



Bangladesh Overseas Employment
& Services Limited (BOESL)

ANNUAL Report 2019



BANGLADESH OVERSEAS EMPLOYMENT & SERVICES LIMITED (BOESL)
(The only State owned manpower sending organization of Bangladesh)



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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 pleased to learn that Bangladesh Overseas Employment and Services Limited (BOESL) is going to publish the Annual Report 2018-19 depicting their plans & performances. As a state-owned company, the relentless pursuit of perfection is strategically important for the company as well as the nation.

The present government under the charismatic leadership of Prime Minister Sheikh Hasina is highly committed to achieve the targets of Vision 2021. In the light of this, the responsibility of BOESL is to ensure and enhance ethical, safe and low-cost overseas employment for rightful job seekers. In order to implement the dream of Sonar Bangla of our Father of the Nation, there is no alternative to overseas employment as ours is a densely populated country with a very young population needing 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 Ahmed, MP



Md. Salim Reza

Chairman

Board of Directors

Bangladesh Overseas Employment and Services Limited (BOESL)

&

Secretary

Ministry of Expatriates' Welfare & Overseas Employment

The Government of the People's Republic of Bangladesh

Message

I am tremendously cheerful to be informed that Bangladesh Overseas Employment and Services Limited (BOESL) is going to publish their Annual Report 2018-2019 mirroring their activities and performances. As a densely populated country Bangladesh has no alternative to attain SDG without overseas employment. In this regard, the roles and responsibilities of BOESL are undoubtedly pioneering.

With a view to ensuring ethical, safe and low-cost migration, the Government considers BOESL a model functioning as a bridge between valued foreign employers and interested job seekers. In the arena of overseas employment, BOESL stands as a torch-bearer in thousands of underprivileged foreign job lovers.

In fine, on behalf of the BOESL Board of Directors, I would like to express my gratitude and thanks to all officials concerned with this publication and the management for their dedication and commitment to the people.

I wish them all round success.

Md. Salim Reza



Maran Kumar Chakraborty

Managing Director
(Additional Secretary)

Bangladesh Overseas Employment
Services Limited (BOESL)

Ministry of Expatriates' Welfare and
Overseas Employment

Foreword

It's a great pleasure for me to witness of an institution like BOESL, when it is recognized as a leading manpower export company and working with government and private employers of the world. Despite of today's fast changing demand of human resources in the world of work it has extended business in 28 countries by sending employees in different categories. BOESL is ensuring deployment of skills and talented workforce in such companies those are connected with the production process of world class branded commodities. Since inception, more than ninety thousand workers received career guidance and advice from BOESL and they find meaningful foreign employment opportunities with happiness. In the present context, it is difficult to ensure quality services by highest level of satisfaction to their clients. Therefore, the staffs of BOESL are constantly offering flexible solution to fulfill the demand of the employees and employers with the business agility needed to succeed. They are attracting and assessing professionals and precisely matching them to different critical positions and enhancing competitiveness of the prospective candidates as well as organizational staffs.

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 through overseas employment and perform corporate social responsibility along with establishing financial sustainability.

BOESL is very much committed to ensure high quality services to the people of Bangladesh and foreign employers in the area of overseas employment through effective utilization of available resources and adoption of appropriate strategies. It is a unique step of BOESL that it is organizing '**Job fair**' in district level in coordination with other shareholders.

I always desire to offer quality services consistently for ensuring value for money to its customers. We should take necessary steps to attain its mission and vision by understanding accepting, meeting and exceeding customer expectations.

I wish BOESL transcended 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 field of achievement.

Maran Kumar Chakraborty

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Gratitude...

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

- Ministry of Expatriates' Welfare and Overseas Employment (MoEW&OE)
- 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 (B-KTTC)
- Bangladesh-German Technical Training Center (B-GTTC)
- 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) is operating its business since last 35 years and creating employment opportunities for Bangladeshi workforce. As a leading manpower recruiting organization, it has ensured foreign employment to 11,519 Bangladeshis in 2018-19. Over the year, it has established relation with 28 countries for maintaining its standard and quality. Every year, it sets its target to employ a good number of candidates those are interested to set their livelihood opportunities in abroad.

Seven members of board directors of the company are the principle authority for formulating any guideline for successful operation of this institution. A well experienced management team of 56 officers and staffs are involved in implementing the goals and objectives of this company. The purpose of this company is to offer foreign employment opportunities for Bangladeshi workforce according to their skills and experience. Therefore, BOESL is establishing collaboration with all labor affairs officials working in Bangladesh Embassies and various Missions across the world for their support and cooperation. BOESL is sending abroad around 350 Bangladeshi workers in every week.

Furthermore, board of directors of BOESL developed different framework to increase the number of employment and took necessary policy to raise the number of deployment through BOESL. Due to the shifting age of officials, client sophistication and technological revolution a group of new officers are recruited in BOESL. Various committees are formed for setting allowances for different activities and for reviewing service rules that developed to ensure more benefits of the employees of BOESL. Emphasis is also given to market expansion for exploring opportunities in new countries and that helps to recruit Bangladeshi employees in Japan, Poland, and Maldives etc.

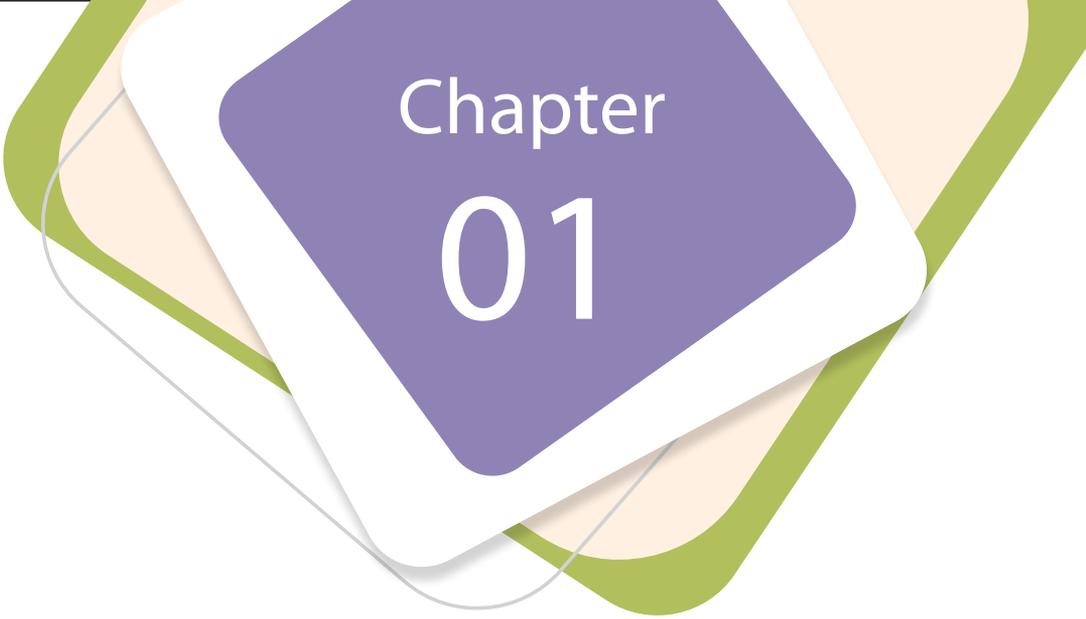
Reduction of BOESL service charge is another step that helps candidates and employees to reduce their pressure. It also supports the fulfillment of SDGS commitment of ensuring cost reduction in the entire migration process. The migration cost of BOESL is much lower than any other private company in Bangladesh. The service charge of BOESL is reduced at 3.5% in 2018-19. On the contrary, in this year, the financial scenario of BOESL jumped at 13.3% than the previous year. BOESL has paid Government taxes amounting to BDT 4,56,19,754 (Four core fifty six lac nineteen thousand seven hundred fifty four) with the similar amount of dividend of the previous year which is BDT 7,65,000 (Seven lac sixty five thousand) only.

