

Banking Regulation and Policy Department
Bangladesh Bank
Head Office
Dhaka.

4 May, 2005

BRPD Circular Letter No-06

Date-----
21 Baishakh,1412

Chief Executive
All Scheduled Banks in Bangladesh
Dear Sir,

Appointment of Employee/Officer

Please refer to BCD Circular letter No.-18 dated 04-09-1995 on the captioned subject.

02 .In order to ensure discipline in management of human resources in the banking sector, banks are advised to comply with the following policy guidelines regarding appointment of bank officials/staffs from one bank to another bank:-

- a)Resignation letter of any employee/officer should be accepted within 7 (seven) days provided no disciplinary case against his/her remains pending. He will be released after adjustment of financial liabilities ,if any .
- b) If any disciplinary case is pending against any employee , it must be settled within one month as per service rule.
- c) At the time of joining a new office an employee/officer must submit Release Order from his/her previous employer .
- d) As per Section 11(4) of Banking Companies Act,1991,if any officer of a banking company is dismissed from the service on the charges of misappropriation of fund ,corruption , forgery or moral turpitude,he will be ineligible for appointment in future service of any banking company.
- e) If a resignation letter is accepted by a bank pending inquiry of charges stated in paragraph(d) above against an employee /officer and charges have been proved after joining the new place of work, the previous employer will request the new employer under intimation to Bangladesh Bank, to dismiss the employee / officer concerned .If no action is taken by the concerned employer within 03(three) weeks the requesting bank will take up the issue with Bangladesh Bank .

Please acknowledgement receipts.

Sincerely Yours

(Nobo Gopal Banik)
General Manager
Phone:7117825