মীর ব্যাংক হিসাবের বিবৃতি (Bank Statement of Account) -এর কপি।

জামানত ফেরত ফরম  
(বৈধ চাকরিকাল সম্পন্ন না করা ইপিএস কর্মীর জন্য)

(পরিশিষ্ট-খ)

বরাবর  
ব্যবস্থাপনা পরিচালক  
বোয়েসেল, ঢাকা

ইপিএস কর্মীর  
১ (এক) কপি ছবি

বিষয় : ইপিএস-এর আওতায় দক্ষিণ কোরিয়া গমনের পর বৈধ চাকরিকাল সম্পন্ন না করে বাংলাদেশে এসে জামানতের অর্থ ফেরত পাওয়ার আবেদন।

জনাব,

আমি নিম্নস্বাক্ষরকারী নাম: ..... পিতা/স্বামীর নাম: .....  
....., জন্ম তারিখ: ..... , পাসপোর্ট নং: ..... , (কপি  
সংযুক্ত), বোয়েসেলের প্রদত্ত রেফারেন্স নং:..... , বোয়েসেলে জমাকৃত জামানতের অর্থ:..... টাকাপে-অর্ডার নং: .....  
..... (কপি সংযুক্ত), দক্ষিণ কোরিয়া যাওয়ার তারিখ: ..... ও দক্ষিণ কোরিয়া থেকে আসার তারিখ: ..... (কপি  
সংযুক্ত), জমাকৃত অর্থ ফেরত প্রদানের জন্য ব্যাংক হিসাব নং:..... ব্যাংকের নাম:.....  
..... শাখা: ..... , জমাকৃত  
অর্থ ফেরত চাওয়ার কারণ: .....  
.....উল্লেখ্য যে, বোয়েসেলে জমাকৃত জামানত  
ইতোপূর্বে গ্রহণ বা উত্তোলন করি নাই। বিধিমোতাবেক আমার জমাকৃত ..... টাকার জামানত ফেরত প্রদানের বিষয়ে পদক্ষেপ গ্রহণের  
জন্য অনুরোধ করা হলো।

স্বাক্ষর ও তারিখ :  
মোবাইল নম্বর :

নীচের অংশ বোয়েসেল পূরণ করবে

হিসাব শাখার মন্তব্য:

জামানতের রেজিস্টার এর পৃষ্ঠা নম্বর ..... , ক্রমিক নং ..... , মোতাবেক আবেদনকারীর জমাকৃত  
জামানত এক/তিন লক্ষ টাকা জমা আছে যা .....ইং তারিখে ব্যাংকে জমা করা হয়েছে। তিনি ইতোপূর্বে বোয়েসেল থেকে জমাকৃত  
এক/তিন লক্ষ টাকার জামানত ফেরত নেন নাই।

সহকারী মহাব্যবস্থাপক/ ব্যবস্থাপক (হিসাব ও অর্থ)

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- ১। পাসপোর্ট-এর ফটো কপি
- ২। জমাকৃত জামানত-এর পে-অর্ডারের মুড়ির অংশ/কপি
- ৩। দক্ষিণ কোরিয়া থেকে আসার পাসপোর্টের ডিপারচারসহ সকল তথ্যের কপি।
- ৪। জাতীয় পরিচয়পত্রের কপি।
- ৫। এইচআরডি কোরিয়ার প্রত্যয়নপত্র।
- ৬। ইপিএস কর্মীর ব্যাংক হিসাবের বিবৃতি (Bank Statement of Account) -এর কপি।

(পরিশিষ্ট-গ)

এইচআরডি কোরিয়ার প্রত্যয়নপত্র  
(বৈধ চাকরিকাল সম্পন্ন না করা ইপিএস কর্মীর জন্য)

ইপিএস কর্মীর

১ (এক) কপি ছবি

বরাবর

এইচআরডি কোরিয়া ইপিএস সেন্টার ইন বাংলাদেশ  
কোরিয়া দূতাবাস, ডাকা।

বিষয় : ইপিএস-এর আওতায় দক্ষিণ কোরিয়া গমনের পর বৈধ চাকরিকালসম্পন্ন না করে বাংলাদেশে ফেরত আসা প্রসঙ্গে।