Financial performance of BOESL

Income of BOESL is BDT 19,05,58,349 (Nineteen core five lac fifty eight thousand three hundred forty nine) in the financial year 2018-19. Total expenditure is BDT 6,02,16,194 (Six crore two lac sixteen thousand one hundred ninety four) of which operating expenditure is BDT 92,34,109 (Ninety two lac thirty four thousand one hundred nine) and administrative expenditure is BDT 5,09,82,085 (Five crore nine lac eighty two thousand eighty five). BOESL has earned net profit of BDT 13,03,42,155 (Thirteen core three lac forty two thousand one hundred) in 2018-19.

The board of directors are conducting regular meeting to improve the management of overseas employment and financial uplifting of the company. This year is remarkable to BOESL for taking following steps by the authority-

- Recruited new officials and staffs for overcoming the gaps of human, resource needed.
- Increased overseas employment to 11,519 which is 4.86% higher than the previous year.
- Employment of female workers increased at 5.8%.
- Setting up an online registration system to smoothen the EPS recruitment process for South Korea.
- 60 hours compulsory training is organized for all officials and staffs of BOESL.
- Japan started to select technical intern through BOESL.
- Six officials and staffs received promotion.
- A mobile app is developed 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.



Chapter 01

Company's Fundamental Principles

The Bangladesh Overseas Employment and Services limited was founded in 1984, with the initiative of Government of Bangladesh through Bureau of Manpower Employment and Training after realizing the demand of Bangladeshi human resources in abroad. It is a government owned manpower recruitment service organization. This separate company was setup 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.

Since establishment of this company, it has served for many countries like Bahrain, Brunei, Jordan, Japan, South Korea, Egypt, Oman, Poland, UAE, Kingdom of Saudi Arabia, Kuwait, Qatar, Iran, Iraq , Maldives, Malaysia, Singapore to congregate the demand of manpower. This organization provided expert services to implement many bilateral and multilateral agreements of the Government of Bangladesh.

Today, BOESL is a renowned institution with support of 76 officers and staffs. In addition, BOESL also extended its operation in recruitment in the field level in collaboration with district Technical Training Institution of BMET.

Vision



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

Mission



- Ensuring ethical, safe, orderly and low cost migration.
- Ensuring equal participation of all people in the overseas employment.
- Evaluating people on their talents and skills.
- Empowering candidates (jobseekers) to build their career across the world.
- Providing adequate support, care and safety net for various valued customers.
- Providing candidates exciting new job opportunities.
- Ensuring governance in labor mobility in regular pathways to decent work.
- Making employment process more transparent to employers and jobseekers.

1.3 Objectives of BOESL

- To send manpower to the labour 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 labour 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 and eliminate poverty.
- 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.

1.4 Core Services of BOESL

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

1.5 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 talent 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 & supplying agencies and all partners with BOESL.
- Developing a framework where Bangladeshi workers would be settled according to their skills and experience.

1.6 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 government officials are involved in the management. Qualified, experienced, efficient 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 29 countries.

1.7 Available resources in the following fields

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

Historical Events



2008

- 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 hours 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.

Board of Directors of BOESL



From left to right of photograph

Md. Atiqul Huq

Additional Secretary
Ministry of Civil Aviation
and Tourism
(Director)

Md. Fazlul Karim

Joint Secretary
Ministry of Expatriates'
Welfare & Overseas
Employment
(Director)

Maran Kumar Chakraborty

Additional Secretary
and
(Managing Director
of BOESL)

Md. Salim Reza

Secretary
Ministry of Expatriates'
Welfare & Overseas
Employment and
(Chairman of BOESL)

Md. Shamsul Alam

Director General
(Additional Secretary)
Bureau of Manpower,
Employment & Training
(Director)

Md. Azizul Alam

Additional Secretary
Ministry of Finance
(Director)

Md. Abu Bakar Siddique

Additional Secretary
Ministry of Home Affairs
(Director)

Md. Nazrul Islam

Director General
Ministry of Foreign
Affairs (Director)

Chapter 02

Directors Report

Dear esteemed shareholders,

The directors of Bangladesh overseas employment and services limited (BOESL) we are pleased to welcome you all to the 35th Annual General Meeting (AGM) and submitting audit report of financial year 2018-19.

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 About Board's Function

Every month members of the board conduct meeting to review the performance of the company. As a chairman of the board I perform responsibility for 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 firm and consultants, labour sending process in Japan and South Korea, Poland issues get priority in the discussion.

2.2 Success in Foreign Employment

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 2018-19. The employment data of the overseas employment revealed that in this year BOESL has recruited highest number of candidates in 5 foreign countries. In 2018-19, total 11,519 jobseekers received foreign employment in Jordan, Japan, Bahrain, Maldives 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.

2.3 Scenario of BOESL

The company set necessary infrastructure, 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 2018-19.

