

Bangladesh Institute of Management

4 Sobhanbag, Mirpur Road, Dhaka-1207

SAMPLE NOMINATION FORM

1. Name (Block Letter):
2. Mailing Address:
Cell / Phone No:
3. Permanent Address:
4. Date of Birth:
5. Nationality:
6. Education:

Year	Institute	Certificate/ Degree	Div./Class

7. Training: (in order of regency)
8. Experience: (in order of regency)
9. Name of the Nominating Organization:
10. Accommodation in BIM Hostel:
YES NO
DHAKA CAMPUS
CHITTAGONG CAMPUS
KHULNA CAMPUS
11. Approval / Signature of the
Nominating Authority: _____

ADDRESS:

BIM DHAKA OFFICE

4 Sobhanbag, Mirpur Road
DHAKA-1207

☎ 9103171 – 03 and
58155034, 58155077,
58155116
Ext.: 105 (PABX)

ON REQUEST

☎ 9103178

FAX : 88 -02-58152476
Web : www.bim.org.bd
E-MAIL : mainul0786@yahoo.co.in

BIM CHITTAGONG SUB-OFFICE

Chandgaon Residential Area
Post: Chandgaon
CHITTAGONG.

☎ 67 03 32

BIM KHULNA SUB-OFFICE

Boira
KHULNA

☎ 62 39 1

**One Week Evening Course on
“Bangladesh Labor Act 2006 and
Bangladesh Labor Rules 2015”
From : February 02 - 06, 2020**

BIM



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট
BANGLADESH INSTITUTE OF MANAGEMENT
4, Sobhanbag, Mirpur Road, Dhaka-1207

Bangladesh Institute of Management
4 Shobhanbag, Mirpur Road, Dhaka-1207

Date 05/01/2020

Sub: One Week Course on “Bangladesh Labor Act 2006 and Bangladesh Labor Rules 2015 ”
From : February 02 - 06, 2020

Dear Sir,

A Course on “Bangladesh Labor Act 2006 and Labor Rules 2015” will be held at Bangladesh Institute of Management (BIM), Dhaka on **February 02 - 06, 2020** in which you are invited to send nomination(s) from your organization.

A detail of the course is described in this brochure to enable you to select suitable nominees for attending the course.

Nomination(s) are invited as early as possible, but not later than **January 30, 2020** along with the course fees Tk.7,000/ (Seven Thousand) only per participant drawn in favour of the Director General, BIM, Dhaka.

Thanking you,

Yours sincerely,

Mohammad Mainul Islam
Senior Management Counsellor
&
Course Coordinator
Cell : 01720462202

**One Week Evening Course on
“Bangladesh Labor Act 2006 and
Bangladesh Labor Rules 2015 ”
From : February 02 - 06, 2020**

Course Objective:

After completion of the course, participants will be able to apply the following Act and Rules effectively in their workplace:

- Bangladesh Labour Act, 2006; and
- Bangladesh Labor Rules, 2015.

Course Outline:

- Scope and Application of the Bangladesh Labour Act
- Definition and Classification of Workers
- Conditions of Employment
- Misconduct, Punishment and Disciplinary proceedings
- Health, Safety and Welfare
- Functions and Eligibility of Welfare Officer
- Formation and Functions of Safety Committee
- Working Hour and OT calculation
- Maternity Leave and Calculation of Benefit
- Wage: Payment and Deduction
- Trade Union and Collective Bargaining Agent (CBA)
- Formation and Function of Participation Committee

Training Method:

Lecture, Group Discussion, Power Point Presentation, Case Study.

Who Should Attend:

The program is suitable for Managers, HR executives, Administrative Officers, Labour Welfare Officers, mid-level executives in the government, semi-government, corporate & private sector. It will also be suitable for executives working with NGOs and Fresh business graduates with basic knowledge in HRM who are interested in building their career in human resource management.

Duration: February 02 - 06, 2020

Timing : 17.00 pm – 21.30 pm

Venue : Bangladesh Institute of Management
4, Sobhanbag, Mirpur Road,
Dhaka-1207

Course Fee:

Tk. 7,000/ (Seven Thousand) only fees (Excluding TAX and VAT) to be paid by cash/crossed cheque/Bank Draft or Pay-Order in favour of **Director General, BIM, Dhaka.** (Excluding Hostel and accommodation Charges.)

**Last Date of Submission of Nomination:
On or before January 30, 2020**

For Detail Information Please Contact:

Mohammad Mainul Islam
**Sr. Management Counsellor and
Course Coordinator**

☎ 9103171 – 03 and 58155034,
58155077, 58155116 Ext.107 or 126

Cell : 01720462202

Email: mainul0786@yahoo.co.in

Contact Person : Md. Salim Ullah

Cell : 01733244270

Email : bimgm@yahoo.com