



GUIDE FOR TECHNICAL TRAINING CENTRE (TTC)

to deliver select services of
District Employment and
Manpower Office (DEMO)
for migrant workers



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Guide for Technical Training Centre (TTC) to deliver select services of District Employment and Manpower Office (DEMO) for migrant workers



Acronyms

BAIRA	Bangladesh Association of International Recruiting Agencies
BMET	Bureau of Manpower, Employment and Training
BOESL	Bangladesh Overseas Employment Services Limited
DEMO	District Employment and Manpower Offices
EU	European Union
FDI	Foreign Direct Investment
GDP	Gross Domestic Product
ICMPD	International Centre for Migration Policy Development
ILO	International Labour Organisation
IOM	International Organisation for Migration
KSA	Kingdom of Saudi Arabia
MARIP	Migration Awareness Raising (in Bangladesh)
MoEWOE	Ministry of Expatriates' Welfare and Overseas Employment
NoK	Next of Kin
NRB	Non Resident Bangladeshi
ODA	Overseas Development Assistance
RPL	Recognition of Prior Learning
TTC	Technical Training Centre
UAE	United Arab Emirates
UN Women	United Nation for Women
WEWB	Wage Earners' Welfare Board
WEWF	Wage Earners' Welfare Fund



Introduction

1.01 Background

A technical assistance project titled "*Migration Awareness Raising in Bangladesh (MARIP Bangladesh)*" is being implemented by International Centre for Migration Policy Development (ICMPD) with funding from the Federal Foreign Office of Germany. The project *MARIP Bangladesh* is linked with the EU-funded project "Improving Migration Management in Bangladesh" and with the project funded by State Secretariat for Migration of the Government of Switzerland for the operationalisation of the Migrant Resource Centres in Dhaka and Cumilla.

Migrant Resource Centres have been set up in different districts by ICMPD in close coordination with the Ministry of Expatriates' Welfare and Overseas Employment and its agencies such as the Bureau of manpower Employment and Training (BMET) and Wage Earners' Welfare Board (WEWB), particularly the District Employment and Manpower Offices (DEMOS).

The major thrust of the project is set on strengthening of awareness campaign activities towards the potential or aspirant migrant workers and welfare services for the family members of the migrant workers and the returnees.

1.02 Overseas Employment from Bangladesh

In the context of the economy of Bangladesh, overseas employment has been established as one of the primary responses towards alleviating poverty, reducing the unemployment problem and developing the economy. Formal migration for employment started in 1976 with a number of 6,078 migrant workers. About 90% of the overseas employment took place in 9 countries only. These are KSA, UAE, Kuwait, Qatar, Bahrain, Oman, Malaysia, South Korea and Singapore.

At present, Bangladesh is sending human resources to 174 countries and the current stock of migrant workers is about 11 million. The latest migration trend is about 0.7m per year, of which the less skilled component constitutes about 40%. The yearly remittance earning is around USD 19 billion but more skilled migration could ensure a substantial increase in the remittance flow. The major benefit from the migration is the worker's remittances. They have made a significant contribution towards the Gross Domestic Product (7-8%) and facilitate the balance of payment. The amount of remittances is 11 times of the Foreign Direct Investments and 8 times of Official Development Assistance.

Considering the contribution and importance of expatriate Bangladeshis, government emphasised on ensuring the rights, protection and welfare of Bangladeshi workforce both at home and abroad, and to facilitate overseas employment for rapid economic growth. While female migration is gradually getting importance in the overseas employment arena, female migrants remain to face major challenges such as limited understanding of the complexities of migration which at times, result to gender violence and exploitation. There is also a challenge in the nature of skills and employment offered for Bangladeshis, most remain at the less and mid-skilled levels that limit better working terms, conditions and benefits.



1.03 Skill in migration

About 41% of the total Bangladeshi workforce in various countries particularly in the Middle Eastern countries and Malaysia are less-skilled workers. They have very little or no formal educational background and have not received any kind of training. Semi-skilled workers account for 15%, skilled workers are at 43% and professionals are at 1%. Bangladeshis working abroad currently range from domestic workers to atomic scientists. Demand for skilled human resources in different trades is increasing in the world employment market. The benefits can be derived only if a skilled labour force is available in order to be competitive in the world market. This requires international acceptance of the curricula of the Technical and Vocational Education and Training in Bangladesh. Bangladesh can enhance the skills of the labour force by providing them with appropriate training to achieve further success in global employment market.

The Bureau of Manpower, Employment and Training (BMET) is engaged in human resource development by providing skill training through its institutional capacities. Demand for skilled workers in the overseas employment is increasing worldwide. To increase the skilled migration and to cater to the needs of the international market, the less-skilled migration percentage has to be replaced with skilled human resources with international certification.

1.04 Protection of migrants' interest

Overseas employment needs more attention in respect to protection of the rights of migrant workers especially at the destination countries. Migration cost should be minimised and the channel of migration needs to be made easy and accessible to alleviate the exploitation of middlemen in this sector. There should be program for utilisation of remittance of the migrant workers in productive venture.



Major functionaries for the welfare of migrant workers

2.01 Key Actors in migration process

In dealing the migration process, the following major Ministries and government agencies are in place:

- Ministry of Expatriates' Welfare and Overseas Employment. [Address: Probashi Kalyan Bhaban 71-72 Eskaton Garden, Dhaka-1000, Phone: 0088-02-8333604, Fax: 0088-02-9330766, E-mail: secretary@probashi.gov.bd, www.probashi.gov.bd]
- Ministry of Home Affairs [<https://mha.gov.bd>]
- Ministry of Foreign Affairs [<https://mofa.gov.bd/>]
- Ministry of Civil Aviation and Tourism [<https://mocat.gov.bd>]
- Bureau of Manpower Employment and Training (BMET) [89/2 Kakrail, Dhaka- 1000, Phone: 88-02-49349925, email: info@bmet.gov.bd, www.bmet.gov.bd]
- Wage Earners' Welfare Board [Address: Probashi Kallyan Bhaban 71-72 Eskaton Garden, Dhaka, Phone: +880-2-9343247,48318204, Fax: +880-2-8319948, Email: info@wewb.gov.bd, <http://www.wewb.gov.bd>]
- Bangladesh Overseas Employment and Services Limited (BOESL) [Address: Probashi Kallyan Bhaban 71-72 Eskaton Garden, Dhaka, <http://www.boesl.gov.bd>]
- Expatriates Welfare Bank (Probashi Kalyan Bank) [Address: Probashi Kallyan Bhaban 71-72 Eskaton Garden, Dhaka, <http://www.pkb.gov.bd>]
- Labour Welfare Wings in Bangladesh Missions [<https://probashi.gov.bd/site/page/ca356285-7198-442f-85a3-0309d52362fc/List-of-Labor-Wing>]
- Department of Passport and Immigration [E-7, Agargaon, Shere-E-Bangla Nagor, Dhaka-1207, Phone: 8181602, website: www.dip.gov.bd]
- Civil Aviation Authority [<http://caab.portal.gov.bd>]
- Recruiting Agencies (Association is BAIRA) [<http://www.baira.org.bd>]
- NGOs
- Civil Society
- Development Partners

2.02 Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE)

To provide more emphasis to the overseas employment sector, Bangladesh Government has established a separate ministry named Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE) on 20 December 2001. The Ministry is responsible for formulating policies, plans, enacting laws, rules and regulations, developing projects, programmes and monitoring and management of overseas employment as well as overall welfare of expatriate workers. The Ministry is situated at Eskaton Garden, Dhaka-1000. Implementation of the policy, planning and program of the Government

relating to the management of overseas employment are being carried out by its Department named Bureau of Manpower, Employment and Training (BMET). The Ministry is also being supported by the Probashi Kalyan Bank (PKB), Bangladesh Overseas Employment Services Limited (BOESL) and Wage Earners' Welfare Board (WEWB).

The vision of the Ministry is to ensure welfare of the expatriates and enhancement of overseas employment with a principle of equal opportunity for the people of all areas of the country.

The main objectives of the Ministry are as follows:

- i) To ensure rights and welfare of the migrant Bangladeshi workers;
- ii) To ensure good governance through maintaining transparency and accountability in overseas employment management; and
- iii) To create skilled human resources by providing training according to the demand of the overseas labour market.

2.03 Bureau of Manpower Employment and Training (BMET)

The Bureau of Manpower Employment and Training (BMET) was established as an attached department of the then Ministry of Manpower Development and Social Welfare in 1976. Divided from the manpower wing of the Labour Directorate, BMET came in a new structural form in accordance with the International Labour Organisation (ILO) Conventions 7, 8, 98 and 98. Presently, BMET is operating as a major organisation under the MoEWOE for purpose of administering and managing recruitment process, preserving the rights of migrant workers and developing skilled human resources to create more opportunities for overseas employment. BMET is engaged in the overall planning and implementation of the strategies for regulating migration process, promoting migrant workers' rights and welfare, providing skill development training for the proper utilisation of human resources of the country, specifically the migrant workers. BMET operates these functions through the district level offices of TTCs and DEMOs.

With a view to achieving these objectives, BMET is trying to maximise the utilisation of training capacity to meet the demand of both local and overseas market.

Bangladesh is now crossing the demographic dividend which will continue up to 2030. During this period, the population with the age group of 15-45 years will remain at the peak. To accrue the fruits of the demographic dividend, skills training should be a major thrust in the development agenda.

2.04 District Employment and Manpower Office (DEMO)

The District Employment and Manpower Office (DEMO) was initially named "Employment Exchange". The first 'Employment Exchange' was established in 1944 in Narayanganj. During the creation of BMET, 5 Employment Exchanges were operating under BMET. Employment Exchange is renamed as District Employment and Manpower Office (DEMO) in 1996. Presently, 42 DEMOs are operating in different districts covering responsibilities of 64 districts of the country; 22 districts do not have DEMOs.

In 2017, all migration-related pre-departure services and processes had been decentralised to the District levels.

As per the Overseas Employment and Migrants Act 2013, registration, fingerprint, issuing smart card and a three-day pre-departure training are the basic requirements for going aboard. These requirements are being conducted in DEMOs and TTCs.

2.05 Technical Training Centre (TTC)

BMET is operating training programs through Technical Training Centres (TTCs) which are the main public provider of skills and vocational training in Bangladesh. Presently, there are 64 TTCs in different districts and 6 Institutes of Marine Technology (IMT). Six TTCs are exclusively serving for the female trainees. The courses include 4-years Diploma in two technologies and 2-years trade and Secondary level vocational courses. There are short courses with 1-6 months duration. Trade Courses are mostly equivalent up to level 4 of the National Technical and Vocational Qualification Framework (NTVQF). There are specialised courses on motor driving with auto-mechanics and training course on 5 languages – Japanese, Korean, English, Arabic and Cantonese – targeted for promoting the overseas employment.

Another approach of BMET is to reach the rural areas to facilitate access of skill training facilities at the grassroots level and encourage more participation of poor individuals in TVET. In this regard, 41 training centres in the first phase are being established at Upazilla level and 70 more TTCs are planned in the 2nd phase.

The existing regular activities are as follows:

1. Organise skill development training course (SSC vocational and short course)
2. Imparting language training course
3. Training of drivers with auto-mechanics
4. Training on City and Guilds certification
5. Operating online training course
6. Housekeeping training course for outgoing female workers
7. Organise pre-departure training course and certification
8. Arranging skill competition for migrant workers
9. Recognition of Prior Learning (RPL) of the workers experiences particularly the returnee migrants

As a regular process, the TTCs are implementing the mandatory pre-departure training since 2014 to outgoing migrant workers, in addition to their regular functions of providing skills training in different employable trades. The module of the pre-departure training has been prepared by BMET. TTC issues certificate after completion of the training program signed by DG BMET, which is a compulsory requirement for the emigration clearance for the migrant workers.

2.06 Wage Earners' Welfare Board (WEWB)

Wage Earners' Welfare Board (WEWB) has been established as a statutory body through "Wage Earners Welfare Board Act, 2018". This board is managed by the Board of Directors comprising representatives of high level Inter-Ministerial representatives. The Secretary of Expatriates' Welfare and Overseas Employment Ministry is ex-officio Chairman of the Board and other members comprises from i) Ministry of Home Affairs, ii) Ministry of Law, Justice and Parliamentary Affairs, iii) Ministry of Finance, iv) Bangladesh Bank, v) Ministry of Foreign Affairs, etc.

The board sets its objectives to ensure welfare of the migrant workers at home and abroad. WEWB aims to achieve sustainable improvements in the quality of lives of the family members of the workers, social reintegration of the returnee migrant workers, and pursuing the quality education for the meritorious children of the migrant workers. WEWB has been working to promote and protect the rights and interests of the migrant workers and their families by providing them with monetary, legal and technological support. The WEWB operates and manages the Wage Earners' Welfare Fund to execute all welfare services towards the migrant workers before departure, in the countries of destination and also after return.



2.07 Other organisations relating to welfare of migrant workers

- a) **BOESL:** Bangladesh Overseas Employment and Services Limited (BOESL) is a limited company under the control of the Ministry. It was established in 1984. This is a government-owned organisation, which is responsible to carry out the business of recruiting agents for employment of Bangladeshis abroad with a nominal service charge.
- b) **Probashi Kallyan Bank:** With a view to reducing the cost of migration, the Government has established 'Expatriates Welfare Bank' (Probashi Kallyan Bank) or PKB for giving loan with minimal interest to the aspirant workers going abroad and providing financial assistance to the returnee migrants to invest in productive activities.
- c) **Labour Welfare Wing:** There are 31 Labour Welfare Wings in 29 countries who are working under the Ministry. Officials are engaged for enhancing overseas employment along with ensuring welfare of the migrants primarily at the countries of destination.

2.08 Activities of DEMOs

The major functions of DEMOs are dedicated towards the welfare of the migrants. The activities may be summarised in the following broad categories which are further elaborated in Chapter Four of this Guide.