Table 1: Overseas Employment in the fiscal year 2018-2019

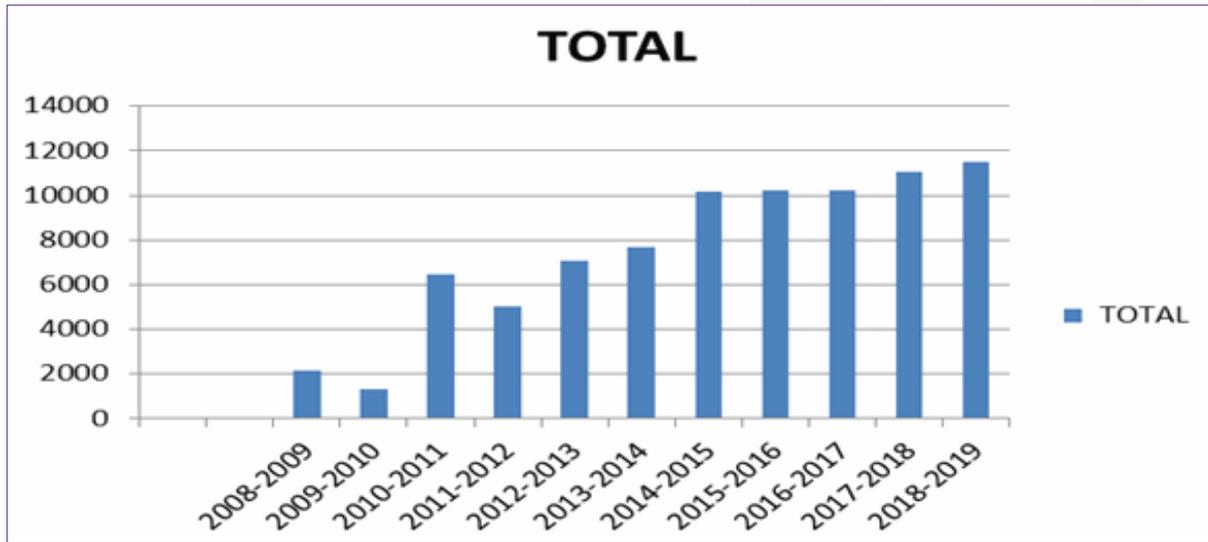
MONTH	NAME OF COUNTRIES						GRAND TOTAL
	JORDAN	S.KOREA	MALDIVES	BAHRAIN	JAPAN	OTHERS	
JULY	760	148	-	-	-	-	11519
AUGUST	352	178	-	-	-	-	
SEPTEMBER	509	222	7	2	-	-	
OCTOBER	496	217	1	-	-	-	
NOVEMBER	843	131	-	-	-	-	
DECEMBER	759	313	-	-	-	-	
JANUARY	811	132	-	-	3	-	
FEBRUARY	559	50	-	-	-	-	
MARCH	1292	218	-	-	-	-	
APRIL	1234	115	-	-	-	-	
MAY	1231	161	-	-	-	-	
JUNE	648	127	-	-	-	-	
TOTAL	9494	2012	8	2	3	0	

In the first quarter of the year, Jordan, South Korea and Maldives 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 confirming all condition of employers and benefit of the employees. This initiative attracted many companies. A formal contract also signed with employers and employees where all conditions with benefit stated clearly. Diagram 1 clearly showing progress of overseas employment.

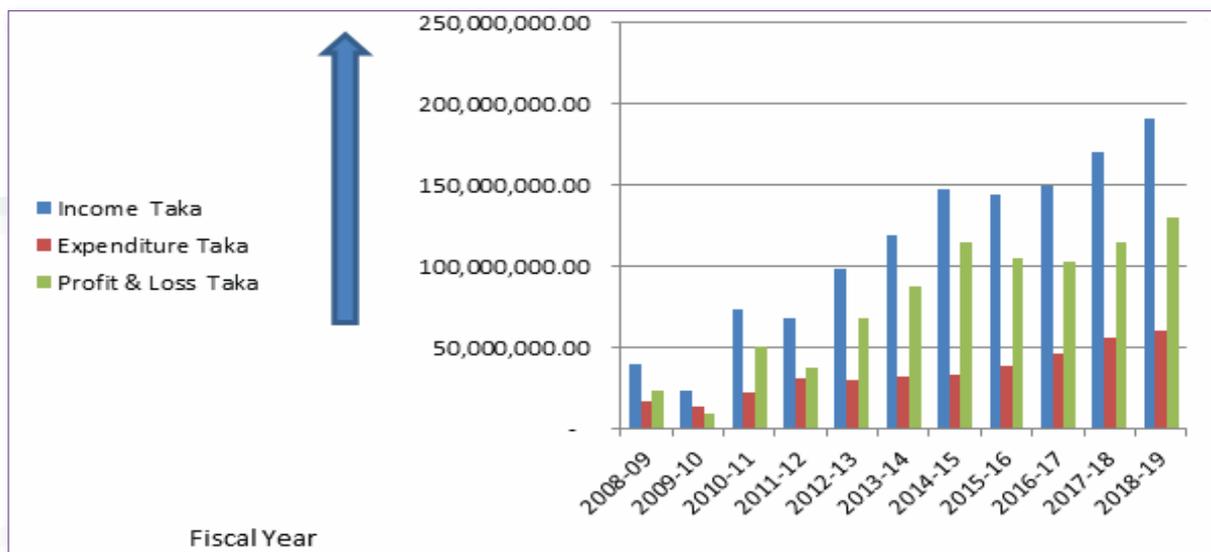
Financial Progress of Last Decade

Diagram 1



The diagram shows income, expenditure and profit of BOESL in last decade. Data of income, expenditure and profit reveals that income of 2018-19 (BDT 19,05,58,349/-) is higher than the previous year (BDT 17,06,99,527/-).

Diagram 2



BOESL is a licensed manpower recruiting agency which has a better position to all employers. The Company was founded by 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.

2.4 Financial Position of BOESL

This year following the guideline of the board of directors of BOESL, management of the company appointed an audit company M A FAZAL & CO. to review financial position of BOESL. The audit team started auditing from 30 July 2018 to June 2019 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 General Manager of BOESL and other members of the committee are General Manager (DPDC) and Assistant Manager (Audit), 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 2019:

- a) Fixed Asset : 17,289,676.00 BDT
- b) Current Asset: 92,86,12,599.93 BDT
- c) Current Liabilities: 41,50,26,900.78 BDT
- d) Net Current Asset: 51,35,85,699.15 BDT
- e) Total Net Asset: 53,08,75,375.15 BDT
- f) Total Income: 19,05,58,349.00 BDT
- g) Expenditure: 6,02,16,194.00 BDT
- h) Profit: 13,03,42,155.00 BDT

A detailed report is attached with this annual report in chapter 04.

2.5 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 & conditions of service, safety and security etc. are being described in that briefing.

- Safe Migration & Role of HRD Korea and BOESL
- Proceedings on illegal stay,

- Breach of Contract,
- Etiquette, Manner & Code of Conducts,
- Counseling and Psychotherapy on Self Understanding
- Korean Language & Culture.

Before the departure of EPS workers, 20 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.