জনাব,

আমি নিম্নস্বাক্ষরকারী নাম: ..... , পিতা/স্বামীর নাম: .....  
..... , জন্ম তারিখ: ..... , পাসপোর্ট নং: ..... , রেজিস্ট্রেশন নং: .....  
..... , টপিক আইডি নং: ..... বোয়েসেলের প্রদত্ত রেফারেন্স নং:..... , দক্ষিণ কোরিয়া  
যাওয়ার তারিখ: ..... ও দক্ষিণ কোরিয়া থেকে আসার তারিখ: ..... দক্ষিণ কোরিয়া থেকে আসার কারণ: .....  
.....  
.....

বোয়েসেল-এ জমাকৃত জামানত ফেরত পাওয়ার জন্য জামানত ফেরত নীতিমালা অনুযায়ী আমি কি কারণে দক্ষিণ কোরিয়া থেকে বৈধ চাকরিকাল সম্পন্ন না করে বাংলাদেশে এসেছি তা এইচআরডি কোরিয়া ইপিএস সেন্টার ইন বাংলাদেশ কর্তৃক মন্তব্য প্রয়োজন।

এমতাবস্থায়, নিম্নবর্ণিত ফরমেটে এইচআরডি কোরিয়া ইপিএস সেন্টার ইন বাংলাদেশ এর মন্তব্য প্রদান করে সিল ও স্বাক্ষরসহ বোয়েসেল-এর ইমেইলে অবহিত করে আমার প্রদত্ত ইমেইল-এ প্রেরণ করার জন্য এইচআরডি কোরিয়া ইপিএস সেন্টার ইন বাংলাদেশ কর্তৃপক্ষকে বিনীত অনুরোধ করা হলো। এইচআরডি কোরিয়া ইপিএস সেন্টার ইন বাংলাদেশ-এর মন্তব্য প্রাপ্তি সাপেক্ষে আমি বোয়েসেল-এ জামানত ফেরত পাওয়ার জন্য নির্ধারিত ফরমে আবেদন জমা করিব।

আবেদনকারীর নাম ও স্বাক্ষর:

ইমেইল:

এইচআরডি কোরিয়া ইপিএস সেন্টার ইন বাংলাদেশ এর মন্তব্য:

(পরিশিষ্ট-ঘ)

**জামানত ফেরত ফরম**  
(মৃত ইপিএস কর্মীর বৈধ অভিভাবকের জন্য)

মৃত ইপিএস কর্মীর ১ (এক) কপি ছবি	অভিভাবকের ১ (এক) কপি ছবি
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বরাবর  
ব্যবস্থাপনা পরিচালক  
বোয়েসেল, ঢাকা

বিষয় : মৃত ইপিএস কর্মী ... এর জমাকৃত জামানতের অর্থ ফেরত পাওয়ার  
আবেদন।

জনাব,

আমি নিম্নস্বাক্ষরকারী মৃত ইপিএস কর্মীর বৈধ অভিভাবক নাম: ..... পিতা/স্বামীর

নাম: ..... জন্ম তারিখ: ..... মৃত ইপিএস

কর্মীর নাম: ..... পিতা/স্বামীর নাম: .....

..... জন্ম তারিখ: ..... পাসপোর্ট নং: ..... (কপি সংযুক্ত), বোয়েসেলের প্রদত্ত

রেফারেন্স নং: ..... বোয়েসেলে জমাকৃত জামানতের অর্থ: ..... টাকাপে-অর্ডার নং: ..... (কপি সংযুক্ত),

দক্ষিণ কোরিয়া যাওয়ার তারিখ: ..... ও দক্ষিণ কোরিয়াতে মৃত্যুর তারিখ: ..... (কপি সংযুক্ত), জমাকৃত অর্থ ফেরত পাওয়ার

জন্য অভিভাবকের ব্যাংক হিসাব নং: ..... ব্যাংকের নাম: .....