- i) Awareness development
- ii) Regulatory functions during recruitment and deployment
- iii) Dealing with death cases
- iv) Complaint management
- v) Re-integration



Rationale of adopting TTCs to service migrant workers

3.01 Introduction to the Project

The project “Improving Migration Management in Bangladesh” is geared to, among others, promote, support and facilitate ethical migration in Bangladesh and ensure safe channel for overseas employment. The MARIP Bangladesh project, implemented in 2020, expands the activities of the “Improving Migration Management in Bangladesh” project that included the preparation of a guide or standard procedure to assist the TTCs in the performance of select functions especially the pre-departure services usually conducted by the DEMOs.

The guide or standard procedure will be contextualised to the various functions of DEMO that will be applied to the TTCs under the supervision of BMET and MEWOE. The main goal of the guide is to help ensure that the TTCs are able to effectively deliver the services to the migrant workers, acting as temporary DEMOs in their respective districts.

In addition, the MARIP Bangladesh:

- 1) conducted expanded awareness raising and community education such as roving and miking in 10 districts in Bangladesh, publish various information and education materials, prepare street arts and billboards, expand social media and radio, TV or cable outreach nationwide.
- 2) enhanced the capacities of selected Technical Training Centers and media (especially local media) in Bangladesh in order to help promote safe, regular, orderly and responsible migration.

The functions to be performed are as follows:

- *Registration of the overseas jobseekers*
- *Keeping fingerprint*
- *Pre-departure training*
- *Awareness raising program for the potential aspirant migrants*
- *Using forms and templates including document filing*
- *Referral processes for the welfare of migrant workers*
- *Referring complaints from migrant workers for redress of grievances*

3.02 Contextualising migration functions in DEMOs and TTCs

In the context of socio-economic development, overseas employment enhances employment opportunities and benefits the families and communities through remittances. But there exist a lot of complexities in the process of migration and the life at the destination country particularly for the unskilled and illiterate persons. The welfare and the protection of migrant workers remains a challenge for the workers, their families and the country in general. The DEMOs are one of the primary agencies responsible to help address these challenging tasks.

The TTCs need to extend humanitarian attitude towards the migrant workers with problems, issues or challenges. A positive mind-set towards human welfare is an essential part of the entire cycle of duties of a DEMO Official which will also be applicable to the TTCs. The role of DEMO and TTC should be dedicated in nature with the efforts to maximise the most visible benefits of managed migration and enhanced protection for expatriates. The DEMO and TTC need to assist the migrant workers in a wide range of matters as well as to promote the safe and responsible migration. DEMO and TTC officials are

instrumental in assisting in the improvement of the welfare of the migrant workers and in promoting safe channels for remittances. They need to disseminate the information on safe channel of migration amongst aspirant migrant workers.

3.03 TTCs to act as temporary DEMO in few districts

There are 42 DEMOs under BMET and 22 among 64 districts in Bangladesh do not have DEMO. The Ministry has planned to embrace the services of the TTCs in those districts to act as interim DEMO, particularly providing for the essential preparatory services for the potential aspirant migrant workers such as the registration and keeping finger-print. The TTCs are already imparting the mandatory pre-departure training to the selected migrant workers before departure in addition to their regular functions of providing skills training in different employable trades.

The Ministry has taken initiative to establish DEMOs in the remaining 22 districts which is under process. As the interim arrangement, TTCs are engaged in the performance of the functions towards the migrant workers to facilitate their welfare where DEMO does not exist. This will be an interim arrangement, particularly providing for the essential preparatory services for the potential aspirant migrant workers such as the registration and keeping the finger-print to ensure easy access by the migrant workers, and minimise the travel and costs on the part of the migrant workers.

TTCs in other districts without DEMOs will be included in coming years, through future projects or funding.

Initially selected 10 districts to serve the functions towards the migrant workers are as follows:

1. *Brahmanbaria*
2. *Kurigram*
3. *Lalmonirhat*
4. *Laxmipur*
5. *Madaripur*
6. *Meherpur*
7. *Narayanganj*
8. *Nilphamari*
9. *Shariatpur*
10. *Sunamganj*

3.04 Contents of the guide

The guide has analysed the following:

- Scenarios of existing functions of DEMO towards the overseas employment, i.e. i) Recruitment, ii) Deployment, iii) Employment, iv) Complaint management and v) Return
- Present practices to perform the functions
- Gaps and challenges prevailing in the process of overseas employment in the context of the functions of DEMOs and TTCs
- Standard practices of Worker's Dignity, Respect and Fairness in regard to recruitment and stay in the overseas working environment
- Procedure of delivering the services towards the aspirant migrant workers synchronising the functions of DEMO and TTC
- Grievance redress mechanism of the migrant at different stages access to remedy for the worker's right
- Best delivery of services to meet the ethical and responsible employability target

In general, this guide will contain the:

- Regular procedures of DEMOs that could be performed by the TTCs on a limited scale, emphasising on the pre-departure requirements such as fingerprinting, pre-departure training and awareness raising. The performance of these roles will not be covering all functions at the same time. It can be done in phases in order not to overburden the TTCs without supplementary personnel.
- Forms and templates being used by DEMOs for use by TTCs.
- Basic referral processes and case management for the protection of migrant workers.
- Key elements for an effective and comprehensive pre-departure training and awareness raising within the districts, including the online visa checking.



Delivery of services to migrants by TTCs

4.01 Functions to be performed by TTC for the migrants

The following are the key services under the DEMO's mandate that will be performed by the TTCs:

1. Registration of job seekers for overseas employment
2. Taking fingerprint of outgoing migrant workers
3. Handing over the cheques of compensation for the deceased migrants
4. Awareness campaigns for aspirant migrant workers, arranging roadshows on promoting safe migration and distribution of information materials on safe migration to the public
5. Receiving application for WEWB scholarship for children of migrants
6. Contribute to and participate in the pre-departure training
7. Trade test before departure
8. Online visa checking

In addition to the above, the TTC will perform the following regular activities in coordination with BMET and WEWB. These activities are regular functions of WEWB, supported by DEMOs, and as such, TTCs can support WEWB especially if these cases are from migrants or families of migrants who are within their respective districts.

1. To look after the welfare and help address issues and problems of migrant workers by providing legal assistance or referral.
2. To provide financial assistance to distressed workers through the WEWF.
3. To attend to death cases and distribute compensation to families of deceased migrant workers, and if needed, to assist in the burial of remains of the workers.
4. To provide aid to stranded workers for repatriation or help address challenges faced by migrants especially during crisis or emergency situation.
5. To advice on formal transfers of earnings or remittances by informing prospective migrants about opening bank account before departure, the requirements and processes.
6. To check the documents and papers of recruitment agencies to ensure authenticity of employment offers and recruitment process.



4.02 Stage-wise services synchronising functions of DEMO and TTC

The stage-wise activities of TTCs in servicing migrant workers can be summarised as follows:

A. Pre-decision stage

1. Skills development
2. Digitisation in training system
3. Awareness raising: use of social media to promote awareness towards safe migration
4. Dissemination of all types of information relating to overseas employment
5. Publicity and promotion on regular and legal migration

B. Pre-employment stage

1. Checking papers related to employment (copy of visa, Power of Attorney to recruiting agency)
2. Distribution of updated list of recruitment agencies
3. Online visa checking (available for four countries only)
4. Checking of employment agreement
5. Housekeeping training
6. Language training
7. Career counselling or vocational guidance
8. Registration of aspirant job-seekers in the BMET Database

C. Pre-departure stage

1. Keeping fingerprint of migrant workers
2. Issuance of Emigration Clearance with Smart Card
3. Advise for sending remittance through legal channel
4. Pre-departure training

D. Departure stage

1. Assistance for air ticketing of workers
2. Support for airport formalities

E. During stay in workplace

1. Issuance of No Objection Certificate (NOC)
2. Scholarships for migrants' children
3. Addressing the problems of migrant workers, special emphasis on the protection of women migrants
4. Complaint management, including implementing online complaint mechanism
5. Legal support to the migrants
6. Arbitration, mediation and reconciliation
7. Welfare activities

F. Dealing the death cases

1. Shipment of remains of deceased migrant workers
2. Funding supports for burial service and death compensation
3. Registration of the death with appropriate agencies
4. Securing consent on local burial or shipment of remains
5. Visitation to the family of the deceased, if possible
6. Ensure proper receipt of compensation money by the deceased's family
7. Facilitate access to medical benefits and accident compensation

G. Re-integration of Returnees

1. Recognition of Prior Learning (RPL) of the returnee migrants
2. Facilitation of loan from PKB to the migrants due to COVID pandemic



4.03 Training needed for the TTC personnel

The migration services are specialised in nature which needs in-house training and capacity building of select TTC personnel. A short-term training program are arranged for the TTC personnel recruited or engaged to provide the services of DEMO. Training on information technology is also very much essential to provide the digital services. These could be enhanced through regular training especially once the personnel already have on-the-job practices.

On the technical side, TTC needs to build the capacity of the personnel engaged in the direct services to include:

- Knowledge on overseas employment procedure
- Problems of migrant workers and redress process
- Welfare of the migrants
- Complaint management methodology
- Gender aspects and inclusiveness in migration, aligned with the TTC function in providing the 30-day mandatory training for women migrants and also for regular skills and vocational program.

The training contents will provide a holistic view of the functions of an overseas employment programme and equips with the necessary information, awareness, and tools to translate their ideas and concerns into operational realities.

They should be trained on the basic information about migration. The training methodology will be interactive and participatory to bring together the learning and experience sharing. Modules may cover introduction to international migration and the Bangladesh context which includes the following:

- 1) **Recruitment Mechanism** in the overseas employment, starting from selection to departure, including programmes and initiatives that promote safe and regular migration as well as ethical recruitment.
- 2) **Framework of Migration** with recent facts and figures, the main causes of migration, and definition of different types of migration and migrants.
- 3) **International Legal Framework for the Protection of Migrant Rights** to provide a brief overview of the foundations of international and national laws on human rights and migrant rights and protection.
- 4) **Regional Consultative Processes (RCPs)** with the basic notion of regional dialogues on migration. These are Colombo Process (CP), Abu Dhabi Dialogue (ADD), Budapest Process, Asia EU Dialogue, etc.
- 5) **Bilateral Agreements and MoUs:** Bilateral cooperation on migration issue is very much effective to have a sound process of recruitment between the country of origin and country of destination. Purpose, type, importance and advantage of Bilateral Labour Agreements (BLAs) and Memorandum of Understanding (MoU) with the countries of destination will be discussed and analysed.
- 6) **Orderly migration:** The movement of a person from his or her place of residence to another country, in keeping with the laws and regulations governing exit of the country of origin and travel, transit and entry into the destination or host country.
- 7) **Repatriation:** The right of a migrant to return to his or her country of nationality under specific conditions specified in various international instruments.

To ensure the rights of migrant workers, UN Convention on the Protection of Rights of All Migrant Workers and Members of Their Families, 1990 has been adopted and Bangladesh has signed and ratified this Convention.

- 8) **Returned migration:** The movement of a person returning to his or her country of origin after completion of tenure of migration in another country.
- 9) **Reintegration:** The migrants usually come back to the country after the completion of the tenure of service. It is important to reintegrate them socially and economically. This may need re-skilling or upskilling them and certifying their acquired skill through RPL and other practices.
- 10) **Safe Migration:** Safe travel or stay in the destination country (as well as safe return), integration into family and society, and above all, the sustainability of the benefits of migration.
- 11) **Others:** Other legal and policy directives related to overseas employment (e.g. passport rules and regulation, immigration, welfare etc.)

While training on the technical aspects of the job is important, training on service delivery, managing difficult clients and other soft skills are equally necessary. In this regard, the TTC personnel has both the technical and psycho-social competencies to, among others:

1. Remain proactive to resolve any dispute of the workers.
2. Have proper idea about the procedures of the court and arrange to provide legal assistance.
3. Inform the complainant about the action taken by the TTC regarding the complaint received.
4. Attend to the problem of domestic worker with a special care and prompt action.

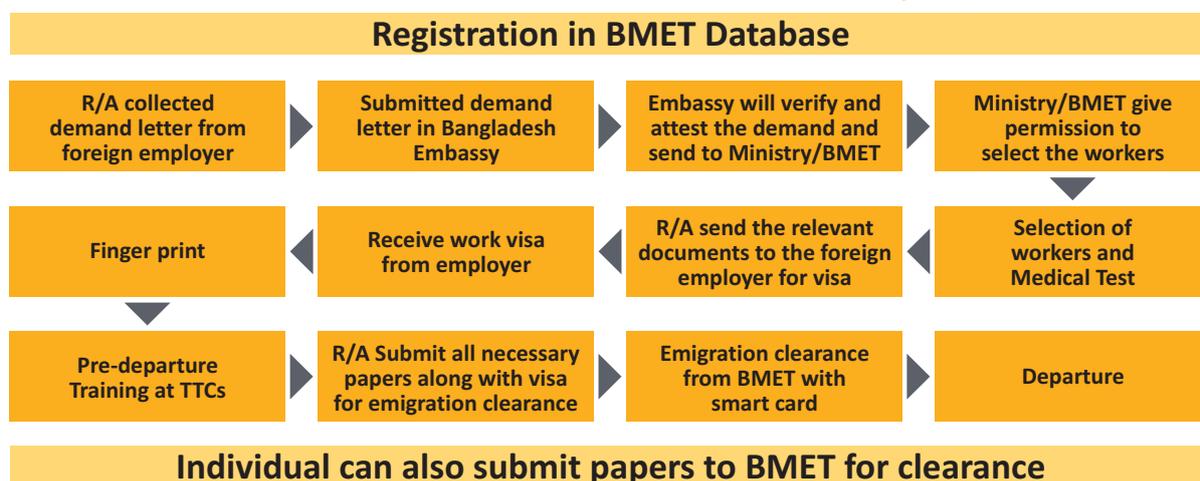
4.04 List of Agreements of GoB with Destination Countries

1. Bilateral Agreements: Kuwait (2000/2008) and Qatar (1988/2008)
2. Memorandum of Understanding (MoU): UAE (2007), South Korea (2007, 2009, 2011, 2013 (for sending workers through Employment Permit System (EPS) by BOESL), Oman (2008), Libya (2008), Jordan (2010), Maldives (2011), Malaysia (2012), Singapore, Bahrain, Saudi Arabia, Cambodia, Seychelles (2019), Brunei (2019)
3. Memorandum of Cooperation (MoC): Japan (2018)
4. Government to Private (G to P) Sector Agreement: Hong Kong (2012)

4.05 Recruitment procedure

BMET provides license to the private recruiting agents to conduct recruitment for overseas market on the basis of demand. Recruiting agents are to obtain prior permission from the government before embarking on recruitment. Such permission is given on the basis of a valid offer of employment indicating category of posts, terms of employment, monthly or annual wages, food, accommodation, leave, air passage, etc. Government fixes the migration cost and minimum wages time to time for

Recruitment Procedure for Overseas Employment



different destination countries. Visa/Entry permit received by individual through personal efforts may apply directly for emigration clearance. The documents will normally have to be attested by the Bangladesh missions abroad if there is one in the employing country. Recruiting Agents need to deposit Tk. 23,50,000.00 to BMET for processing license of which Tk. 20,00,000.00 is kept as security deposit. This money may be distributed to the claimants for any fraudulent activity detected.