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 Bangladeshi, 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. To sustain its growth, the concentration on quality and on providing the best possible customer experience are getting importance as BOESL provides increasingly client oriented and excellent services. This company maintained trust and confidence of all stakeholders through relentless pursuit of knowledge and understanding.

2.6 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 @ 10% of basic salary. The balance amount as of 30 June 2019 is BDT 1,70,11,552/- (One crore seventy lac eleven thousand fifty 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 month's 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 13,03,42,155/- (Thirteen crore three lac forty two thousand one hundred fifty five). 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 2018-19 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 2018-19 two officials have received the award. They are-

1. **Md. Masud Alam Sharif**
Manager (Overseas Employment-2)
2. **Shahanaz Pervin**
Assistant Manager (Database)

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 2018-19 presented hereunder-

1. Online registration
2. ISO certification
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.

2.7 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 employers 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.

2.8 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 2018-19, 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 trainers 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.

2.9 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.

2.10 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.

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.

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 53,315 female garments workers have received employment in Jordan through BOESL from 2010 to 2019.

2.11 Recruitment of Technical Intern in Japan

BOESL has started sending technical intern in Japan in 2018. BOESL has already signed MOC 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.

2.12 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 (MOEW&OE) 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 Port 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 1115/- 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 20,277 workers have been employed in South Korea from 2008 to January 2019.

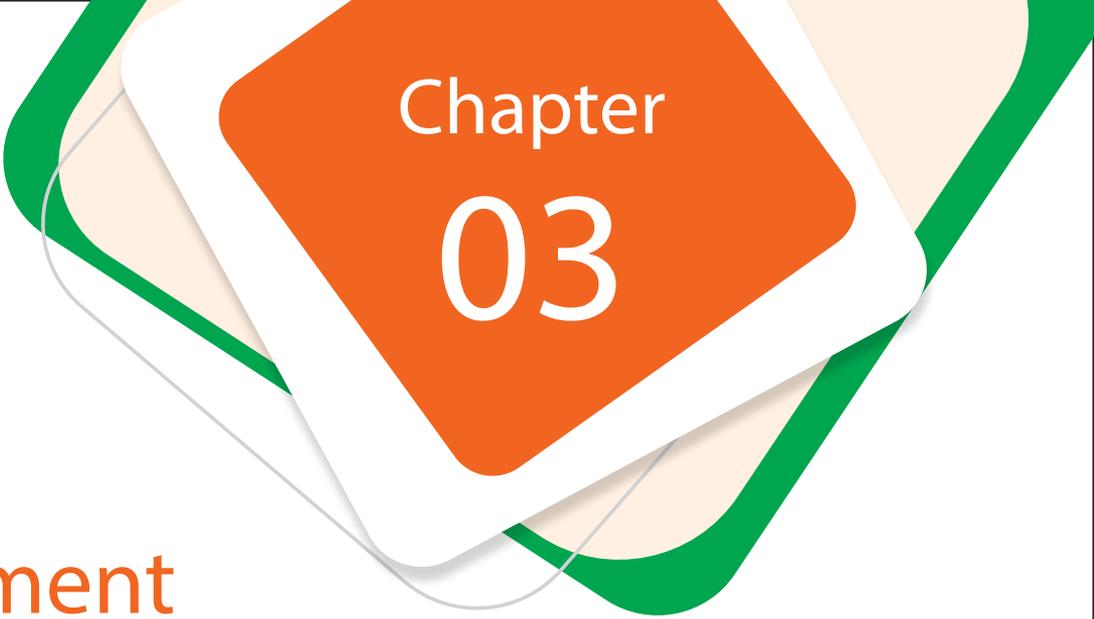
2.13 Acknowledgement

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.



Md. Salim Reza
Chairman
Board of Directors, BOESL
&
Secretary
Ministry of Expatriates' Welfare & Overseas Employment
The Government of the People's Republic of Bangladesh



Chapter 03

Recruitment Procedure

Recruitment Formalities

- **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.

- **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.

- **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.

3.2 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.

■ 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	(%)
2018-2019	11,519 Persons	6366 Persons	55.26%

- **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.

3.3 Departure Formalities

- **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.

- **Ticketing and emigration formalities**

The employers may send Ticket/E-Ticket or remit necessary traveling expenses in favour 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.

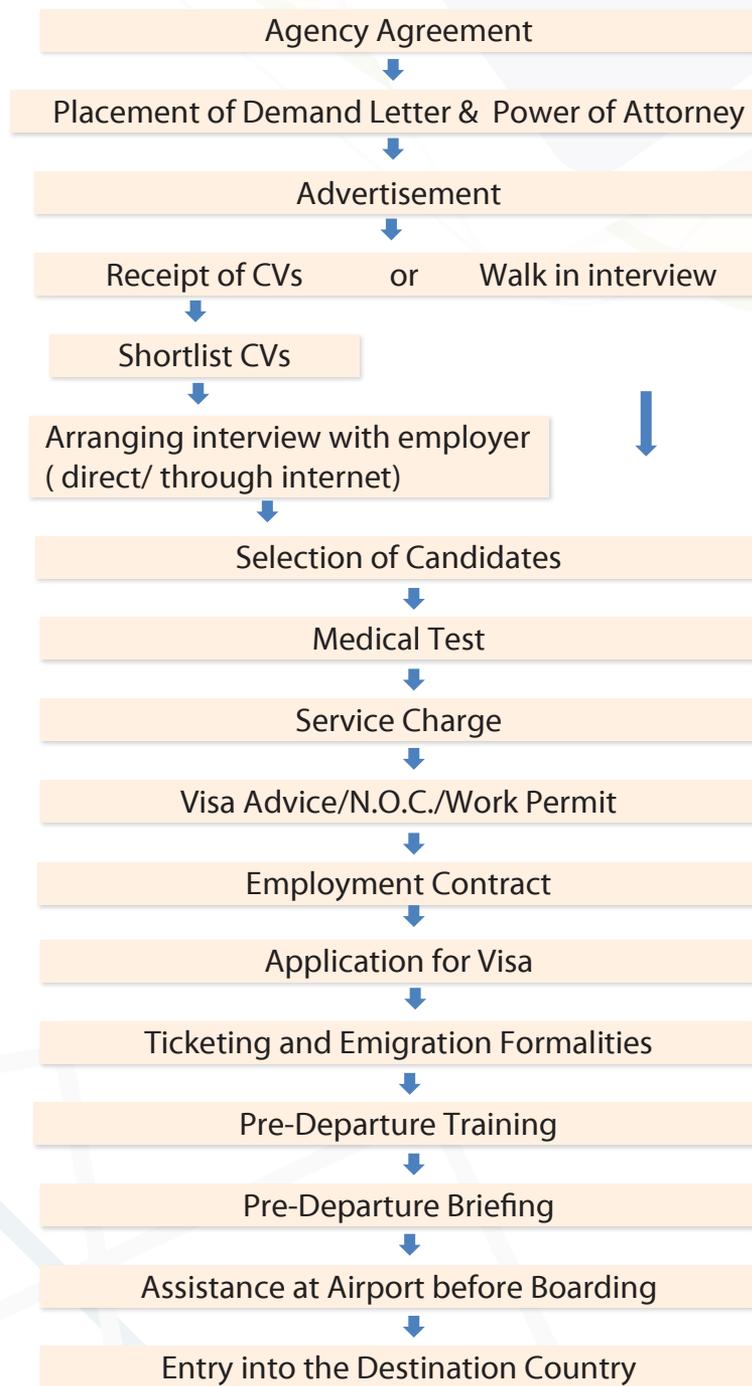
- **Orientation before departure**

BOESL conducts a basic orientation programme 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 04