..... শাখা: ..... জমাকৃত অর্থ ফেরত চাওয়ার

কারণ: দক্ষিণ কোরিয়াতে আমার ..... মৃত্যুবরণ করায়। উল্লেখ্য যে, বোয়েসেলে জমাকৃত জামানত

ইতোপূর্বে অভিভাবক হিসেবে গ্রহণ বা উত্তোলন করি নাই। বিধিমোতাবেক মৃত ইপিএস কর্মীর জমাকৃত ..... টাকার জামানত ফেরত

প্রদানের বিষয়ে পদক্ষেপ গ্রহণের জন্য অনুরোধ করা হলো।

স্বাক্ষর ও তারিখ  
মোবাইল নম্বর

নীচের অংশ বোয়েসেল পূরণ করবে

**হিসাব শাখার মন্তব্য:**

জামানতের রেজিস্টার এর পৃষ্ঠা নম্বর ..... , ক্রমিক নং ..... , মোতাবেক আবেদনকারীর জমাকৃত

জামানত এক/তিন লক্ষ টাকা জমা আছে যা ..... ইং তারিখে ব্যাংকে জমা করা হয়েছে। তিনি ইতোপূর্বে বোয়েসেল থেকে জমাকৃত

এক/তিন লক্ষ টাকার জামানত ফেরত নেন নাই।

সহকারী মহাব্যবস্থাপক/ ব্যবস্থাপক (হিসাব ও অর্থ)

আবেদনকারীর বর্ণনামোতাবেক নিম্নবর্ণিত ডকুমেন্ট অবশ্যই সংযুক্ত করতে হবে:

- ১। মৃত ইপিএস কর্মীর পাসপোর্ট-এর ফটোকপি
- ২। জমাকৃত জামানত-এর পে-অর্ডারের মুড়ির অংশ/কপি
- ৩। দক্ষিণ কোরিয়াতে মৃত্যুর সনদের কপি।
- ৪। চেয়ারম্যান/কমিশনার কর্তৃক বৈধ অভিভাবকের সনদের কপি।
- ৫। বৈধ অভিভাবকের জাতীয় পরিচয়পত্রের কপি।
- ৬। বৈধ অভিভাবকের ব্যাংক হিসাবের বিবৃতি (Bank Statement of Account) -এর কপি।

কল্যাণ তহবিল ফরম  
(মৃত ইপিএস কর্মীর বৈধ অভিভাবকের জন্য)

মৃতইপিএসকর্মীর ১ (এক) কপি ছবি	অভিভাবকের ১ (এক) কপি ছবি
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বরাবর  
ব্যবস্থাপনা পরিচালক  
বোয়েসেল, ঢাকা

বিষয় : মৃত ইপিএস কর্মী ... এর দক্ষিণ কোরিয়ায় থেকে লাশ আনয়নের জন্য নির্ধারিত ৫০০ মার্কিন ডলার সমপরিমাণ অর্থ পাওয়ার আবেদন।

জন্মাব, আমি নিম্নস্বাক্ষরকারী মৃত ইপিএস কর্মীর বৈধঅভিভাবক নাম: .....পিতা/স্বামীর নাম: ..... জন্ম তারিখ: ..... মৃত ইপিএস কর্মীর নাম: .....পিতা/স্বামীর নাম: ..... জন্ম তারিখ: ..... পাসপোর্ট নং: ..... (কপি সংযুক্ত), বোয়েসেলের প্রদত্ত রেফারেন্স নং:..... দক্ষিণ কোরিয়া গমনের তারিখ: ..... ও দক্ষিণ কোরিয়াতে মৃত্যুর তারিখ: ..... (কপি সংযুক্ত), দক্ষিণ কোরিয়া থেকে লাশ আনয়নের নির্ধারিত অর্থ পাওয়ার জন্য অভিভাবকের ব্যাংক হিসাব নং:..... ব্যাংকের নাম:..... শাখা: ..... ।