While most of overseas employment are coursed through licensed recruiting agencies, there are individuals who find employment and migrant based on their own initiative.

4.06 Acts, rules and regulations for overseas employment

Migration from Bangladesh is regulated under Overseas Employment and Migrants Act 2013. It is comprehensive in terms of nature, scope and dimension. The provisions under the act for protection of the migrant workers include:

- i) Penalty for contravention of agreement
- ii) Recovery of expenditure from recruiting agents for repatriation of migrant worker
- iii) Provision for trial of offences
- iv) Punishment for fraudulently inducing to emigrate

The rules and guidelines have been formulated for promotion and regulation of emigration and controlling the practices affecting migration. The other major acts and rules are as follows:

Sl.	Act, Rules and Guidelines	Date of Issue
1	Recruiting agent classification Rules 2020	2020-03-10
2	Overseas Employment and Migrants Rules (Recruiting Agents License and conduct Rules)2019	2020-01-06
3	Compulsory insurance policy for Bangladeshi workers abroad (Circular)	2019-12-24
4	Overseas Employment and Migrants Act 2013	2019-05-15
5	Wage Earners' Welfare Board Act 2018	2019-05-01
6	Overseas Employment and Migrants' Management Rules 2017	2019-01-24
7	Wage Earners' Welfare Board Rule 2002	2015-03-02
8	Emigration Rules 2002	2014-02-02
9	Revised Guidelines for Employment	2013-01-01

4.07 Overseas Employment Policy

Bangladesh adopted the Overseas Employment Policy in 2006 which has been revised as 'The Expatriates' Welfare and Overseas Employment Policy 2016' as an upgraded and updated version with more provisions for the protection and welfare of migrants and expatriates. The salient features of the Overseas Employment Policy are as follows:

- *Ensure the prospect of regular migration of long term and short term for both men and women from all parts of Bangladesh at a rational cost*
- *Ensure abolition of any scope of irregular migration*
- *Commitment of government to protect the rights, dignity and security of all migrant workers in and outside the country*
- *Measures to ensure the social protection of the left-behind families and properties of both short-term and long-term migrants*
- *Consideration of misconduct in the recruitment process and provision to make the concerned accountable*

- Encouraging remittance flows through official channels and support to the workers and their families to ensure effective and efficient use of remittance
- Assist in social and economic re-integration of returnee migrant workers
- Allocation of necessary resources and strengthen the existing institutional infrastructure and personnel for the implementation of the above policies

Other policies of the Ministry are as follows:

Sl.	Policies
1.	Research Guidelines of the Ministry of Expatriates' Welfare and Overseas Employment, 2020
2.	Overseas Workers Insurance Policy, 2019
3.	Principles regarding the health check of Bangladeshi workers going abroad, 2008 (revised)
4.	Expatriates' Welfare and Overseas Employment Policy, 2016
5.	Special privilege policy of expatriate Bangladeshis for remittance, 2008

As per the provisions mentioned in the Articles 3 and 47 of the Overseas Employment and Migrants Act 2013, a circular of guidelines for the mandatory insurance for the migrant workers has been issued on 24.12.2019. The age limit for the policy holder is 18-58 years. The policy will be adopted for the period of two years. There are two optional schemes for this insurance policy. Other features of the policies are as follows:

a) Policy Option 1:

Insurance value: Tk. 2,00,000.00

Premium: BDT 990.00 (Tk. 500.00 will be paid from the WEWF and Tk. 490.00 by the migrant worker).

b) Policy Option 2:

Insurance value: Tk. 5,00,000.00

Premium: BDT 2475.00 (Tk. 500.00 will be paid from the WEWF and Tk. 1975.00 by the migrant worker).

TTC should keep all these policies for reference works.

4.08 Standard practices for migrant's dignity, respect and fairness

Promotion of fair recruitment for Bangladeshi human resources is one of the major concerns in ensuring dignity and respect towards overseas employment. Protection of workers' interest and rights start from the appropriate contract signed between the employer and the worker. To ascertain the proper employment agreement, visa papers need to be attested by the Bangladesh Mission abroad. Per the Wage Earners' Welfare Board Act 2018, the WEWB has the mandate to promote the welfare and reintegration of the migrant workers. To implement the activities, the WEWB is in the process of establishing district level offices startin 2021. TTCs will help facilitate the protection, welfare and reintegration of expatriates as an interim arrangement in coordination with these WEWB district offices.

In the performance of this interim arrangements, TTCs should also be familiar with the gender dimension of migration, the need to accept different needs of women and men, and the importance of gender sensitivity and equity in responding to these needs. TTC should know the trends and characteristics of women migration from Bangladesh, and the national legal instruments and other protection mechanism available for women migrants.

Migration and health is also a critical concern especially in light of COVID-19 pandemic where migrants and migrant workers are among the most vulnerable and critically affected. Part of the TTC's tasks in the pre-departure training and awareness raising is to also inform migrant workers about vulnerabilities to health hazards, the importance of occupational safety and health, access and barriers to health

services, and the relation between migration and infectious diseases, HIV/AIDS and reproductive health, among others. The Migrant Resource Centres in Bangladesh have prepared specific materials in this regard. The ICMPD Silk Routes' online platform for migrants and migrant workers also contain specific section that deal with migration and health. The modules are accessible here in various languages, including Bengali: <https://www.icmpdsilkroutesmodules.com/>

Protection of migrants' rights is ensured through the following measures, among others:

- Signing of bilateral agreement or other arrangements with receiving countries.
- Legal support to distressed migrants.
- Ensuring proper working hour, payment of wages and overtime pay, allowing leave, providing health service, and observing freedom of movement in the work contract.

4.09 Awareness development

Dissemination of information and regular mandatory pre-departure training sessions are provided in 68 training centres all over the country before departure of the workers to the country of destination. These are to make them aware about agreement of service conditions, working environment, culture, wages and other benefits, remittance system, local language of the host country, etc.

To develop awareness, TTCs may ascertain campaigns through electronic and print media and massive information on the legal channels for migration. It is essential to emphasise on the development of awareness, which facilitates the preventive measures towards addressing the problems of the migrant workers. In accordance with the objectives of the pre-departure training, awareness raising on migration may be integrated in the regular skills training programme of TTC. TTC has the better knowledge and expertise in regard to disseminating the required information on skills needed for appropriate work in the destination countries.

The Migrant Resource Centres in Dhaka and Cumilla will regularly coordinate with the TTCs to provide updated and relevant materials that the TTCs can use or share to the public. Joint activities can also be conducted by the TTCs and MRCs in the districts such as miking/roving, radio campaigns, orientation with local authorities and academic institutions, and engagement with media.

Special initiatives by TTCs to facilitate the services towards migrants

- **Mobile application for visa checking:** BMET has developed mobile app for providing visa checking services to the migrants. Anyone can check visa for some specific countries using the app from anywhere of the world. TTC may promote this app for easy access by the migrant workers.
- **Use of social media:** To form the different network of migrant workers, effective social media may be used. TTCs may use the social media to disseminate all sorts of information on safe migration for the aspirant and potential migrants, for those onsite, and those returning.
- **Use of UDC:** BMET has been working in collaboration with the Union Digital Centre (UDC). The UDCs are available at the grassroots level and their access to people at the community can help further the information campaigns.



The TTC can coordinate regularly with the Migrant Resource Centres in the conduct of various community education and awareness raising campaigns. TTC can use the various information, education and communication materials developed by the MRCs. TTC can also participate regularly in the MRCs' community outreach, workshops with local government institutions and social media campaigns.

4.10 Welfare measures for expatriate Bangladeshis

WEWB arranges the following welfare measures and services for the migrant workers and their families:

- 1) Legal assistance to the workers with cases or problems in the destination countries, including those who are in jail or deportation camps.
- 2) On priority basis, residential plots are distributed to migrants' families in new residential area.
- 3) Families of deceased migrants receive Tk. 35,000.00 (US\$ 450.00) to bear the transportation cost of dead body and funeral/burial expenses.
- 4) Financial assistance up to Tk. 3,00,000.00 (US\$ 3900.00) to the distressed family members of deceased migrants when death compensation from the foreign employer is not received.
- 5) Meritorious children of migrants are provided with stipend to support their education.

Digitisation of the process of migration is basically aimed to achieve the following goals:

- i) Create an easy and automated system of recruitment process*
- ii) Ensure transparency and accountability in the system of migration management*
- iii) Facilitating selection of workers from database by the employers or recruiting agencies*
- iv) Monitoring of recruitment process by senior officials through web-based applications*

4.11 Problems faced by the Bangladeshi migrants

Bangladeshi workers are facing various problems in their countries of employment, which may be summarised as follows:

- 1) Exceeding quotas for job contracts by recruiting agencies (they promote job vacancies more than what they are authorised to) which results to over acceptance of number of migrant workers for deployment, which further results to visa selling and trading.
- 2) Procedural problem in legal institutions causing delay in disposal of cases, which results to delays in compensation or benefits.
- 3) Non-payment, underpayment, delayed payment, poor living conditions, non-providing of air tickets at the time of exit, and in general, non-adherence to the terms and conditions of employment by the sponsors.
- 4) Substitution of contracts with lower terms and conditions such as low wages, substandard accommodation, no free food and lower or non-existence of other fringe benefits.
- 5) In case of accidents, long period to get the death compensation by the next of kin due to complexity of legal procedures of the host countries.

TTCs's familiarity with these common problems and challenges faced by migrant workers will help them identify the best guidance to alleviate the psychological concern or process (such as referral) to address the problems.

Through these processes, migrant communities can check their visa, lodge complaints, download all forms for emigration clearance and perform registration. TTC can coordinate the complaints with UDC and BMET.

4.12 Discrimination against women

Discrimination against women refers to any distinction, exclusion or restriction made on the basis of sex which has the effect nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women. Violence against women refers to any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life” (Art. 1, Declaration on the Elimination of violence against Women, 1993). Some of the common challenging features of female migration in Bangladesh are:

- withholding of passports
- restrictions on mobility and communications
- physical, sexual and psychological abuse

As women migrant workers pass through TTCs to avail of various services, TTC should be knowledgeable of various gender issues and sensitivities and incorporate gender inclusion and responsiveness in their programmes and service delivery.



4.13 Efforts to reduce migration cost

Reports by international organisation indicates a high cost for migration in Bangladesh which burdens the potential migrants and the public in general. The high costs for migration is brought about by several factors such as the presence of illegal recruitment agents and middlemen, visa trading and inaccessibility of services. In line with Sustainable Development Goals and the priority of the government, migration cost should be minimised and the channels of migration need to be made easy and accessible. Among the measures that will help reduce migration costs are: regulating middlemen, imposing standard fees for all pre-departure services and monitoring compliance, issuing proper invoices and receipts for payments, decentralising major services at the district or union level, opening online access to services and payments, and conducting regular awareness campaigns to the public.

TTCs should be well acquainted with the causes, consequences and preventive measures towards the reduction of high migration cost. With the limited functional responsibility, TTCs will extend all out efforts in awareness building and advising the public, especially young Bangladeshis and students, particularly during the pre-departure training, on the cost and benefit of migration and other pre-employment services.

4.14 Returnee migrants

Overseas employment is a contract service for a duration of 2 to 3 years in general, with extension in some cases. Migrant workers usually return after completion of the work agreement with skills and experiences, and at times savings and other assets. These have positive contribution to the economy, provided that the existing environment, policies and structures in Bangladesh have absorptive capacity for returned migrants, either in, among others, the domestic employment market or in business opportunities.

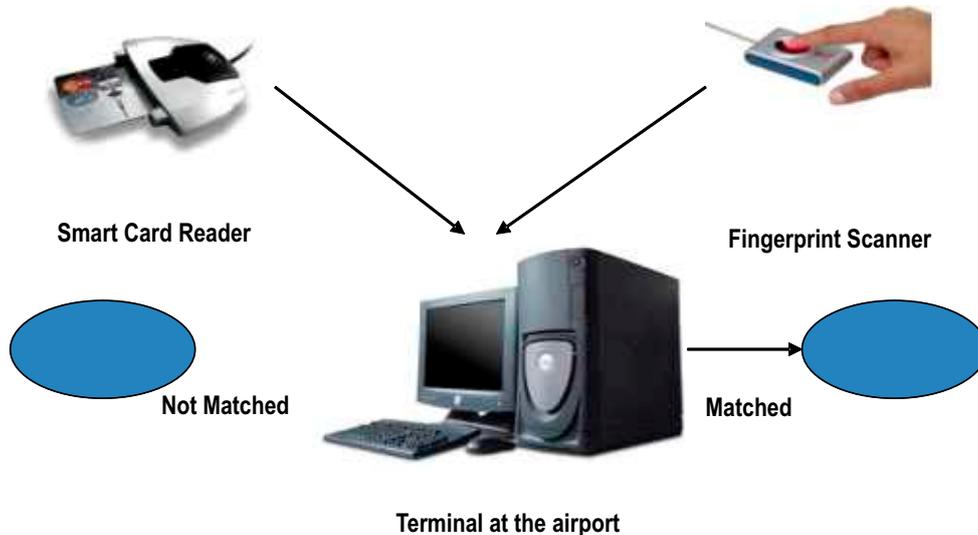
While there is still limitations in having an enabling environment for returned migrants in Bangladesh, there are already activities that can be done to support them, with the participation of the TTCs. These include recognition of prior learning to enable the migrant workers increase their skills level and get favourable terms and benefits of employment; conduct of additional skills training that will be useful for entrepreneurship and business; and for highly-skilled and retirees, tap into their competencies for knowledge sharing and technology transfer.