Financial Performance

Recruitment Formalities

In 2018-19, 11,519 workers received overseas employment through BOESL in 5(five) countries. Total income of BOESL in the fiscal year 2018-19 is BDT 19,05,58,349/- (Nineteen crore five lac fifty eight thousand three hundred forty nine) which is 13.32% higher than the previous year. The sources of income are service charge, earning of which is BDT 15,57,87,700/- (Fifteen crore fifty seven k eighty seven thousand seven hundred), data entry registration which has earned BDT 31,74,200/- (Thirty one lac seventy four thousand two hundred) only and third source is interest of FDR, which has earned BDT 2,73,96,910/- (Two crore seventy three lac ninety six thousand nine hundred ten), earning from interest of STD account is BDT 39,17,054/- (Thirty nine lac seventeen thousand fifty four) and miscellaneous income is BDT 2,82,425/- (Two lac eighty two thousand four hundred twenty five) only.

Total expenditure of BOESL in this remarkable year is BDT 6,02,16,194/- (Six crore two lac sixteen thousand one hundred ninety four), of which administrative expenditure is BDT 5,09,82,085/- (Five crore nine lac eighty two thousand eighty five) and operating expenditure is BDT 92,24,109/- (Ninety two lac twenty four thousand one hundred nine) only.

In 2018-19 total profit of BOESL is BDT 13,03,42,155/- (Thirteen crore three lac forty two thousand one hundred fifty five) of which tax is paid of BDT 4,56,19,754/- (Four crore fifty six lac nineteen thousand seven hundred fifty four). 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.

Financial Statement for the Year 2018-19:

Income		Total Income BDT	Total Expenditure BDT	Profit BDT (Before Tax)
Source of Income	Amount BDT			
Service Charge	15,57,87,760/-	19,05,58,349/-	6,02,16,194/-	13,03,42,155/-
Data Entry Reg.	31,74,200/-			
Interest on FDR	2,73,96,910/-			
Interest on STD Accounts	39,17,054/-			
Miscellaneous Income	2,82,425/-			

M A FAZAL & CO.

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 Financial Position

As at June 30, 2019

Particulars	Notes	30-06-2019 Taka	30-06-2018 Taka
A. Fixed Assets at cost less depreciation	6	17,289,676.00	18,418,059.13
B. Current Assets :			
Stock of stationery	7	188,098.40	251,277.30
Advance, Deposits and Prepayments	8	37,496,082.28	29,951,359.05
Accrued Interest on Investment	9	117,378,242.66	102,300,346.06
Investment in FDR	10	731,000,000.00	411,000,000.00
Cash and Bank Balance	11	42,550,176.59	97,673,249.59
Total :		928,612,599.93	641,176,232.00
C. Current Liabilities and Provisions:			
Liabilities for other Finance	12	409,207,253.89	202,641,522.11
Liabilities for Expenses	13	5,819,646.89	4,465,248.62
Total :		415,026,900.78	207,106,770.73
D. Net Current Assets (B-C)		513,585,699.15	434,069,461.27
E. Total Net Assets (A+D)		530,875,375.15	452,487,520.40
Share Holders Equity:			
Issued, Subscribed & paid up Capital	14	5,100,000.00	5,100,000.00
Reserve Fund		60,000,000.00	60,000,000.00
Retained Earnings	15	465,775,375.15	387,387,520.40
		530,875,375.15	452,487,520.40

Examined and found correct subject to our
separate report of even date annexed.

Dated, Dhaka
The 27th October, 2019



M A Fazal & Co.
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Chartered Accountants

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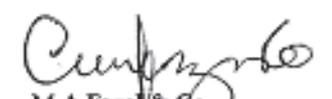
Statement of Comprehensive Income

For the year ended 30th June, 2019

Particulars	Notes	30-06-2019 Taka	30-06-2018 Taka
A. Income			
Service Charges	16	155,787,760.00	147,363,600.00
Data Entry Registration Fee	17	3,174,200.00	3,078,300.00
TOTAL		158,961,960.00	150,441,900.00
B. Operating Expenses	18		
Operating Expenses		9,234,109.35	5,819,345.09
Administrative Expenses		50,982,084.46	49,859,196.95
TOTAL		60,216,193.81	55,678,542.04
C. Operating Income/Loss (A - B)		98,745,766.19	94,763,357.96
D. Non-operating Income	19	31,596,388.64	20,257,627.23
E. Net Profit before tax (C + D)		130,342,154.83	115,020,985.19
F. Provision for Income Tax		45,619,754.19	40,257,344.82
G. Net Profit after Tax (E - F)		84,722,400.64	74,763,640.37
H. Retained Earnings brought forward		387,387,520.40	317,622,147.65
I. Income Available for appropriation (G + H)		472,109,921.04	392,385,788.02
J. Appropriation :			
Dividend Payable to Govt. 2018-2019		(765,000.00)	(765,000.00)
Provision For Profit Bonus		(5,569,545.89)	(4,233,267.62)
Retained Earning Transferred to B/S (I - J)		465,775,375.15	387,387,520.40

Examined and found correct.

