

**Banking Regulation & Policy Department**  
**Bangladesh Bank**  
**Head Office**  
**Dhaka-1000**

BRPD Circular Letter No.- 07

May 28, 2015  
Date : -----  
Jaistha 14, 1422

Chief Executives  
All Scheduled Banks in Bangladesh

Dear Sir,

**Directives to be complied by banks**

Recently it has been observed that the bank employees particularly the female staff are being forced to stay at bank at the end of working day after banking office hours. Besides, several allegations are being raised by the bank officials regarding resignation, unlawful termination, dismissal from service, harassment in getting post retirement financial benefits and others. As a result, different types of complicacies are arising which are impeding proper human resources management.

After reviewing the general norms regarding the issues, it has been decided that banks are not allowed to force their employees particularly the female staff to stay at bank at the end of working day after banking office hours, i.e., 6.00 pm. The banks will have to ensure proper security and pay compensation to any female staff if she has to stay at bank after office hours due to special official requirement.

Further mentionable that, the banks will have to stop arbitrary dismissal of their employees and to maintain professionalism while recruiting employees. The recruited employees must be provided proper training to make them fit. Besides, the banks will also have to amend their service rules regarding resignation, termination or dismissal, post retirement financial benefits in line with the International Labour Organization Conventions, Bangladesh Labour law, 2006 and the directives given by Bangladesh Bank from time to time.

The above instructions will come into force immediately.

Yours sincerely,



(Rup Ratan Pine)  
Deputy General Manager  
Phone: 9530336