4.15 Digitisation of the recruitment process

BMET has organised a process to provide the migration-related services through decentralised and digitalised outlets at District level offices. TTCs are extending these services to facilitate potential migrant workers' access at the localities in order to reduce time and costs.

BMET has developed a database on the particulars of out-bound migrant workers and extended to 42 DEMOs. Presently, two million occupation-wise data of job seekers in various categories are available for placing to the employer and about 70 lacs data of departed migrant workers have been preserved in the database. DEMO offices provide the smart card to the outgoing migrant workers with encryption of the fingerprint. This smartcard and the fingerprint is cross-checked at three international airports during departure.

One-to-one matching of Finger Print at the Airport



4.16 Basic services by TTCs towards migrant workers

The functions of DEMOs can be broadly divided into three categories: i) Regulatory functions, ii) Protection issues and iii) Welfare service. The operational modalities of these three activities have been detailed in the following elaboration:

i) Registration of aspirant Job-seekers in the BMET Database:

The potential migrant workers register their particulars in the databank from which the recruitment for overseas employment is processed. 42 DEMOs are conducting this registration. The aspiring job-seekers have the facility for entry into the BMET central database from their own district. BMET is maintaining its dynamic and web portal based Database in Oracle Platform since 2004. **TTC will arrange registration of the particulars in the database meticulously. Necessary logistics will be acquired to provide the proficient services. The TTC will arrange appropriate waiting room for the aspirant migrants for the registration process.**



ii) Checking of visa papers

Checking the visa papers is an important service to the migrant workers which includes the review or verification of employment agreement, commonly known as job contract. As the migrant workers are

mostly less-educated and not very much aware about the terms and conditions of the contract, TTC may extend this service to the outgoing migrant workers to check the provisions of the employment agreement and ensure that the workers are well confident about the conditions of the contract. This will help empower them not to be cheated by the agent or any middleman. Most of the time, the visa is purchased by the Bangladeshi recruiting agent or their representative; at times, they are purchased by the migrant worker, which results in high migration cost. ***It has become very difficult to control the issue, but TTC must inform the aspirant migrants about the negative consequences of the visa trading, resulting into high migration cost, and make them understood about the unethical practices in recruitment process.***

iii) Online visa checking

A major function in the process of migration is 'online visa checking', which is one of the first steps in the pre-departure stage of migration. Some employing countries have extended the access to check the visa issued for recruitment of workers by the concerned Ministry. It allows an aspirant migrant worker to check the validity of his or her visa status before engaging in any monetary transaction with a recruitment agent. Visa papers are usually issued by the employing country. To check the authenticity of visa, some countries have allowed the checking option in the BMET website or in the relevant government agencies of the destination countries. KSA, Singapore, UAE, Qatar and Bahrain are among those countries providing access for online visa checking. ***TTCs will have to offer this service to the aspirant migrant workers.***



iv) Keeping Fingerprint of migrant workers:

Aspirant migrants are required to complete a registration form and record their biometric fingerprint data for processing the overseas employment. In the past, this service was only available at DEMO Dhaka. Since November 2016, the BMET has decentralised this service at the district level offices. ***TTC shall have the arrangements for discharging services related to fingerprint.***



v) Issuance of Emigration Clearance with Smart Card:

Obtaining emigration clearance with smart card is a mandatory process for migration from Bangladesh. The smart card was introduced in 2010 at Dhaka DEMO as a digital device that contains a microchip of 64 kb storing all the relevant information about a migrant worker both at home and abroad. To decentralise the process, BMET has extended the smart card services to 6 DEMOs. TTCs will implement this service with the approval of BMET.



vi) NOC for Migrants Family Members:

In case of joining the family member in the country of destination, the No Objection Certificate (NOC) for the relation is another category of clearance to allow them to visit the migrant to the country of employment. The provision of NOC for the family members has been decentralised to DEMOs. TTC may extend these services with the approval of BMET.

vii) Distribution of updated Recruitment Agency List:

BMET has the legal mandate to issue, renew, withhold and cancel the licenses for private recruitment agencies (RA). TTCs will be entrusted to regularly share the updated list of valid RAs to the public to facilitate safe migration and to prevent exploitation by unscrupulous agents and middlemen.

viii) Dissemination of information on all types related to overseas employment:

Proper information dissemination is the pre-requisite of a sound environment in the overseas employment recruitment system, since most migrants have limited knowledge about their work contracts or about the living and working conditions abroad. Several suggested activities for this purpose, in partnership with the MRCs, are mentioned in preceding section of this guide.

4.17 Pre-departure training

Workers must be aware of local customs and their responsibilities as a migrant worker. Abiding by the local rules and laws, custom and culture are part of migrant workers' duties and will make the experience of working and staying overseas more pleasant. In this regard, the content of the pre-departure training is very important. Presently, BMET is conducting the mandatory pre-departure training through Training Centres (TTCs) all over the country. This is 3 days for most of the destination countries, 7 days for South Korea through EPS, and 10 days for Seychelles. This training also include guidance on the rules and regulations of destination countries, food habits, custom, safety and security, and working conditions.



4.18 Housekeeping training

All the departing female migrants in the domestic services need to attend a training course on the uses of household appliances, rules and regulations, food habits, custom, safety and security, working conditions, etc. This course is a 30-day residential training. Initially, this course was provided in Dhaka only. At present, 46 TTCs are providing this course. The engaged TTCs for offering DEMO services may start or refer the female migrant workers to the nearest TTC for housekeeping training, if this is not offered within their respective districts.

4.19 Language training

To facilitate the communication skill and enhance the employability of the migrant workers, BMET has introduced courses on 5 languages (Japan, Korean, Cantonese, Arabic and English) in different TTCs all over the country. The newly engaged TTCs for offering DEMO services will refer the aspirant migrant workers to the nearest TTC for language training if this is not available within their respective districts.

4.20 Maintenance of records at TTC

TTC should maintain a register or database for its clients, following standards and information systems set-up by BMET. TTC must appoint an official to entertain each request or complaint received by the TTC. The responsible official should be trained for addressing disputes and must bring notices to the principal of the TTC for further processing.

4.21 Complaint Management

BMET maintains complaint management system. Migrant worker at any stage of migration who falls in fraudulent migration practice can lodge complaint. DEMOs support the BMET in the receipt, referral, processing or addressing of these complaints. There are various platforms or methods that BMET and DEMO use for this purpose, which the TTC may also use.

a) Online complaint mechanism

Online Complaint Management (OCM) is a mechanism for automated system of filing complaints online by the migrant workers from any place globally. It has reduced the hassle of the migrant workers in coming to the DEMO or BMET physically to lodge the complaint. It is processed officially and the latest status of the settlement of case may be tracked through web application.

b) Complaint Management Cell

BMET has formed a complaint management cell for prompt settlement of complaints relating to any kind of abuse or violation of rules and regulations in relation to the overseas employment. The management cell receives the written complaints from the migrants or members of his or her family. After receiving the written complaint, the cell emails the concerned wing of embassy in respective country as well as forwards a letter along with the submitted complaint to the Director for Emigration and Director for Employment for appropriate action. TTC can send the complaint received to the BMET complaint cell for settlement.

c) Complaint against recruiting agent

If any complaint is received against any recruiting agent, this shall have to be referred to BMET with information and recommendation for taking necessary action against the agent. This complaint may be lodged by the worker or the family member of the worker. If any complaint is lodged against the migrants in case of serious misconduct, the TTC shall send it to BMET for settlement also.

d) Legal support to the migrants

BMET has decentralised the legal support issues through DEMOs at district level offices to enable them to play an important role in mediating cases related to fraud in the migration processes. One of the major need of a migrant worker is a legal advice or support such as preparing an affidavit or collecting documents to serve as evidence. TTCs can support the migrant workers by referring them to local bar association, pro-bono lawyers or to BMET or WEWB for legal assistance.

e) Arbitration and reconciliation

The arbitration and reconciliation among the migrant worker, middlemen and the recruiting agents is usually done at the BMET headquarters through the complaint management cell. This function has also been performed at district level offices informally to provide the redress to the aggrieved victim of fraud in the migration process through mediation. TTCs can offer their arbitration services against fraud and deception in light of Article 41 of the Migrants Act 2013. TTC need to extend legal support through individual counselling, mediation or arbitration.

4.22 Dealing with death of migrants

Dead body repatriation, funding support for burial service and distribution of the death compensation are the major functions relating to death of migrants. DEMOs facilitate the disposal of dead body of the migrant workers by transmitting formal request from migrant's families. They also process the application for death compensation and finally arrange the distribution of the cheques for the compensation or grant money from the Wage Earners' Welfare Board (WEWB) to the legal heirs of the deceased.

Death in foreign country creates different and difficult situation to the family of the deceased, which necessitates action or support from the government, regardless of the cause of death. They can natural such as due diseases, work-related such as due to accidents, or traffic-related accidents, which is common in Middle East countries.

In case of death, TTCs need to perform the following tasks:

- i) After getting the information of death from the Embassy or Consulate or from the family of the migrant worker, TTC will collect the decision from the NoK whether the human remain will be buried there locally or be repatriated to Bangladesh.

- ii) If the body is requested for repatriation, TTC will communicate with the Embassy or Consulate regarding the decision and follow-up for earliest possible action. Then, TTC will inform the family about the grant for the burial and transportation of the dead body to their destination which is BDT 35,000.00 from the WEWB. This money is to be paid at the airport in Dhaka during handing over of the dead body at the cargo section of the airport in Dhaka.
- iii) TTC will also arrange distribution of arrear dues and death compensation money received from BMET or from the Embassy or Consulate to the legal heirs of the family of the deceased.

4.23 Medical grant and accident compensation

In case of the migrant worker's injury due to a work-related accident which necessitates his or her return to Bangladesh, WEWB arranges a financial grant for medical treatment and accident compensation from the overseas employer to the worker. TTCs will be involved in the distribution process of these grants. The migrant workers have been covered under the mandatory insurance provision implemented by the Government starting in October 2019.

4.24 Scholarships for migrants' children

42 DEMOs are actively engaged in processing and disbursing the scholarship offered by the WEWB for the meritorious children of the migrant and expatriate workers. TTCs will be involved in the distribution process of these grants.

4.25 Digitisation in training system

In the training methodology, digitisation process has been introduced with the use of multimedia classroom and computer application. E-learning platform to provide the contents of training both for skills development and pre-departure orientation training is stepping up and proving the success in visualisation of the practical work environment. In the process of familiarisation, the key messages are imparted both for skill training program and pre-departure training to potential migrant workers. TTCs will emphasise this programme towards the migrant workers.

4.26 Assistance to workers for sending remittance in legal channel

Remittance is one of the major factors for the economy of Bangladesh. It assists the economy to a large extent and government has given special attention to enhance remittance flow. It is necessary to support the migrant workers for smooth sending of remittance in the regular channel. Banks are the common transfer platform for remittance. The money transfer institutions are also rendering services in order to facilitate remittance with the least costs but expedient means. Government has provisioned 2% incentive for sending remittance in legal channel since August 2019. This initiative has promoted the remittance flow in the country with a positive impact.

Local banks are drawing arrangements with foreign banks to facilitate remittance. Banks have some limitations to access the workers especially those in remote areas. TTCs can play a vital role to guide the workers to send money through banking channels and provide them the necessary information about the remittance houses, current exchange rates and other business offers for the benefit of the migrant workers. They can also direct migrant workers and family members to open bank accounts before departure to facilitate sending of remittance.

Steps to be followed TTC in case of Death of Expatriate Bangladeshis:

1. Register the death info into a database
2. Inform WEWB or family of deceased to provide consent on local burial or repatriation of human remains and arrange accordingly
3. Try to visit the family of the deceased, if possible
4. Ensure measures so that the compensation money reaches the family

Transfer of remittance mechanism

A. Formal Channels:

- Demand Draft
- Travellers' Checks
- Telephonic transfer
- Account to account transfer
- Electronic transfer
- Remittance transfer through mobile phones

B. Informal Channels: not encouraged

- Cash and/or in kind sent by friends and relatives
- Cash and/or in kind carried by the migrant themselves
- Hundi/hawala (Stiffly, irregular and risky)

C. Promoting Savings of remittance

- Financial motivation and encouragement
- Investment instruments
- Foreign Currency Accounts
- Non-resident Foreign Currency Deposit (NFCD) Account
- Bonds
- Wage Earners Development Bond
- Non-resident Investor's Taka Account (NITA)
- US Dollar Investment Bond
- MFI Investment Products

The efforts mentioned above should be supported by the TTCs through:

1. Developing and distributing posters, leaflets and others materials from different banks.
2. Arranging programme to honour the highest remitters in the locality by giving a certificate.
3. Assisting in opening bank account at TTC premises.
4. Promoting government bonds and privilege card introduced by the Government.
5. Liaising with banks and exchange houses for sending remittances smoothly.
6. Assisting in the simplification of procedures to remit money.

4.27 Skill development

Skill development is an important area for the migrant workers. To realise the global demand and reduce migration cost, it is important to diversify skill development training programmes to cater to the foreign employment market. TTCs can extend the training program as per the demand of the destination countries.

4.28 Assistance to the returnee migrants

A good number of migrant workers have returned from different countries due to COVID pandemic situation. Ministry of Expatriates' Welfare and Overseas Employment extends several programmes to support these distressed workers. As of November 2020, 359,093 migrant workers returned in distressed condition. Migrant workers have been assisted with BDT 3 crore at the airport to facilitate their immediate needs and transportation to their own districts. BDT 13 crore has been distributed through 32 missions abroad to the distressed migrants. The Ministry has planned to provide humanitarian assistance to the poor and distressed returnees under social safety net. Incentive of BDT

200.00 crore has been allocated for implementation of this plan. TTCs may extend services towards the returnee migrants to make easy access to all these assistance.

i) Recognition of Prior Learning (RPL) of the returnee migrants

Assessment and certification of the acquired skills by the workers during their stay abroad is termed as Recognition of Prior Learning (RPL). Through this approach, the skills will be accredited by the Bangladesh Technical Education Board which will facilitate the re-employment and re-migration potential of the returnee migrant workers. TTCs are organising this RPL program for them.

ii) Loan to the distressed migrants due to COVID pandemic

Ministry has also announced soft loan facility from the *Probashi Kallyan* Bank for the migrants returned during COVID pandemic. This program is aimed at supporting the distressed returnee migrants to promote reintegration economically in the society through self-employment and entrepreneurship development. There are 35 sectors selected to provide this rehabilitation loan.