বিধিমোতাবেক মৃত ইপিএস কর্মীরলাশ আনয়ন বাবদ নির্ধারিত অর্থ পাওয়ার প্রয়োজনীয় পদক্ষেপ গ্রহণের জন্য বোয়েসেলকে অনুরোধ করা হলো।

স্বাক্ষর ও তারিখ  
মোবাইল নম্বর

নীচের অংশ বোয়েসেল পূরণ করবে

হিসাব শাখার মন্তব্য:

জামানতের রেজিস্টার এর পৃষ্ঠা নম্বর ..... ক্রমিক নং ..... মোতাবেক আবেদনকারীর জমাকৃত জামানত এক/তিন লক্ষ টাকা জমা আছে। তিনি ইতোপূর্বে বোয়েসেল থেকে জমাকৃত এক/তিন লক্ষ টাকার জামানত ফেরত নেন নাই। উক্ত কর্মীর পক্ষে অদ্যাবধি কোনো ধরনের কল্যাণ তহবিল গ্রহণ করেন নাই। ইতোমধ্যে কল্যাণ তহবিল বাবদ ..... টাকার অর্থ গ্রহণ করা হয়েছে, তারিখ: ..... ।

সহকারী মহাব্যবস্থাপক/ ব্যবস্থাপক (হিসাব ও অর্থ)

আবেদনকারীর বর্ণনামোতাবেক নিম্নবর্ণিত ডকুমেন্ট অবশ্যই সংযুক্ত করতে হবে:

- ১। মৃত ইপিএস কর্মীর পাসপোর্ট-এর ফটোকপি
- ২। দক্ষিণ কোরিয়াতে মৃত্যুর সনদের কপি।
- ৩। চেয়ারম্যান/কমিশনার কর্তৃক বৈধ অভিভাবকের সনদের কপি।
- ৪। বৈধঅভিভাবকের জাতীয় পরিচয়পত্রের কপি।
- ৫। বৈধঅভিভাবকের ব্যাংক হিসাবের বিবৃতি (Bank Statement of Account) -এর কপি।

## Chapter 12

# BOESL Family



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Mobile: 01766230506



Computer Operator  
Mobile: 01921607145

Mohammad Hasan Goura



Computer Operator  
Mobile: 01304908152

Konok Akter



Receptionist  
Mobile: 01778598341

MD. Jahidul Islam



Electrician  
Mobile: 01759805307

Abdullah Ibne Masud



Driver  
Mobile: 01730965128

Sri Harendra Chandra Bhoumick



Driver  
Mobile: 01825989898

Md. Mokhlesur Rahman



Driver  
Mobile: 01711958442

Md. Abu Tarek Liton



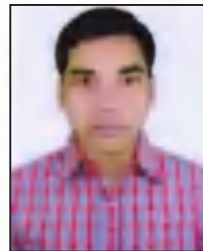
Driver  
Mobile: 01916803802

Mr. Baki Billah



Driver  
Mobile: 01716437245

Md. Mahbub Alam



Driver  
Mobile: 01915092225

Abdullah Al Mamun



Driver  
Mobile: 01743081940

Rummon Kurmi



Driver  
Mobile: 01791792579

MD. Jasim Uddin



M.L.S.S.  
Mobile: 01817015647

Khokon Chandra Malakar



M.L.S.S.  
Mobile: 01719964054

Md. Saydul Islam



M.L.S.S.  
Mobile: 01813155362

Alam Hossain



M.L.S.S.  
Mobile: 01715269084

Md. Ali Hossain



M.L.S.S.  
Mobile: 01915349798

Md. Omar Faruq



M.L.S.S.  
Mobile: 01741320380

Md. Faruq Hossain



M.L.S.S.  
Mobile: 01991352630

Torikul Islam Sabu



M.L.S.S.  
Mobile: 01749064407

MD. Obaydur Rahman



Computer Operator  
ATea Boy  
Mobile: 01720676158

Khorshad Alam



Tea Boy  
Mobile: 01756903062

MD. Sorowar Hoson



Security Guard  
Mobile: 01927594330

Md. Abul Kalam



Security Guard  
Mobile: 01955909331

Md. Mojibur Rahman



Security Guard  
Mobile: 01717220635

Abdul Hamid



Security Guard  
Mobile: 01921730066

Suruj Khan



Security Guard  
Mobile: 01792872761

Md. Nazrul Islam



Cleaner  
Mobile: 01829018598

Paki Rani Malakar



Cleaner  
Mobile: 01675056860

MD. Ismail

## Chapter 13

# MEMORY LANE





INAUGURATION OF THE OATH BLADE



BLADE OF THE OATH (SOPOTH FOLOK)