Dated, Dhaka.
The 27th October, 2019


M A Fazal & Co.
Chartered Accountants



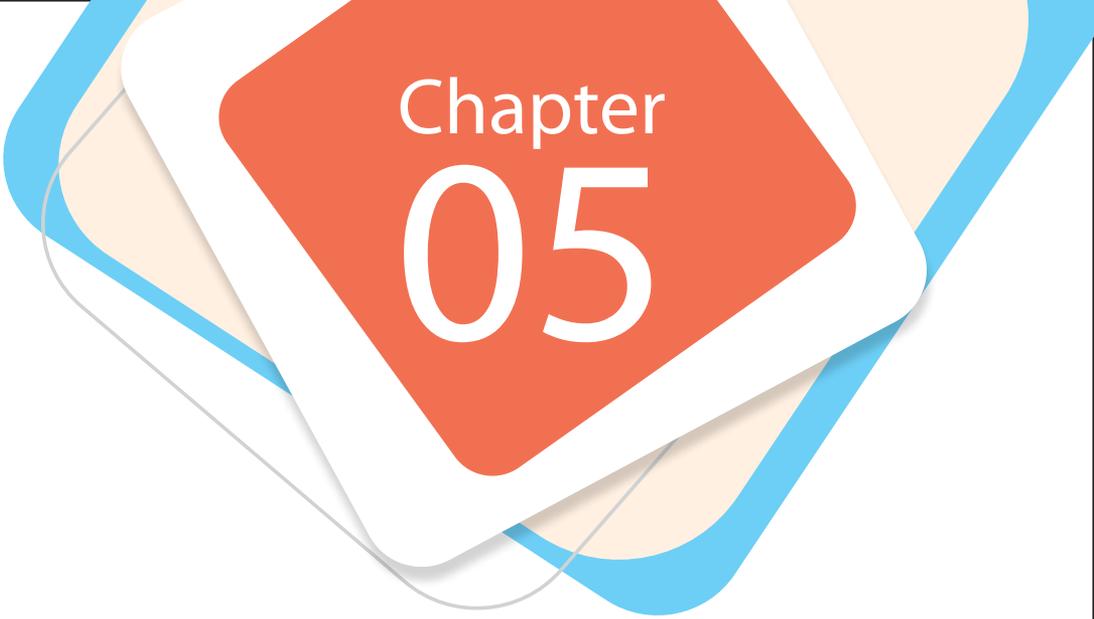
Statement of Comprehensive Income

Fiscal Year	Income Tk.	Expenditure Tk.
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
Total =	1,51,50,90,150.00	57,83,54,373.00

Statement of profit, tax & dividend

Fiscal Year	Profit & Loss Tk.	Tax Paid Tk.	Dividend Tk.
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	-
Total =	93,67,36,507.00	32,79,61,239.00	4,03,57,074.00

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



Chapter 05

Digital Communication of BOESL

Recruitment Formalities

BOESL administration is starting with multiple functions to drive the institution in forward. All departments officers and staffs are bringing together to move the business in right direction. Therefore the company makes the workplace digital that forces all to work together to achieve the goal. Accordingly setup of many digital tools make collaboration quicker with employers and job seekers smoothen 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 2018-19 following digital communication/setup brought up huge changes to offer services to foreign clients and local customers.

5.1 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 2018-19 BOESL received application from local jobseekers 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.

5.2 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>



5.3 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 2018-19 as a growing business company BOESL increases its number of workforce in order to standard it 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.

5.4 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.

5.5 Website

BOESL has one websites, which is hosted in the Government portal (www.boesl.gov.bd) which is maintained centrally by Prime Minister Office.

5.6 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.

5.7 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.

5.8 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.

5.9 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.

5.10 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.

5.11 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.

5.12 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).

5.13 Wi-Fi Zone

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

5.14 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.

5.15 LAN

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

5.16 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.



5.17 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.

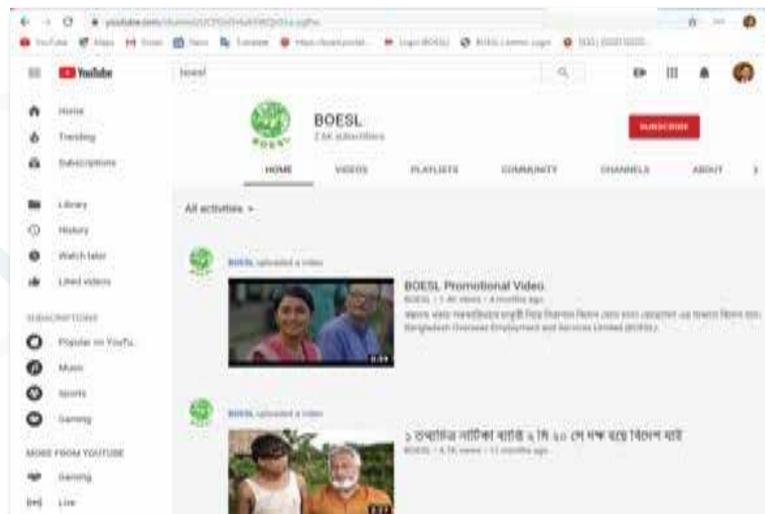
Link: <https://www.facebook.com/boesl.gov.bd/?ref=bookmarks>