4.29 Resource requirements of the TTCs to be functional as DEMO

TTCs may require some additional facilities to perform these activities as presented below:

A. Infrastructure:

TTCs are mostly designed and built to impart different types of vocational and technical training to the youth. Enabling the TTCs to cater to the needs of migrant workers would require some infrastructure and facilities such as additional human resources, work areas, equipment and supplies, and communication facilities.

B. Equipment:

Some specific equipment will be required for extending the services to the migrant workers. These are as follows:

- | | |
|-------------------------------|--|
| 1. Computer | 2 |
| 2. Printer | 1 |
| 3. Fingerprint m/c | 2 |
| 4. Smart Card printer machine | 1 (If any particular TTC is allocated with the responsibility of issuing smart card) |

C. Furniture

A set of furniture will be needed to arrange the provision of DEMO services in the TTC. These are as follows:

- | | |
|-------------------------------|---|
| 1. Executive Chair | 3 |
| 2. Guest chair (3 chairs) set | 4 (In the waiting space for the migrants) |
| 3. File cabinet | 2 |

D. Resource materials

Sufficient number of resource materials for awareness campaigns should be provided. Necessary amount of stationeries, communication facilities and other essentials may be supplied so that they can deliver the services comfortably.

E. Workforce

TTCs are operating with instructional and academic human resources. Some specific manpower need to be engaged for exclusive services for the migrant workers such as:

- | | |
|----------------------|---|
| 1. Migration officer | 1 |
| 2. Computer operator | 1 |
| 3. Head assistant | 1 |
| 4. Office assistant | 1 |

4.30 Recommendations in regard to services for ethical and responsible migration

TTCs must be pro-people, migrant-friendly and serves-efficient. TTCs should serve for the protection of migrants and extend humanitarian attitude towards them with a positive mind-set. The main features in delivery of services are as follows:

A. Protection of Workers:

- To safeguard the worker's rights, upholding his or her dignity as a person and as a worker;
- To ensure that the migrant is not exploited or discriminated;
- To provide assistance on all matters pertaining to the migrant's contract or employment;
- To provide proper documentation to ensure the protected and facilitated migration;
- To ensure migrants and their families receive compensation for death, injury or others;
- To ensure that the rights and well-being of women migrant workers are protected against abuse and exploitation; and
- To provide assistance in remittance transfer and account opening.

B. Development of Migrant Services and Mechanisms to Access those Services

Migrant services include, a) awareness raising through public information and education; b) migration health services; c) safe remittance transfer; and d) investment opportunities,

These services will be mostly designed to formulate a function-oriented TTC with the following special characteristics:

- Migrant friendly
- Pro-active
- Digitalised services
- Decentralised functions
- Easy to access
- Efficient service delivery

C. Service facilitation

There is shortage of staff in some TTCs to serve the huge number of aspirant migrant workers. To provide more intensive, timely and client-oriented services to the migrants, the following steps should be taken:

1. Arrange more staff from regular budget, locally hired or outsourced.
2. Engage with NGOs to support some welfare services.
3. Utilise Union Digital Centres (UDCs) opened under the purview of A2i of ICT Ministry and more services could be extended to the remote areas with convenience.
4. Conduct massive information campaigns through social media and create groups in Messenger, Viber, IMO, etc.
5. Maintain records and prepare a local database of migrants and expatriates within the district to facilitate access to service, as well as take cooperation in redressing problems of workers locally.
6. Increase budgetary provision for labour welfare wings to extend more efficient services.
7. To ensure reduction in time, distance, visit and cost of the migrant workers to get the services from TTC, the services may be programmed through counter-booth system to avoid middlemen in the TTC premises.
8. Display information on all the services in TTC through info-graphics, including the citizen charter, with all requisite fees and processes.



9. Protection of workers during the prosecution of cases against the problems of workers should be ensured from TTC to facilitate accruing the proper result from the cases.
10. Promote more skilled migration through encouraging and adopting skill development training.
11. Capacitate migrants and their families on financial inclusion and literacy, including use of formal banking channels for their remittances.
12. Inform migrant workers about various bonds and other investment options and opportunities.
13. Establish a digitised system to file complaints. Mobile applications can be utilised for an effective complaint service mechanism.
14. To make the TTCs more migrant-friendly, make the procedures simple and expedient. Specified formats with clear and simple instructions should be prepared to execute the functions at different kinds of service delivery.
15. Create a positive mind-set for the entire TTC with all the officials and staff to work in proactive and migrant-friendly attitude. In this regard, an intensive training should be provided to the TTC on rules and regulation and also in-service training to protect the rights of migrant workers.

4.31 Use of various Formats

Some specified formats may be used by the TTCs to facilitate the rendering of services in a coordinated way. The forms are in the Annexes.

Annexure

1. Registration form for overseas employment
2. Complaint lodge form
3. Form for receiving human remains of the deceased migrant
4. Form for burial information of the deceased migrant
5. Application form for i) Financial Assistance for dead body transportation and burial, ii) One-time financial assistance, iii) Death Compensation from Employer or other sources and iv) Salary dues and insurance
6. Form for submission of documents
7. Fingerprint enrolment form
8. Individual clearance form
9. Form for Recruiting Agent
10. Application form for financial assistance
11. Format for the General Power of Attorney
12. Template for guardianship certificate
13. Sample form for Indemnity Bond
14. Request for information form
15. Complaint form to Information Commission
16. Sample RPL notice
17. Notice- application for scholarship from WEWB
18. Application form for scholarship application

1. Registration form for overseas employment



Government of the People's Republic of Bangladesh
Bureau of Manpower, Employment and Training (BMET)
Website: www.bmet.org.bd, e-mail: registration@bmet.org.bd

Attach Photograph

JOB SEEKER'S REGISTRATION FORM

Personal Information

Name : _____
(First name) (Middle name) (Last Name)

Father's Name : _____ **Mother's Name** : _____

Spouse's Name : _____ **National ID** : _____

Birth Country : _____ **Birth District** : _____

Nationality : _____ **Religion** : _____

Birth Date : _____

Marital Status : Married Unmarried **Sex** : Male Female

Weight (kg) : _____ **Height (meter)** : _____

No. of Daughter : _____ **No. of Son** : _____

Passport Issue Date : _____ **Passport No** : _____ (Format: x xxxxxxx)

Desired Job : i) _____ ii) _____ iii) _____

Address

Permanent Address	Mailing Address
Street/Para : _____	Street/Para : _____
Division : _____	Division : _____
District : _____	District : _____
Thana/Upazilla : _____	Thana/Upazilla : _____
Word/Union : _____	Word/Union : _____
Area/Village : _____	Area/Village : _____
Post Office : _____	Post Office : _____
Email : _____	Email : _____
Mobile,Phone : _____	Mobile,Phone : _____

Nominee Information

Nominee Name : _____ **Relation** : _____

Address : _____ **Phone/Mobile** : _____

Educational Information

DEGREE NAME	PASSING YEAR	INSTITUTE/SCHOOL	BOARD	SUBJECT	GRADE/DIVISION

If require add extra papers of same format.

Language Skill						
LANGUAGE NAME	ORAL SKILL			WRITING SKILL		
	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Workable	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Workable
	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Workable	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Workable
	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Workable	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Workable

Experience Information	
Company Name :	Position Held :
Serve From :	Serve Till :
Address :	Phone/Mobile :
Contact Person :	Email :
Responsibility :	Achievement :

If required add extra papers of same format.

Training Information			
TRAINING NAME	INSTITUTE	DURATION (in Month)	DESCRIPTION

If required add extra papers of same format.

I hereby declare that the above written particulars are true to the best of my knowledge and belief. I am conscious of the legal consequences due to false declarations, formation or use of fake documents.

Signature of DEMO Official
(Seal)

Applicant's Signature

Job Category

1. Accountant	41. Coiling Machine Operator	81. Gas Worker	121. Mason	181. Sandwich Maker
2. Administrative Officer	42. Computer Engineer	82. General Surgery Specialist	122. Mechanical Drafts Man	182. Screen Filter
3. Agriculture Engineer	43. Computer Operator	83. General Health Specialist	123. Mechanical Engineer	183. Screen Maker
4. Agriculture Labour	44. Computer Programmer/Software Developer	84. Gold Smith	124. Mechanical Technician	184. Seaman
5. Air Conditioning Engineer	45. Computer Technician/Hardware Engineer	85. Grinder	125. Medical Technician	185. Seat Maker
6. Air Conditioning Technician	46. Concrete Mixer Man	86. Grinder	126. Medicine Specialist	186. Security Guard
7. Air Hostess/Stewardess	47. Construction Worker	87. Gynecologist	127. Merchant	187. Shepherd
8. Aluminium Technician	48. Cook/Chief	88. Hairdresser	128. Metallurgical Engineer	188. Shoe Maker
9. Anaesthesiologist	49. Data Entry Operator	89. Heavy Vehicle Driver	129. Microbiologist	189. Sign Writer
10. Architect	50. Database Administrator	90. Helper	130. Naval Architect	190. Sofa Maker
11. Architectural Labour	51. Decoration Labour	91. Horse Rider	131. Neonatal Specialist	191. Specialist Doctor
12. Artist	52. Dental Technician	92. Hospital Attendant	132. Nerve Surgery Specialist	192. Steel Worker
13. Auto Dentist	53. Dentist	93. Hospital Management	133. Network Administrator	193. Store Keeper
14. Auto Painter	54. Dermatologist	94. Hotel Boy	134. Network Engineer	194. Student
15. Automobile and Oil	55. Dish Cleaner	95. House Keeper	135. Network Technician	195. Surgeon
16. Automobile Engineer	56. Dispensers	96. House Worker	136. Nurse	196. System Administrator
17. Automobile Mechanic/Technician	57. Doctor	97. IT Consultant	137. Nutrition Specialist	197. System Analyst
18. Baby Sitter	58. Door Fitter	98. IT Professional	138. Office Assistant	198. System Designer
19. Baker	59. Door Maker	99. Inam/Mustazzin	139. Oil Changer	199. Teacher
20. Banker	60. Drafts Man	100. Industrial Engineer	140. Oxygen Welder	200. Telecommunication Engineer
21. Barber	61. Driver	101. Infectious Disease Specialist	141. Painter	201. Telephone Mechanic
22. Biochemistry Specialist	62. Electrical Drafts Man	102. Interior Designer	142. Petro-Chemical Engineer	202. Telephone Operator
23. Biologist	63. Electrical and Electronic Engineer	103. Iron man	143. Pharmacist	203. Television Photographer
24. Book Smith	64. Electrician	104. Journalist	144. Physician	204. Textile Engineer
25. Blood Bank Technician	65. Electronic Mechanic	105. Juice Maker	145. Physiologist	205. Thermal Engineer
26. Business	66. Embroidery/Tailor	106. Kitchen Worker	146. Pipe Worker	206. Tiles Worker
27. Butcher	67. Factory Worker	107. Lab. Technician	147. Plasterer	207. Tourist Guide
28. Car Washing and Polishing	68. Farmer	108. Labour	148. Plumber	208. Tower Crane Operator
29. Cardiologist	69. Fashion Designer	109. Labour Controller	149. Plumbing Drafts Man	209. Trainer
30. Care Taker	70. Fireman	110. Laundry Man	150. Porter	210. Translator
31. Carpenter	71. Fisherman	111. Lawyer	151. Private Service	211. Tug Master
32. Carpet Labour	72. Fitter	112. Leather Technician	152. Project Coordinator	212. Typist
33. Cashier	73. Flight Attendant	113. Librarian	153. Project Engineer	213. Vaporizer
34. Chartered Accountant	74. Food Server	114. Machine Operator	154. Project Manager	214. Walker
35. Chemical Engineer	75. Foreman	115. Maintenance Engineer	155. Receptionist	215. Web Designer/Developer
36. Chemist	76. Fuel Man	116. Maintenance Technician	156. Recreation Attendant	216. Welder/Fabricator
37. Civil Engineer	77. Sanitary Operator	117. Maintenance and System Support	157. Rod Bender	217. Wood Worker
38. Cleaner	78. Gardener	118. Marine Engineer	158. Sales Manager	218. Worktop Worker
39. Clerk	79. Garments Worker	119. Marketing Executive/Marketing Manager	159. Sales Representative	
40. Coffee or Tea Maker	80. Gas Pump Attendant	120. Marketing Specialist	160. Salesman	

2. Complaint lodge form

 Government People's Republic of Bangladesh Bureau of Manpower, Employment and Training (BMET) 	
Complaint Form (Against Recruiting Agent)	
Complaint ID: _____ (C_MM_YYYY_4 digit serial)	
1. Complainant Information	
a) Name of Complainant: _____	
b) Father's/Husband's Name: _____	
c) Address: _____ _____ Upazilla: _____ District: _____	
d) Mobile/Phone: _____ Email: _____	
2. Recruiting Agency (RA) Information	
a) RL No.: _____	
b) RA's Name: _____	
c) RA's Address: _____	
3. Your Complain (please ✓ the appropriate boxes or specify in short)	
a) Money misappropriation, b) Not sending workers abroad, c) Job contract not renewed	
d) Overtime without pay, e) Job not provided, f) Nonpayment of salary	
g) Accommodation problem, h) Food problem, i) Extra duty	
j) Irregular salary, k) Stranded at airport l) Non existence of company	
m) Physical harassment n) Sexual harassment o) Medically unfit	
p) Others (specify in short): _____	
4. Employer/Sponsor Information	
a) Name of country/destination: _____	
b) Name of the employer/sponsor: _____	
c) Address of the employer: _____ _____	
4. Information of the affected persons (including the applicant, if affected): Please go to the next page →	
Date: _____	Complainant's Signature _____
<hr/>  Government People's Republic of Bangladesh Bureau of Manpower, Employment and Training (BMET) 	
Complaint Submission Acknowledgement Receipt	
Complaint ID: _____	
1. Name of Complainant: _____	
2. Father's Name: _____	
3. Address: _____ _____ Upazilla: _____ District: _____	
Date: _____	Signature of BMET Official (Seal)