Labour Welfare Conference 2019 (Opening Ceremony)



Labour Welfare Conference 2019





Meeting between our Honorable Minister Imran Ahmed,MP and Mr. Kim Sungjaae, Director General of HRD Korea.



Reception of Our Managing Director Mr. Saiful Hassan Badal by Ex-Executive Director Dr. Yeameen Akbory, ndc, BOESL



Farewell of the ex-chairman of the Board of Directors (BOESL)  
Mr. Md. Salim Reza, Secretary, Ministry of Expatriates'  
Welfare and Overseas Employment.



Reception of the New Chairman of the Board of Directors (BOESL)  
Dr. Ahmed Munirus Saleheen, Secretary, Ministry of Expatriates'  
Welfare and Overseas Employment by Mr. Md. Salim Reza, ex-Secretary,  
Ministry of Expatriates' Welfare and Overseas Employment.



Welcoming Our Newly Joined Executive Director  
Mr. Md. Mahbubur Rahman, Joint Secretary.



BOESL Family



Skill Test Exam 2019 under EPS



Skill Test Exam 2019 under EPS



Skill Test Exam 2019 under EPS



Chartered Flight Arranged by BOESL in COVID-19 Pandemic under EPS



JORDAN Flight



KOREA LANGUAGE TRAINING



Observing International Migrants Day



Welcoming Representative of Ms. Csilla Udvarhelyi,  
Director, IBF Work, Hungary.



Welcoming Mr. Sreedharan Nair Ramdas, CEO of Classic Fashion, Jordan.



Welcoming the Representative of Third Dimension Ms. Zahara Ashraff, President Department of HR, Jordan.





Motivational Training of EPS Workers



Registration for SouthKorea 2020



Registration for SouthKorea 2020



Orientation of the Newly Appointed Officers



“মুজিববর্ষের আহ্বান  
দক্ষ হয়ে বিদেশ যান”

## বাংলাদেশ ওভারসিজ এমপ্লয়মেন্ট অ্যান্ড সার্ভিসেস লিমিটেড (বোয়েসেল)

প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়।

ওয়েব সাইট: [www.boesl.gov.bd](http://www.boesl.gov.bd)

### জর্ডান

জর্ডানে (মহিলা ও পুরুষ) দক্ষ গার্মেন্টস কর্মী হিসেবে চাকুরিতে আগ্রহী প্রার্থীদের প্রতি শুক্রবার সকাল ৮.০০ ঘটিকা হতে বিকেল ৫.০০ ঘটিকা পর্যন্ত নিম্নোক্ত তিনটি স্থানে নির্বাচনী পরীক্ষা গ্রহণ করা হয়ঃ

- (ক) বাংলাদেশ জার্মান টেকনিক্যাল কারিগরি প্রশিক্ষণ কেন্দ্র, মিরপুর-২, ঢাকা।  
(খ) বাংলাদেশ কোরিয়া টেকনিক্যাল কারিগরি প্রশিক্ষণ কেন্দ্র, মিরপুর-১, ঢাকা।  
(গ) শেখ ফজিলাতুল্লাহ মুজিব মহিলা কারিগরি প্রশিক্ষণ কেন্দ্র, মিরপুর-১, ঢাকা।

