

HR
Approved by Board
on 18.09.19
CDD



TRANSPARENCY
INTERNATIONAL
BANGLADESH

Social movement against corruption

Amended Provisions of HR Manual at the 101st Board Meeting

Sl.	Title/Topics	Provisions until 18 Sept, 2019	Amended on 18 Sept, 2019												
01	1.10 Deduction for shorter than due notice period of resignation		1.10.3 Deduction of payment for shorter notice period shall be made on the basis of the number of calendar days of the deficit.												
02	1.9 Termination period	1.9.2 Termination period for staff other than regular contractual ones will be as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Service length:</th> <th>Termination period</th> <th>Notice</th> </tr> </thead> <tbody> <tr> <td>3 > mm</td> <td>2 days' notice or payment gross salary in lieu of notice period</td> <td></td> </tr> </tbody> </table>	Service length:	Termination period	Notice	3 > mm	2 days' notice or payment gross salary in lieu of notice period		1.9.2 Termination period for staff other than regular contractual ones will be as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Service length:</th> <th>Termination period</th> <th>Notice</th> </tr> </thead> <tbody> <tr> <td><3 mm</td> <td>2 days' notice or payment gross salary in lieu of notice period</td> <td></td> </tr> </tbody> </table>	Service length:	Termination period	Notice	<3 mm	2 days' notice or payment gross salary in lieu of notice period	
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03	2.6 Vacancy Announcement	iii. Normally a minimum of two weeks' time shall be given for receiving applications from the candidates unless exceptionally determined by Executive Director/Deputy Executive Director.	iii. Normally a minimum of two weeks' time shall be given for receiving applications from the candidates unless exceptionally determined by Executive Director/Deputy Executive Director. For short time contractual staff minimum one weeks shall be given for receiving application.												
04	2.8.2 Taking test	b) Face to face interview	b) Face to face interview (viva) Unless exception is made for special circumstances, qualifying viva score for final selection would be minimum 60%												
05	3.27 Provident Fund	Employees will contribute 10% of their monthly Basic Salary to the Provident Fund effective from his joining date. TIB will make equal monthly contributions to the Provident Fund account. In case of resignation, termination, retrenchment or discharge after a minimum of two year of continuous service with TIB, the employee will receive the total of their individual contributions and TIB's contributions, plus a pro-rated share of accrued interest. If a staff member leaves TIB employment before completion of two year of continuous service, the employee will receive their individual contribution only, plus a pro-rated share of the Fund's accrued interest. The Provident Fund Trust rules shall be applicable once he/she become the member	Employees will contribute 10% of their monthly Basic Salary to the Provident Fund effective from his joining date. TIB will make equal monthly contributions to the Provident Fund account. In case of resignation, termination, retrenchment or discharge after joining TIB, the employee will receive the total of their individual contributions and TIB's contributions, plus a pro-rated share of accrued interest for the period served. Other provisions of the Provident Fund Trust Rules shall be applicable.												

		of the Provident Fund.	
06	3.28 Gratuity	Gratuity is due to an employee who retires, resigns terminated, separated or discharged after a minimum of two (02) years' service with TIB. Only employees who have completed two years' service are eligible to receive the gratuity. Gratuity will equal to the last drawn monthly basic salary multiplied by the number of years served and portion of income of the fund, if any. The Gratuity Fund rules shall be applicable for the member.	Gratuity is due to an employee who retires, resigns terminated, separated or discharged effective from her/his joining date. Gratuity will be equal to the last drawn basic salary multiplied by the number of period (day/month/year) served and portion of income of the fund, if any. Other provisions of the Gratuity Fund Rules shall be applicable.
07	5.4 Attendance	5.4.2 If any employee fails to reach office on time for four days in a month this may bring deduction of one day earned leave or salary, if earned leave is not due.	5.4.2 Flexibility will be permissible for delayed entry up to 09:15 am (subject to appropriate adjustment for levels I-IV, for whom working hours, e.g., 8:30 am-5:30 pm). Every entry into office any time after 9:15 am will be automatically treated as half a day's leave.
08	5.5 Leave Policy		5.5.11 Officially sanctioned extended public holidays for various festivals by bridging the day(s) in between public holidays and weekends cannot be combined with other personally entitled leave back and forth.
10	5.6.5 Special Leave for Paternity Purpose		iii)The paternity leave will be counted from the day of the birth of the baby or following day, irrespective of weekend/ holidays and continue till 7 calendar days.
11	7.1 Objective (Disciplinary action)	7.1.4 Warning letter shall be issued by the HR unit on the advice of the supervisor and approval of the appropriate authority.	7.1.4 Warning letter shall be issued by the Supervisor at Manager or above level which shall be preceded by show cause notice.