Government People's Republic of Bangladesh



Bureau of Manpower, Employment and Training (BMET)

(Dead body arrival information at Hazrat Shahjalal Int'l Airport)

Date: _____

1. (a) File reference No.: _____ (b) Country of death: _____

2. Deceased information

(a) Name: _____ (b) Father's Name: _____
 (c) Husband's/Wife's Name: _____ (d) Passport no.: _____
 (e) Date of Issue: _____ (f) Place of issue: _____

3. Flight information

(a) Airways bill no.: _____ (b) Flight No.: _____
 (b) Date : _____ (c) Airline's name: _____

4. Deceased Address

(a) Street Address/ Para: _____
 (b) Division: _____ iii) District: _____
 © Thana/ Upazilla : _____ v) Ward/ Union: _____
 (d) Area/ Village : _____

5. Dead body receiver information

(a) Name: _____
 (b) Relationship with deceased: _____
 © Contact no: _____

 Signature of the operator

4. Form for burial information of the deceased migrant

বরাবর,

পরিচালক (কল্যাণ),
জনশক্তি, কর্মসংস্থান ও প্রশিক্ষণ ব্যুরো
৮৯/২ কাকরাইল, ঢাকা-১০০০।

দৃষ্টি আকর্ষণ : উপ-পরিচালক (কল্যাণ)।

বিষয় : মৃত- এর লাশ সংশ্লিষ্ট দেশে
দাফন/ নিয়োগকর্তার খরচে দেশে প্রেরণের মতামত সংক্রান্ত।

জন্মাব,

সবিনয় নিবেদন এই যে, আমার পুত্র/স্বামী/ভাই/বোন/পিতা/মাতা/স্ত্রী গত
তারিখে দেশে স্বাভাবিক/দুর্ঘটনা জনিত কারণে মৃত্যুবরণ করিয়াছেন মর্মে আত্মীয়ের
টেলিফোন/পত্রে জানিতে পারিয়াছি।

এমতাবস্থায়, মৃত এর লাশ দেশে প্রেরণ/সংশ্লিষ্ট দেশে দাফন/
সৎকারের ব্যবস্থা গ্রহণ এবং মৃত্যুজনিত ক্ষতিপূরণ, বকেয়া বেতন, মূল পাসপোর্ট ও মৃত্যু সংক্রান্ত যাবতীয়
কাগজপত্রাদি পাওয়ার প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ করিতেছি। উল্লেখ্য যে, মৃত্যুকালে সে
বিবাহিত/অবিবাহিত ছিল।

বিনীত নিবেদক/নিবেদিকা,

১। নাম-

স্বাক্ষর-

মৃতের সহিত সম্পর্ক-

গ্রাম/মহল্লা-

পোঃ-

থানা-

জেলা-

২। নাম-

স্বাক্ষর-

মৃতের সহিত সম্পর্ক-

গ্রাম/মহল্লা-

পোঃ-

থানা-

জেলা-

৩। নাম-

স্বাক্ষর-

মৃতের সহিত সম্পর্ক-

গ্রাম/মহল্লা-

পোঃ-

থানা-

জেলা-

স্থানীয় ইউপি চেয়ারম্যান/পৌর
কমিশনার এর স্বাক্ষরসহ সিল।

ফরম প্রদান কারী কর্মকর্তা/
কর্মচারীর স্বাক্ষরসহ সিল।

অঃ পূঃ দঃ

মৃতের বাংলাদেশের পূর্ণ ঠিকানা (পাসপোর্ট অনুযায়ী)

- ১। মৃতের নাম ঃ
- ২। পিতা/স্বামীর নাম ঃ
- ৩। স্থায়ী ঠিকানা ঃ গ্রাম/মহল্লা-
পোঃ-
থানা-
জেলা-
- ৪। বর্তমান ঠিকানা ঃ গ্রাম/মহল্লা-
পোঃ-
থানা-
জেলা-
- ৫। পাসপোর্ট নম্বর (যদি থাকে) ঃ
- ৬। বিদেশে নিয়োগকর্তা/নিয়োগকারী
প্রতিষ্ঠানের নাম ও পূর্ণ ঠিকানা ঃ
(ক) টেলিফোন নম্বর ঃ
(খ) ফ্যাক্স নম্বর ঃ
- ৭। সংশ্লিষ্ট দেশে মৃতের বন্ধু/বান্ধব
ও আত্মীয় স্বজনের টেলিফোনে/
ফ্যাক্স নাম্বার প্রদান করিতে হইবে।
যিনি মৃতদেহ সম্পর্কে অবগত আছেন।
- ৮। মৃতদেহ বিমান বন্দর হইতে গ্রহণকারী ব্যক্তির নাম-
মৃতের সহিত সম্পর্ক-
গ্রাম/মহল্লা-
পোঃ-
থানা-
জেলা-
টেলিফোন নম্বর-
মোবাইল ফোন নম্বর-
- ৯। বিদেশে মৃতের লাশ কোন হাসপাতালে
কোথায় আছে, তাহার ঠিকানা ঃ

5. Application form for i) Financial Assistance for dead body transportation and burial, ii) One-time financial assistance, iii) Death Compensation from Employer or other sources and iv) Salary dues and insurance



Government People's Republic of Bangladesh
Bureau of Manpower, Employment and Training (BMET)



DEMO -2

District Employment and Manpower Office (DEMO)

Application Form

Application Tracking No.
(To be filled by Office)

1. DEMO Name: _____

2. Application for (Please put V marks, at a time more than one application is allowed)
 - a) Financial Assistance for dead body transport & burial (Tk. 20,000.00/35,000.00)
 - b) One time financial assistance (Tk. 100,000.00/200,000.00)
 - c) Death Compensation from Employer/Sponsor or other sources
 - d) Salary dues and insurance

3. Deceased Information
 - a) Name of the Deceased: _____
 - b) Father's name: _____
 - c) Husband's/Wife's name: _____
 - d) Passport no. : _____ e) Immigration Clearance ID: _____
 - e) Country of death : _____

4. Permanent Address
 - i) Street Address/ Para: _____
 - ii) Division: _____ iii) District: _____
 - iv) Thana/ Upazilla : _____ v) Ward/ Union/post: _____
 - vi) Area/ Village : _____ vii) Contact no: _____

5. Burial Information
 - a) Date of dead body burial: _____ b) Place of burial: home/abroad

6. Applicant's Information
 - a) Applicant's name: _____
 - b) Address: _____
 - c) Relationship with the deceased: _____ d) Mobile no.: _____
 - d) Application date: _____

Applicant's Signature & date



District Employment and Manpower Office (DEMO)

Documents Submitted by the Applicant

1. **Application Tracking no. :** _____
2. **The following information /documents are submitted (please put mark)**
 - a) Photocopy of deceased passport including the immigration departure page,
 - b) Original/attested photocopy of airways bill,
 - c) Death certificate from concerned High commission or embassy of Bangladesh (if any),
 - d) Heirship certificate (which includes heir name, age and signature/fingerprint) issued by local chairman/commissioner,
 - e) 2-passport size photos of authorized cheque receiving person(s); attested jointly by local chairman/commissioner and DEMO official,
 - f) 2-passport size photos of each heir; attested jointly by local chairman/commissioner and DEMO official,
 - g) Distribution 'Far-az-nama' of one time compensation (Tk. 100,000/ 200,000) / regular salary dues/ insurance/ compensation etc from a renowned advocate in his Letterhead pad,
 - h) An 'indemnity bond' of Tk. 300/- on non-judicial stamp from a judicial magistrate/ executive magistrate/notary public of the deceased home district.
 - i) A 'power of attorney' (for one time financial assistance & compensation) of Tk. 300/- on non-judicial stamp from a judicial magistrate/ executive magistrate/notary public of the deceased home district.
 - j) 'Guardianship certificate' of immature children (if any) from district Judge/family court of the deceased home district

3. Heirs detailed information (to be verified by DEMO)

A. a) Name: _____ b) Relationship: _____
 c) Address: _____
 d) Amount (Tk.) : i) Burial: _____, ii) One time: _____, iii) Compensation: _____
 iv) Salary dues: _____ v) Others: _____
 e) Cheque receiver: YES/ NO f) Photo:

B. a) Name: _____ b) Relationship: _____
 c) Address: _____
 d) Amount (Tk.) : i) Burial: _____, ii) One time: _____, iii) Compensation: _____
 iv) Salary dues: _____ v) Others: _____
 e) Cheque receiver: YES/ NO f) Photo:

C. a) Name: _____ b) Relationship: _____
 c) Address: _____
 d) Amount (Tk.) : i) Burial: _____, ii) One time: _____, iii) Compensation: _____
 iv) Salary dues: _____ v) Others: _____
 e) Cheque receiver: YES/ NO f) Photo:

(To add more heirs, please use similar format on the next page)

Date: _____

 Applicant's signature



Government People's Republic of Bangladesh
Bureau of Manpower, Employment and Training (BMET)



Job seeker's fingerprint enrollment form

Date: _____

1. Registration number: _____
2. Job seeker's name: _____
3. Father's name: _____
4. Mother's name: _____
5. a) Birth district: _____ b) Date of birth: _____

Job seeker's signature

Fingerprint operator's signature



Government People's Republic of Bangladesh
Bureau of Manpower, Employment and Training (BMET)



Job seeker's fingerprint enrollment form

Date: _____

1. Registration number: _____
2. Job seeker's name: _____
3. Father's name: _____
4. Mother's name: _____
5. a) Birth district: _____ b) Date of birth: _____

Job seeker's signature

Fingerprint operator's signature


Government People's Republic of Bangladesh
Bureau of Manpower, Employment and Training (BMET)


Individual Clearance Application Form

Serial Number: Date.....

A. Visa Information

1. Block visa No.: _____ 2. Visa issue date: _____
 3. Visa issuing country: _____ 4. Total visa count: _____
 5. RL no.: _____ 6. RA name: _____

B. Employer /Company/ foreign recruiting agent Information

7. Employer is a company or recruiting agent (foreign): **Yes/NO**
 8. Employer/ company/recruiting agent (foreign) name: _____

 9a) Street address: _____
 a) City/Town : _____, c) Phone: _____
 d) Zip code: _____ e) Fax number: _____
 f) E-mail: _____ g) Website: _____

C. Employee Information

Item	Employee # 1	Employee # 2	Employee # 3
Registration ID			
Visa number			
Visa issue date			
Visa expiry date			
Visa issue country			
Visa issue place			
Type of visa			
Passport type			
Category name			
Purpose of visit			
Passport number			
Passport issue date			
Passport expiry date			
Passport issue place			
Profession in passport			
Birth date in passport			

D. Job information

Item	Job/post category # 1	Job/post category # 2	Job/post category # 3
Name of Job/post			
Monthly wages/salary			
Food (Put v)	YES/NO	YES/NO	YES/NO
Housing (Put v)	YES/NO	YES/NO	YES/NO
Medical (Put v)	YES/NO	YES/NO	YES/NO
Air fare (Put v)	YES/NO	YES/NO	YES/NO
Over time (Put v)	YES/NO	YES/NO	YES/NO
Contract duration (yr)			
Others			
Remarks			

• If required add extra pages for employee and job information

Signature of the recipient Officer _____ Applicant's Signature _____

E-mail: infor@bmet.org.bd Website: www.bmet.org.bd



**Government People's Republic of Bangladesh
Bureau of Manpower, Employment and Training (BMET)**



Recruiting Agent Information Collection form

A: Recruiting Agent's (RA) basic information

1a) RA License no.: _____ b) Agent File Ref. No.: _____
 2 a) License issue date: _____ b) License validity date: _____
 3a) Name of RA: _____
 b) Address: _____

 c) Phone no. (all available numbers): _____
 d) Fax: _____ e) E-mail: _____
 4a) Company type (put tick mark): *Proprietorship/ Partnership/ Limited Company*
 b) Office space (in sq. ft): _____
 5a) Managing Director's /chief's/ Owner's name: _____
 b) Contact No.: _____ c) Signature: _____ d) Photo:

B. Branch information

a) Branch Name: _____
 b) Address: _____
 c) Contact Person: _____ d) Designation: _____
 e) Phone: _____ f) Mobile: _____ g) E-mail: _____

C. Training center information

a) Training Center Name: _____
 b) Address: _____
 c) Phone No.: _____ d) Fax: _____
 e) Name of trades: _____

D. Overseas Representative

a) Name: _____ b) Country: _____
 c) Acting as representative from (Date): _____
 d) Present Address: _____
 e) Contact No.: _____ f) E-mail: _____ g) Photo:

(Please add extra sheet if more than one overseas representative for this recruiting agent)

E. Agent status

a) Status (put tick mark): *valid/invalid* b) Last renewal date: _____
 c) Comments (if invalid/suspended): _____

E-mail: infor@bmet.org.bd

Website: www.bmet.org.bd

PTO: Employee information

Recruiting Agent's Employee Information (includes owner, directors, partners and RA's all employees)

Sl no.	Name	Designation	Birth date	Joining date	Address	Educational/Tech. qualification (last degree)	If representative (Signature, contact no. & Joining date)	Photograph
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								

(If more than 11 employees in a recruiting agent please add extra sheet)

বরাবর,

সহকারী পরিচালক
জেলা কর্মসংস্থান ও জনশক্তি অফিস
..... জেলা।

বিষয়ঃ সৌদি আরব/ দুবাই/ আবুধাবী/ কুয়েত/ কাতার/ সিঙ্গাপুর/ বাহরাইন/ ওমান/ মালয়েশিয়া এ
মৃত পিতা- এর লাশ পরিবহন ও দাফন বাবদ/
কল্যাণ তহবিল হতে প্রদত্ত আর্থিক অনুদান/ মৃত্যুজনিত ক্ষতিপূরণ, বকেয়া পাওনা ও ইন্স্যুরেন্স বাবদ অর্থ বিতরণ ও আর্থিক
সাহায্য মঞ্জুরী প্রাপ্তির আবেদন।