### দক্ষিণ কোরিয়া

দক্ষিণ কোরিয়ায় চাকুরিতে আগ্রহী প্রার্থীদের অনলাইনে রেজিস্ট্রেশন করতে হয়।

- প্রার্থীর বয়স : ১৮-৩৯ বছর।  
যোগ্যতা : এস.এস.সি. পাশ ও কোরীয় ভাষায় পারদর্শী হওয়া প্রয়োজন।  
বিস্তারিত তথ্যের জন্য বোয়েসেলের ওয়েব সাইট দেখুন।

### হংকং

সরকারিভাবে হংকং-এ মহিলা ডোমেস্টিক হেল্পার (Female Domestic Helper) নিয়োগঃ

- মাসিক বেতন : সর্বসাকুল্যে হংকং ডলার ৪৬৩০ (৫১,০০০/- টাকা প্রায়)।  
সাপ্তাহিক কাজের দিন : সপ্তাহে ৬ দিন (ছয়) দিন, দৈনিক ৮ (আট) ঘন্টা ডিউটি।  
চাকুরির মেয়াদ : ২ (দুই) বছর (নবায়নযোগ্য)।  
খাওয়া ও বাসস্থান ও চিকিৎসা : বাসস্থান, খাওয়া ও চিকিৎসা ব্যয় নিয়োগকর্তা বহন করবে।  
বয়স সীমা : ২০ (বিশ) হতে ৩৫ (পঁয়ত্রিশ) বছর।  
প্রশিক্ষণ : থাকা খাওয়া ও বাসস্থান সুবিধাসহ ৩ মাস মেয়াদি হাউজ কিপিং ও ক্যান্টননিজ ভাষার উপরে অভিজ্ঞ প্রশিক্ষক দ্বারা প্রশিক্ষণ দেওয়া হবে। প্রশিক্ষণ শেষে চাকুরির নিশ্চয়তা রয়েছে।  
শিক্ষাগত যোগ্যতা : ন্যূনতম অষ্টম/জেএসসি/জেডিসি।  
খরচ : বিমানভাড়া ও অন্যান্য খরচসহ প্রশিক্ষণ খরচ ১,৫০,০০০/- (এক লক্ষ পঁঞ্চাশ হাজার) টাকা এবং বোয়েসেলের সার্ভিস চার্জ ১৫,০০০/- (পনের হাজার) টাকা। চূড়ান্তভাবে নির্বাচিত প্রার্থী প্রবাসী কল্যাণ ব্যাংক থেকে শর্তসাপেক্ষে ঋণ নিতে পারবেন।  
পাসপোর্ট : পাসপোর্ট না থাকলেও আবেদন করা যাবে তবে নির্বাচিত প্রার্থীদের পরে নিজ দায়িত্বে পাসপোর্ট করতে হবে।  
আগ্রহী প্রার্থীদেরকে [hongkongcvboesl@gmail.com](mailto:hongkongcvboesl@gmail.com) ইমেইল-এ বায়োডাটা প্রেরণ করার জন্য অনুরোধ করা যাচ্ছে। বায়োডাটার কপি পেতে বোয়েসেলের ওয়েব সাইট দেখুন।

**বিঃদ্র:** বিদেশে কর্মী নিয়োগ প্রক্রিয়ায় বোয়েসেলের কোন এজেন্ট/সাব এজেন্ট/ প্রতিনিধি নেই বিধায় কারো সাথে কোনো আর্থিক লেনদেন না করার জন্য অনুরোধ করা হলো।

অন্যান্য দেশে নিয়োগ সংক্রান্ত তথ্য পেতে বোয়েসেলের ওয়েবসাইট নিয়মিত ভিজিট করুন।

প্রবাসী কল্যাণ ভবন (৫ম তলা), ৭১-৭২ ইস্কাটন গার্ডেন, রমনা, ঢাকা-১০০০

ফোন: ৯৩৩৬৫০৮, ৪৮৩১৯১২৫ ও ৪৮৩১৭৫১৫ (পিএবিএক্স)

ই-মেইল: [info@boesl.gov.bd](mailto:info@boesl.gov.bd) / [md@boesl.gov.bd](mailto:md@boesl.gov.bd)



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Web: [www.boesl.gov.bd](http://www.boesl.gov.bd)