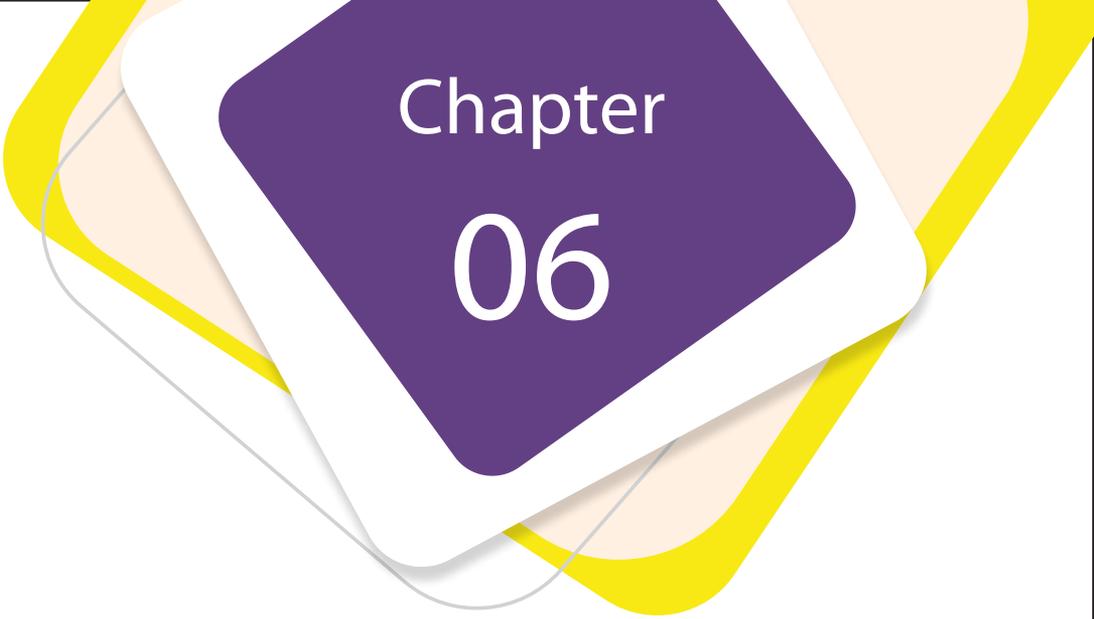
5.18 YouTube Channel

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/UCPGxI5r6zk5WQx91a-pjJPw>



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



Chapter 06

Achievements of BOESL

6.1 Obtain ISO Certificate

BOESL obtained ISO goal in 2015 to maintain international quality Management System (QMS) for the company. The certificate demonstrates the ability of BOESL to ensure quality services to foreign employers as well as job seekers of Bangladesh by supplying perfect persons as per guide under the employers. It is also helping officers and staffs to offer best services to our customers. HRM department of BOESL has developed a standardized and monitoring mechanism to identify any irregularities in the recruitment process and address those with transparency and solving immediately. At present staffs performance and productivity improved remarkably. All are now working with satisfaction. Regular training and development progress are being implemented for the employers of BOESL to cope them in the changing demand the customers. Now the business of the BOESL is operating effectively. Customers are getting timely services on visa and ticket issuance of destination countries.

Despite of this we are regularly updating our services with improve strategies.

6.2 Progression of the Company

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
1983-1984	42
1984-1985	1952
1985-1986	2004
1986-1987	616
1987-1988	197
1988-1989	773
1989-1990	508
1990-1991	357
1991-1992	413
1992-1993	387
1993-1994	361
1994-1995	340
1995-1996	579
1996-1997	394
1997-1998	343
1998-1999	486
1999-2000	162
2000-2001	541
2001-2002	147
2002-2003	325
2003-2004	365
2004-2005	419
2005-2006	792
2006-2007	784
2007-2008	796
2008-2009	2182
2009-2010	1306
2010-2011	6469
2011-2012	5002
2012-2013	7081
2013-2014	7680
2014-2015	10152
2015-2016	10238
2016-2017	10243
2017-2018	11033
2018-2019	11519
Total	96988

Table Analysis

The table shows the number of Bangladeshi people who have received overseas employments to various countries of the world through BOESL from 2006-07 to 2018-19. The figure of the table indicates that the number of overseas employments has been increased significantly in the year of 2010-11. The number continues to increase since 2012-13.

BOESL has started recruiting skilled garments workers (female) in 2010. The largest number of Bangladeshi skilled garments workers (female) is sent to Jordan through BOESL.

6.3 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 for promotion 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.

6.4 Job Fair

BOESL arranges 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. In 2018-19, BOESL organizes 3 job fairs in Kishorganj, Gopalganj and Chittagong in order to hire a group of garments workers for a foreign employer. This reduces time and cost both for the organization and the candidates. The foreign company and candidates were very convenient for hiring multiple candidates in a single spot and candidates were also happy for getting job with good competition and immediate response of the employer. Indirectly it is also branded BOESL.

Chapter 07

Business Promotion

7.1 Overseas Employment Promotion

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.

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.

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.

Names of countries that we have communicated to different companies

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

Outcomes

- Tender Submitted to Qatar Fertilizer Company (QAFCO). Tender is under evaluation.
- DUBAI TAXI CORPORATION, DUBAI will contact with us next time. Now they are hiring taxi driver from private agency.
- JADE TEXTILE, EGYPT, Demand letter is under process.
- JURIDICAL FOUNDATION FOR INTERNATIONAL PERSONNEL MANAGEMENT, JAPAN MoU Signed with BOESL.
- QINGDAO INTERNATIONAL CONSTRUCTION MANPOWER COMPANY LTD, 882 TONG'AN ROAD, QINGDAO, 266100, SHANDONG, CHINA will sign Mou with us which is under process to recruit workers in KSA.
- HERAA GROUP OF COMPANY, +919916408277, SAUDIA ARABIA, for MBBS Doctors they will send demand letter for KSA.
- AHMADIAH CONTRACTING & TRADING CO, P.O.B: 446 SAFAT 13005, MOB :(+965)2266333, QUWAIT will visit our Embassy to hire workers.

7.2 Internal Labor Market Promotion

Objective

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

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.

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.

Names of countries that we have communicated to different companies

S.L.	Country	Name of the Company
1		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

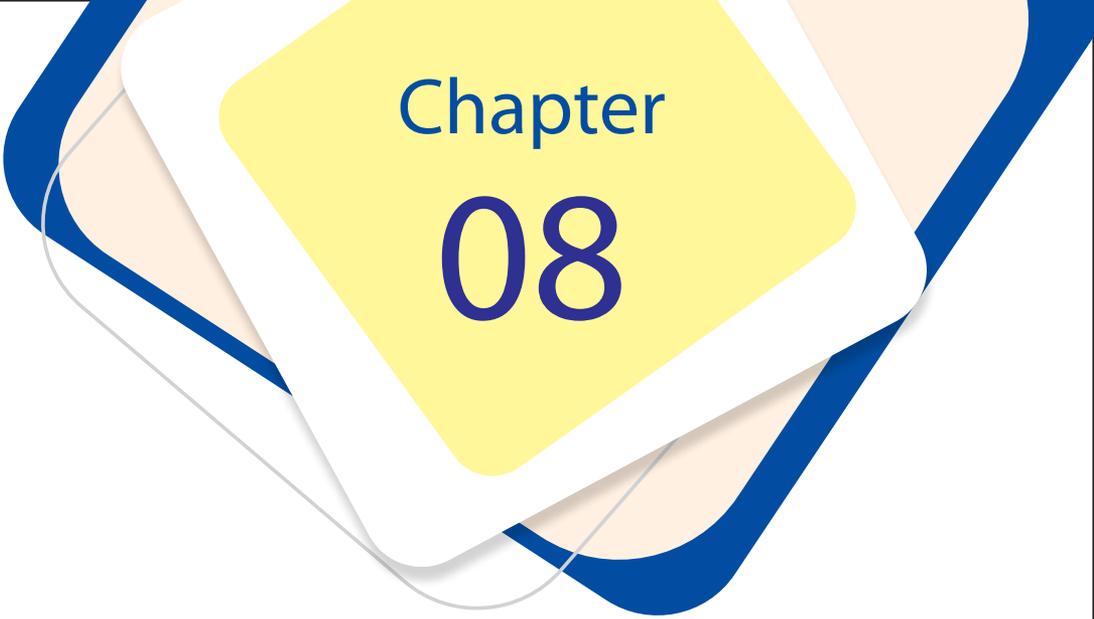
S.L.	Country	Name of the Company	
8	Kingdom of Saudi Arabia	Arabian Metal Industries, Jeddah	
9		Detecon Al-Saudia Co. Ltd., Riyadh	
10		Eastern Province Cement Co., Dammam	
11		Delta-Stesa Electro-Mechanic TV Project	
12		United International Transportation Co. Ltd (UNITRANS)	
13		A. A. Turki Group of Companies	
14		DallahAlbaraka	
15		Saudi YanbuPetrochemcial Co.	
16		Al-Yamamah Hospital Director	
17		Kuwait Shipbuilding	
18		Arabian Bemco Contracting Co. Ltd	
19		Al-Ahsalnter 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-MahaliyaReadymix Concrete Co. W.L.L.	
44		Crown Plaza Hotel	