উপরোক্ত বিষয়ে জানানো যাচ্ছে যে, আমার স্বামী/ স্ত্রী/ পুত্র/ কন্যা/ ভাই/ বোন/ বিগত তারিখে সৌদি
আরব/ দুবাই/ আবুধাবী/ কুয়েত/ কাতার/ সিঙ্গাপুর/ বাহরাইন/ ওমান/ মালয়েশিয়া এ বৈধভাবে কর্মরত অবস্থায়/
দুর্ঘটনা জনিত কারণে মৃত্যুবরণ করেন। মৃতের লাশ গত তারিখে দেশে আনয়ন/ সর্গশিষ্ট দেশে দাফন কার্য সম্পাদন
করা হয়।

মৃতের লাশ পরিবহন ও দাফন খরচ বাবদ/ কল্যাণ তহবিল হতে প্রদত্ত এককালীন আর্থিক অনুদান/ মৃত্যুজনিত ক্ষতিপূরণ, বকেয়া
পাওনা ও ইন্স্যুরেন্স বাবদ অর্থ বিতরণ ও আর্থিক সাহায্য মঞ্জুরীর নিমিত্তে নিম্নে বর্ণিত প্রয়োজনীয় কাগজপত্রাদি এতদসংগে দাখিল করা
হলো :

- ১। মৃত ব্যক্তির পাসপোর্টের ফটোকপি (বহির্গমন ছাড়পত্র যদি থাকে)।
- ২। এয়ার ওয়ে বিলের মূল কপি/ সত্যায়িত ফটোকপি।
- ৩। ডেথ সার্টিফিকেট (মৃত্যু সনদ)/ সর্গশিষ্ট হাইকমিশন কিংবা দূতাবাস কর্তৃক প্রত্যয়ন/ সনদপত্র (যদি থাকে)।
- ৪। মৃত ব্যক্তির প্রকৃত ওয়ারিশগণের নাম, বয়স ও স্বাক্ষর/ টিপসহি সচলিত স্থানীয় চেয়ারম্যান/ কমিশনার কর্তৃক প্রদত্ত
“ওয়ারিশ সনদ”।
- ৫। চেক গ্রহণের ক্ষমতা প্রাপ্ত ব্যক্তির ২ (দুই) কপি পাসপোর্ট সাইজের ছবি সর্গশিষ্ট চেয়ারম্যান ও জেলা কর্মসংস্থান ও
জনশক্তি অফিস (ডিইএমও) কর্তৃক সত্যায়িত।
- ৬। মৃতের প্রত্যেক ওয়ারিশের স্থানীয় চেয়ারম্যান/ কমিশনার কর্তৃক ও জেলা কর্মসংস্থান ও জনশক্তি অফিস (ডিইএমও)
প্রধান কর্তৃক সত্যায়িত ২ (দুই) কপি পাসপোর্ট সাইজ ছবি।
- ৭। যে কোন স্বীকৃত উকিলের প্যাডে ১,০০,০০০/- (এক লক্ষ) টাকা/ ২,০০,০০০/- (দুই লক্ষ) টাকা/ মৃত্যুজনিত
ক্ষতিপূরণ/ বকেয়া পাওনা বাবদ অর্থ প্রত্যেক ওয়ারিশদের মধ্যে বন্টনের “ফারায়াজ নামা”।
- ৮। ৩০০/- (তিনশত) টাকার নন-জুডিশিয়াল স্ট্যাম্প নিজ জেলার চীফ জুডিশিয়াল ম্যাজিস্ট্রেট/ নির্বাহী ম্যাজিস্ট্রেট/
নোটারী পাবলিক কর্তৃক নোটারাইজড “ইনডেমনিটি বন্ড” (সংযুক্ত নমুনা মোতাবেক)।
- ৯। ৩০০/- (তিনশত) টাকার নন-জুডিশিয়াল স্ট্যাম্প নিজ জেলার চীফ জুডিশিয়াল ম্যাজিস্ট্রেট/ নির্বাহী ম্যাজিস্ট্রেট/
নোটারী পাবলিক কর্তৃক নোটারাইজড “পাওয়ার অব এটর্নী” (আর্থিক সাহায্য ও ক্ষতিপূরণের ক্ষেত্রে প্রযোজ্য)।
- ১০। মৃতের নাবালক ওয়ারিশের ক্ষেত্রে (যদি থাকে) নিজ জেলা হতে পারিবারিক আদালত/ জেলা জজ কর্তৃক প্রদত্ত
নাবালকের “অভিভাবকত্ব সনদপত্র”।

এমতাবস্থায়, দাখিলকৃত কাগজপত্রাদির ভিত্তিতে প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য বিনীত অনুরোধ জানাচ্ছি।

তারিখ-

নিবেদক/ নিবেদিকা,

স্বাক্ষর
(আবেদনকারীর নাম)

গ্রাম ডাকঘর

উপজেলা জেলা

ফোন নম্বর মৃতের সাথে সম্পর্ক

General Power of Attorney

KNOWN ALL MEN BY THESE PRESENTS THAT WE

S.L	Name	Age	Relationship with the deceased

All residing at

.....

being the Legal Heirs of late Mr. Do hereby appoint and retain the Ambassador of Bangladesh in Riyadh (Saudi Arabia) with the power to nominate any of the officers of the Embassy as our lawfully constituted attorney to do the following acts.

- i) To file the claim and pursue the case to receive on our behalf the death compensation (Blood Money), salary dues and any other amounts due to the deceased, Mr. and pass on the same to us.
- ii) We agree and undertake to ratify and confirm whatever our Attorney may lawfully do by virtue of the powers hereby given.
- iii) The minor children mentioned at serial No. above are under the care of Mrs. Mr. (Relationship) with minors to mentioned who is the Legal Guardian and has signed on their behalf.

In witness we have executed this Power of Attorney on the Of
 200 in the presents of :-

Guardianship Certificate

All the praises for Allah and bless be upon the Prophet (sm).

I, the under signed, Notary Public appointed by the Government of Bangladesh for whole Bangladesh, hereby declare that it appeared to me, that Mrs.of village-....., P.O., P.S., Bangladesh is faithful, honest and eligible to be the legal & natural Guardian of her minor children as detailed follows:

<u>No.</u>	<u>Name</u>	<u>Age</u>
(1)		

Upon this I fixed her as legal guardian of above mentioned minors for administration of his affairs and keeping his right up to his maturity & become capable of protecting his interests.

Sd / Notary Public
....., Bangladesh

INDEMNITY BOND
BEFORE THE NOTARY PUBLIC, DHAKA,
BANGLADESH
GENERAL POWER OF ATTORNEY

Be it known to all that We, 1..... 2.
 3.
 of all Village- P.O. P.S.
, Dist-, By Faith-, By
 profession-.....Nationality-.....
 Father/Mother/Wife respectively of, Bangladeshi
 national bearing Passport No-....., who was working
 and Died there on due toin He
 has dues to the company where he was serving and also other dues as insurance
 claims, social security, bank deposited, death compensation, if any etc. As per
 law of, but as we are very poor and has no means to go to
 to release the aforesaid dues, we have decided to empower
 someone on our behalf for the said purpose and as such we do hereby nominate,
 constitute and appoint of Bangladesh Embassy in
 to do the following acts. Deed etc. On our behalf :-

- (a) To release all Dues remaining with his employer where he served till death.
- (b) To release others dues if any lies with other person, company, Govt. & semi-Govt. organizations, life insurance, social security deposits, bank deposits etc. And to send back to us and has right to receive cash money or cherub from any bank.
- (c) This power of attorney will cancel all the previous authorization in this regard and this will be effective in all affaires in future.
- (d) He will be able to receive cash money or cherub ordered by the High Court of Kuwait that may be either from bank or any other company or ministry.
- (e) To negotiate, compound, compromise and to settle all issues with the employer, and other offices govt. semi-Govt. for releasing of the dues left by the said deceased.
- (f) To file suits cases in the labor Court of any other courts and organizations in Kuwait as per law of Kuwait and for the said purposes, appoint advocates & lawyers with full power to appear in the court to file complaints, written statements, swear affidavits and petitions etc. Which would be required for this dues and claims and to do all other things, which would do if we were present.
- (g) To sign all necessary deed and documents in our favor as our attorney and all other lawful works in the above concern and the above attorney has the right to authorize others for the above purpose.

In Witness here of we have signed this deed.

Witness

1.

1.

2.

3.

2.

Signature of Executing Persons.

**BEFORE THE NOTARY PUBLIC, DHAKA,
BANGLADESH
LEGAL HERSHIP CERTIFICATE THROUGH AN AFFIDAVIT**

We, 1. (Father of.....), 2.
..... (Mother of) 3.
(Wife ofder) of all Village-, P.O.
....., P.S.i, Dist-, By Faith-
....., By profession-, Nationality – Bangladeshi by
Birth do here by solemnly affirm & declare as follows :-

That the deceased :, Bangladeshi National bearing Passport No-....., who was working And died there on Due to in leaving behind the following heirs :

SI. No.	Name of heirs	Relation decease	With Age
01.			
02.			
03.			

The our above deceased left no other heirs/successors except the above mentioned legal heirs to inherit assets and liabilities left by the above late Md. Rafiqul Islam Sikder.

That the statements made above are true to the best of out knowledge and belief and made this affidavit.

1.

2.

3.

Signature of the Executing persons

**BEFORE THE NOTARY PUBLIC, DHAKA,
BANGLADESH**

LEGAL HERSHIP CERTIFICATE THROUGH AN AFFIDAVIT

We, (1)....., (2)., (3)
....., (4), (5), (6)
....., (7) of all Village & P.O.
....., P.S.-, District-,
Bangladesh, by faith-, by Profession-
by nationality- Bangladeshi by birth, do here by solemnly affirm &
declare as follows :-

That the deceased :, Bangladeshi National
bearing Passport No-....., who was working
and died there on Due to in
..... leaving behind the following heirs:

SI. No.	Name of heirs	Relation decease	With Age
01.			
02.			
03.			
04.			
05.			
06.			
07.			

For your Kind information, Daughter's of Deceased is (1) (2) ,(3) (4)..... and (5)there are Depend on their mother. Guardianship Certificate from the Court has declared that (Wife of Deceased) is the Legal Guardian of that three minor Daughter of Deceased.

The our above deceased left no other heirs/successors except the above mentioned legal heirs to inherit assets and liabilities left by the above

That the statements made above are true to the best of our knowledge and belief and made this affidavit.

1.

2.

Signature of the Executing persons

ফরম 'ক'
তথ্য প্রাপ্তির আবেদনপত্র

[তথ্য অধিকার (তথ্য প্রাপ্তি সংক্রান্ত) বিধিমালায় বিধি ৩ দ্রষ্টব্য]

বরাবর

.....
..... (নাম ও পদবী)

ও

দায়িত্বপ্রাপ্ত কর্মকর্তা,
..... (দপ্তরের নাম ও ঠিকানা)

- ১। আবেদনকারীর নাম :
- পিতার নাম :
- মাতার নাম :
- বর্তমান ঠিকানা :
- স্থায়ী ঠিকানা :
- ফ্যাক্স, ই-মেইল, টেলিফোন ও মোবাইল ফোন নম্বর (যদি থাকে) :
- ২। কি ধরনের তথ্য* (প্রয়োজনে অতিরিক্ত কাগজ ব্যবহার করুন) :
- ৩। কোন পদ্ধতিতে তথ্য পাইতে আগ্রহী (ছাপানো/ফটোকপি/ লিখিত/ই-মেইল/ফ্যাক্স/সিডি অথবা অন্য কোন পদ্ধতি) :
- ৪। তথ্য গ্রহণকারীর নাম ও ঠিকানা :
- ৫। প্রযোজ্য ক্ষেত্রে সহায়তাকারীর নাম ও ঠিকানা :

আবেদনের তারিখ :

.....
আবেদনকারীর স্বাক্ষর

* তথ্য অধিকার (তথ্য প্রাপ্তি সংক্রান্ত) বিধিমালায় ২০০৯ এর ৮ প্রকার অনগ্রহণীয় তথ্যের তালিকা পরিশোধসহ সংশোধন।

ফরম 'ক'
অভিযোগ দায়েরের ফরম

[তথ্য অধিকার (অভিযোগ দায়ের ও নিষ্পত্তি সংক্রান্ত) প্রবিধানমালার প্রবিধান-৩ (১) দ্রষ্টব্য]

বরাবর
প্রধান তথ্য কমিশনার
তথ্য কমিশন
এফ-৪/এ, আগারগাঁও প্রশাসনিক এলাকা
শেরে বাংলানগর, ঢাকা-১২০৭।

অভিযোগ নং -----।

- ১। অভিযোগকারীর নাম ও ঠিকানা
(যোগাযোগের সহজ মাধ্যমসহ) :
- ২। অভিযোগ দাখিলের তারিখ :
- ৩। যাহার বিরুদ্ধে অভিযোগ করা হইয়াছে
তাহার নাম ও ঠিকানা :
- ৪। অভিযোগের সংক্ষিপ্ত বিবরণ
(প্রয়োজনে আলাদা কাগজ সন্নিবেশ করা যাইবে) :
- ৫। সংস্কৃতির কারণ (যদি কোন আদেশের বিরুদ্ধে
অভিযোগ আনয়ন করা হয় সেইক্ষেত্রে উহার কপি
সংযুক্ত করিতে হইবে) :
- ৬। প্রার্থিত প্রতিকার ও উহার যৌক্তিকতা :
- ৭। অভিযোগ উদ্ভিখিত বক্তব্যের সমর্থনে প্রয়োজনীয়
কাগজ পত্রের বর্ণনা (কপি সংযুক্ত করিতে হইবে) :

সত্যপাঠ

আমি/আমরা এই মর্মে হলফপূর্বক ঘোষণা করিতেছি যে, এই অভিযোগে বর্ণিত অভিযোগসমূহ আমার জ্ঞান ও বিশ্বাস মতে সত্য।

(সত্যপাঠকারীর স্বাক্ষর)



“মুজিব বর্ষের আহবান
দক্ষ হয়ে বিদেশ যান”

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
অধ্যক্ষের কার্যালয়
রাজশাহী কারিগরি প্রশিক্ষণ কেন্দ্র
www.ttcraj.gov.bd/

বিশেষ বিজ্ঞপ্তি

এতদ্বারা সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, বিদেশ হতে ফেরত আসা (প্রত্যাগত) অভিবাসী কর্মীদের আর্থ-সামাজিক পূর্ণবাসনের লক্ষ্যে সরকার বিভিন্ন পদক্ষেপ গ্রহণ করেছে। প্রত্যাগত যে সকল অভিবাসী কর্মী প্রবাসী কল্যাণ ব্যাংক হতে স্বল্প সুদে ঋণ নিয়ে ক্ষুদ্র উদ্যোক্তা হিসেবে দেশে আত্মকর্মসংস্থান ও কিংবা প্রশিক্ষণ নিয়ে পুনরায় দেশে/বিদেশে কর্মসংস্থানে অগ্রহী তাদের জন্য জনশক্তি কর্মসংস্থান ও প্রশিক্ষণ ব্যুরো (বিএমইটি) এর আওতাধীন কারিগরি প্রশিক্ষণ কেন্দ্র হতে উদ্যোক্তা প্রশিক্ষণ এবং পূর্ব অভিজ্ঞতার ভিত্তিতে শিক্ষা সনদপত্র Recognition of Prior Learning (RPL) প্রদানের ব্যবস্থা গ্রহণ করা হয়েছে। এ ক্ষেত্রে প্রশিক্ষণ ও সনদায়নের ব্যয় প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয় কর্তৃক বহন করা হবে।

অগ্রহী বিদেশ প্রত্যাগত অভিবাসী কর্মীদের প্রশিক্ষণ কিংবা RPL এর আওতায় শিক্ষা সনদ গ্রহণের জন্য রাজশাহী কারিগরি প্রশিক্ষণ কেন্দ্র (রাজশাহী টিটিসি), সপুরা, রাজশাহী এর প্রশিক্ষণ শাখায় যোগাযোগ করার অনুরোধ জানানো যাচ্ছে।

যোগাযোগঃ
প্রশিক্ষণ শাখা,
টিটিসি রাজশাহী
০১৭২১-৪১৪৫৫২

অধ্যক্ষ
কারিগরি প্রশিক্ষণ কেন্দ্র
সপুরা, রাজশাহী।
০৭২১-৭৬১৫৯৮



ওয়েজ আর্নাস কল্যাণ বোর্ড

প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়

প্রবাসী কল্যাণ শিক্ষাবৃত্তি' প্রাপ্তির নিয়মাবলী

বেসব কাপড়পত্র প্রয়োজন

- শিক্ষার্থীর পিতা/মাতা প্রবাসী কর্মী হতে হবে;
- পিইসি/জেএসসি, এসএসসি/ ডিপ্লোমা/ ও লেভেল, এইচএসসি/এ লেভেল অথবা সমমান পরীক্ষার আবেদনকারীর জিপিএ-৪.৮০/৫ লেভেল এবং এ লেভেল এর ক্ষেত্রে বি.স্নেড। তবে প্রবাসে মৃত্যুবরণকারী কর্মীর সন্তানদের ক্ষেত্রে জিপিএ-৪ থাকতে হবে;
- শিক্ষার্থীকে ক্যাটাগরি পিইসি'র ক্ষেত্রে ০৪ শ্রেণি, জেএসসি'র ক্ষেত্রে নবম শ্রেণি, এসএসসি/ও লেভেল এর ক্ষেত্রে একাদশ এবং এইচএসসি/এ লেভেল অথবা সমমানের ক্ষেত্রে শ্রুতক ১ম বর্ষ/সেমিস্টারে অধ্যয়নরত থাকতে হবে;
- পরীক্ষার মূল নম্বর পত্রের সত্যায়িত ফটোকপি; (প্রতিষ্ঠান প্রধান/বিশ্ববিদ্যালয়ের ক্ষেত্রে বিভাগীয় প্রধান কর্তৃক সত্যায়িত);
- শিক্ষার্থীর ০৩ কপি পাসপোর্ট সাইজের সত্যায়িত ছবি (প্রতিষ্ঠান প্রধান/বিশ্ববিদ্যালয়ের ক্ষেত্রে বিভাগীয় প্রধান কর্তৃক সত্যায়িত);
- শিক্ষার্থীর মাতার ব্যবহৃত সঠিক মোবাইল নম্বর (মাতার অনুপস্থিতিতে পিতা অথবা উভয়ের অনুপস্থিতিতে আইনদুগ অভিভাবক) অবশ্যই করতে উল্লেখ করতে হবে। তবে শিক্ষার্থীর নিজস্ব মোবাইল নম্বর (যদি থাকে) তা দেয়া যেতে পারে;
- একজন প্রবাসী কর্মীর সর্বোচ্চ ০২ (দুই) জন সন্তানকে শিক্ষাবৃত্তি প্রদান করা হবে;
- কর্মী হওয়ার স্বপক্ষে জনশক্তি, কর্মসংস্থান ও প্রশিক্ষণ ব্যুরো কর্তৃক প্রদত্ত বর্ধিতমান ছাড়পত্র সফলিত পাসপোর্টের পৃষ্ঠা, খার্ট কার্ডের ফটোকপি (যদি থাকে) ও ভিসার ফটোকপি;
- অন্যপ্রাণী অধিকারিত প্রবাসী বাংলাদেশি কর্মীদের ক্ষেত্রে বিদেশস্থ বাংলাদেশ মিশন কর্তৃক ওয়েজ আর্নাস কল্যাণ বোর্ডের ডায়েরিতে অন্তর্ভুক্তির (মেমোরান্ডাম) সনদ;
- প্রবাসে মৃত্যুবরণকারী কর্মীর সন্তানদের ক্ষেত্রে বাংলাদেশ মিশনসমূহ কর্তৃক ইস্যুকৃত NOC/আর্থিক অনুদান প্রাপ্তির প্রমাণপত্র;
- শিক্ষার্থীকে বিজ্ঞপ্তিতে উল্লিখিত নির্দেশনা অনুযায়ী নির্ধারিত আবেদন ফর্ম অথবা অনলাইনের মাধ্যমে আবেদন করতে হবে;
- নির্ধারিত শিক্ষার্থীদের মোবাইল ব্যাংকিং/ডেবির মাধ্যমে বৃত্তির অর্থ প্রদান করা হয়।

বৃত্তির পরিমাণ

ক্যাটাগরি	মাসিক বৃত্তির পরিমাণ (টাকা)	বই ও শিক্ষা উপকরণ ভর খরচ	বছরিক প্রদানকৃত অর্থ (মুদ্রা)	সময়কাল (বছর)
পিইসি/সমমান	১,০০০/-	২,০০০/-	১৪,০০০/-	০৩
জেএসসি/সমমান	১,৫০০/-	২,৫০০/-	২০,৫০০/-	০২
এসএসসি/ডিপ্লোমা ও লেভেল অথবা সমমান	২,০০০/-	৩,৫০০/-	২৭,৫০০/-	২/৪
এইচএসসি/এ লেভেল অথবা সমমান	২,৫০০/-	৪,০০০/-	৩৪,০০০/-	৪/৫

বিজ্ঞপ্তি প্রকাশ

- পিইসি, জেএসসি, এইচএসসি/এ লেভেল অথবা সমমান ক্যাটাগরি'র ক্ষেত্রে প্রতি বছর জানুয়ারি মাসের প্রথম সপ্তাহে বহুল প্রচারিত কয়েকটি জাতীয় সৈনিক পত্রিকায় বিজ্ঞপ্তি প্রকাশ করা হয়।
- এসএসসি/ডিপ্লোমা/ও লেভেল অথবা সমমান ক্যাটাগরি'র ক্ষেত্রে পরীক্ষার ফলাফল প্রকাশের পর।

আবেদন ও বিজ্ঞপ্তি প্রাপ্তির স্থান

- জাতীয় সৈনিক পত্রিকা;
- ওয়েজ আর্নাস কল্যাণ বোর্ডের ওয়েবসাইট- www.wwb.gov.bd;
- এছাড়া বিজ্ঞপ্তি জেলা প্রশাসন, উপজেলা প্রশাসন, জেলা শিক্ষা অফিস এবং বিদেশস্থ বাংলাদেশ মিশনসমূহে প্রচারের জন্য প্রেরণ করা হয়।

আবেদনপত্র যথাযথভাবে পূরণ করে প্রয়োজনীয় কাপড়পত্রসহ বিজ্ঞপ্তিতে উল্লিখিত তারিখ ও সময়ের মধ্যে সরাসরি/ডাকযোগে মহাপরিচালক ওয়েজ আর্নাস কল্যাণ বোর্ড (লেভেল-৯), প্রবাসী কল্যাণ ভবন, ৭১-৭২ পুরাতন এলিফ্যান্ট রোড, ইন্ডিয়ান গার্ডেন, রমনা, ঢাকা-১০০০ বরাবর প্রেরণ করতে হবে। বোর্ড প্রস্তুত যে কোন সেবা অথবা তথ্যের জন্য সরাসরি প্রবাসবন্ধু কল সেটার এর নম্বরে ফোন (০২-৯০০৪৯৯৮, ০২৭৮৪০০০০০০, ০২৭৮৪০০০০০০) করে বিজ্ঞপ্তির জন্য যাবে (সরকারি ট্রাফিক সিন ব্যতীত সকাল-৭ টা হতে রাত-৯ টা পর্যন্ত)।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
 ওয়েজ আর্নিস কল্যাণ বোর্ড
 প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়
 প্রবাসী কল্যাণ ভবন
 ৭১-৭২ পুরাতন এলিফ্যান্ট রোড, ইন্সটন গার্ডেন, রমনা, ঢাকা।
 (www.wewb.gov.bd)

পাসপোর্ট সাইজের
 ০৩ (তিন) কপি
 সত্যায়িত ছবি
 (প্রধান
 শিক্ষক/অধ্যক্ষ/
 বিভাগীয় প্রধান
 কর্তৃক)

পিইসি/জেএসসি/এসএসসি/এইচএসসি অথবা সমমান পরীক্ষায় উত্তীর্ণ প্রবাসী কর্মীর মেধাবী সন্তানদের জন্য শিক্ষাবৃত্তির আবেদন ফরম

১. আবেদনকারী ছাত্র/ছাত্রীর নাম : বাংলায় :.....
 (স্পষ্ট অক্ষরে) ইংরেজি :.....
 শ্রেণি :....., রোল নম্বর :.....
 বিভাগ/গ্রুপ :....., বর্ষ/সেমিস্টার :.....
২. পিতার নাম :
৩. মাতার নাম :
৪. অভিভাবকের নাম ও সম্পর্ক : নাম :.....
 (পিতা/ মাতার অবর্তমানে) সম্পর্কঃ..... মোবাইল :
৫. জন্ম তারিখ ও বয়স : তারিখ :...../...../....., বয়স :..... বছর
৬. অধ্যয়নরত প্রতিষ্ঠানের নাম, :
- ঠিকানা ও ফোন/মোবাইল নম্বর :.....
৭. পিইসি/জেএসসি/এসএসসি/এইচএসসি :
- অথবা সমমান পরীক্ষায় প্রাপ্ত জিপিএ
৮. বর্তমান ঠিকানা :
৯. স্থায়ী ঠিকানা : গ্রামঃ....., ডাকঘর :
- উপজেলাঃ....., জেলা :
১০. শিক্ষার্থীর মাতার মোবাইল নম্বর : মোবাইল :
- (মাতার অবর্তমানে পিতা)
১১. শিক্ষার্থীর মোবাইল নম্বর (যদি থাকে) : মোবাইল :
১২. শিক্ষার্থীর পিতা/মাতার তথ্যাদি :

ক্রম	পাসপোর্ট নম্বর	দেশের নাম	কর্মস্থলের নাম- ঠিকানা	ফোন/ই-মেইল
১.				
২.				

সংযুক্তিঃ.....

তারিখঃ.....

ছাত্র/ছাত্রীর স্বাক্ষর

(শিক্ষার্থীর অধ্যয়নরত শিক্ষা প্রতিষ্ঠানের প্রধান/বিভাগীয় প্রধান কর্তৃক পূরণ করতে হবে)

প্রত্যয়ন করা যাচ্ছে যে, (শিক্ষার্থীর নাম) পিতা :

মাতা : প্রতিষ্ঠানের একজন নিয়মিত ছাত্র/ছাত্রী। সে বর্তমানে শ্রেণি, রোল নম্বর :

বিভাগ/গ্রুপ : অধ্যয়নরত রয়েছে। আমার জানামতে সে উত্তম চরিত্রের অধিকারী এবং তার আচরন সন্তোষজনক।

১৩. প্রধান শিক্ষক/অধ্যক্ষ/ বিভাগীয় প্রধানের মোবাইল নম্বর.....।

শিক্ষা প্রতিষ্ঠানের প্রধান/বিভাগীয় প্রধানের স্বাক্ষর
 (নামমুক্ত সীলসহ)

বিঃ দ্রঃ সকল ক্রমিক নম্বরে আবশ্যিকভাবে তথ্য প্রদান করতে হবে। অসম্পূর্ণ তথ্যাদি এবং চাহিদাকৃত কাগজপত্রাদি নাথিক করতে ব্যর্থ হলে আবেদন পরে বাতিল করা হবে।



“পুরুষের পাশাপাশি নারী
রেমিটেন্স সমৃদ্ধিতে সন্নিবিষ্ট”

নারী অভিবাসী কর্মী
৮১-১০০% রেমিটেন্স দেশে পাঠায়
পুরুষ অভিবাসী কর্মী
৮০% রেমিটেন্স দেশে পাঠায়

‘প্রমোদারনি বাংলাদেশ
অভিবাসন সিদ্ধান্তে তথ্য সহায়তা’

সহযোগিতায়



বাস্তবায়নে

হটলাইন নারী
ঢাকা +৮৮ ০১৭
কুমিল্লা +৮৮ ০১৭

অভিবাসী তথ্য কেন্দ্র

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