S.L.	Country	Name of the Company
45	United Arab Emirates	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 Authrity, 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	Mesaieed Power Co. Ltd. (M-POWER)	
86	Qatar Fertilizer Co., (Qafco)	

S.L.	Country	Name of the Company
87	Qatar	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	Oman	Ministry of Health
102		Oman Aviation Services
103		Ghadeer Brothers
104		Mir work Limited
105		Excellent Garment
106		106. Eleganty Garments
107		Galfar Engineering & Contracting SAOG
108		Oman National Electric Co.
109		Fashion Apparels LLC
110	Bahrain	M.R.S. Fashions, W.L.L
111	Bahrain	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	Japan	Seikitokkyo Kogyo Co. Ltd. (Japan)
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

S.L.	Country	Name of the Company
128		Kyodokumiai Accumulation
129		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	Jordan	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	South Korea	Human Resources Department-Korea (HRD-Korea)
168		Sheeba International Garments Co.
169	Egypt	Jade Apparels Ltd.

S.L.	Country	Name of the Company
170		E. L. Petra
171	Poland	Promoman Limited
172	Botswana	Ministry of Roads & Highway
173		Ministry of Health
174	Nigeria	Ministry of Health
175		United Cement Co. of (NIG.) Ltd.
176	Iran	Ministry of Health
177		Islamic Republic of Iran Shipping Lines
178	Iraq	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	Libya	Ministry of Health
186		Marsha Al Khir
187	Turkey	Ministry of Education
188	Maldives	Deenam Garments (Pvt.) Ltd.
189		Ministry of Health
190	Mauritius	Steel Co. Ltd.
191	Malaysia	Around 750 Factories
192		12 Tea Gardens
193		15 Palm & Rubber Gardens
194		Ministry of Health,
195	Singapore	Ministry of Shipyard
196		Public Service Commission
197	Brunei	Public Service Commission
198	Zimbabwe	Ministry of Housing
199	Zambia	Export Import Corporation
200	Malawi	K.K. Millars
201	Fiji	Ministry of Health
202		FabcraftClothers Ltd.



Chapter 08

Samples of Necessary Documents

8.1 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,

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

8.3 Sample of Power of Attorney

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.

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 -----.

List of Officers of BOESL



Maran Kumar Chakraborty
Managing Director
(Additional Secretary)



Dr. Yeameen Akbory ndc
Executive Director
(Joint Secretary)



Mr. Md. Salim Mollah
General Manager
(Overseas Employment)
(Deputy Secretary)



Md. Abdus Sobhan
Company Secretary
(Senior Assistant Secretary)



Ariful Haque
Deputy General Manager
(Overseas Employment)
(Deputy Secretary)



Noor Ahmed
Deputy General Manager
(Admin, HR & Training)



Mohammad Alam Hossain
Deputy General Manager
(Business Promotion)



Md. Yakub Ali
Assistant General Manager
(Audit)



Jesmin Rokhsana
Assistant General Manager
(Admin, HR & Training)



Md. Nurul Islam (Kiron)
Assistant General Manager
(Database)



Noman Chowdhury
Assistant General Manager
(Business promotion)



Md. Wahidur Rahman
Manager
(Accounts & Finance)



Md. Mahbubul Alam
Manager
(PS to MD)



Md. Masud Alam Sharif
Manager
(Overseas Employment)



Md. Habibullah Khan
Manager (Protocol)



Rifat Tasnim
Manager
(Overseas Employment)



Samar Kumar Rony
Manager
(IT and Maintenance)

List of Staffs of BOESL



Mahmuda Poly
Deputy Manager
(Overseas Employment)



Mohammad Ahsanullah
Deputy Manager
(Admin, HR & Training)



MD.AL AMIN
Deputy Manager
(Accounts & Finance)



Md. Masbahul Islam
Assistant Manager
(PA to Executive Director)



Md. Kamal Chowdhury
Assistant Manager



Omar Faruque
Assistant Manager
(PA to GM & CS)



Shahanaz Pervin
Assistant Manager
(Database)



Md. Mainul Islam
Assistant Manager



Md. Sayem
Assistant Manager



Md. Fazlul Karim
Assistant Manager



Noor Mohammad
Computer Operator



Md. Amran Uddowla Pahlowan
Computer Operator



Tania Haq
Computer Operator



Fardous Mohammad Emran
Computer Operator

Md. Abdul Hasib
Computer Operator



Main Uddin Khandaker
Receptionist



**Sri Harendra Chandra
Bhoumick**
Driver



Md. Mokhlesur Rahman
Driver



Md. Abu Tarek Liton
Driver



Mr. Baki Billah
Driver



Md. Mahbub Alam
Driver

Md. Rabiul Islam
Driver



Abdullah Al Mamun
Driver



Khokon Chandra Malakar
M.L.S.S.



Md. Saydul Islam
M.L.S.S.



Alam Hossain
M.L.S.S.



Md. Ali Hossain
M.L.S.S.



Md. Omar Faruq
M.L.S.S.



Md. Faruq Hossain
M.L.S.S.



Khorshad Alam
Tea Boy



Md. Abul Kalam
Security Guard



Md. Mojibur Rahman
Security Guard



Paki Rani Malakar
Cleaner

GALLERY



Welcoming the honorable Minister Mr. Imran Ahmad, M.P. of the ministry of Expatriates' Welfare and Overseas Employment.



At the ministry of Expatriates' Welfare and Overseas Employment.



Our honorable Managing Director with the delegates of South Korea.



Signing ceremony with Japan.



Honorable Mr. Minister Sir Imran Ahmad, M.P. visiting BOESL.



With the delegates of Seychelles.



With the delegates of Oman.



Working meeting with Seychelles delegations.



Handing over passport & visa to South Korea going worker by the honorable Secretary of the ministry of Expatriates' Welfare and Overseas Employment.



NIS & APA award giving ceremony.



Wishing Pohela Boishakh 1426 to our honorable MD sir.



Wishing Pohela Boishakh 1426 to our honorable Secretary madam Mrs. Rownaq Jahan.



Probashi Kallyan Bhaban (4th floor)
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