



Bangladesh Overseas Employment
& Services Limited (Boesl)

ANNUAL REPORT

2017-2018



BANGLADESH OVERSEAS EMPLOYMENT & SERVICES LIMITED (BOESL)

(The only State owned manpower sending organization of Bangladesh)



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Rownaq Jahan

Chairperson
Board of Directors, BOESL
and
Secretary
Ministry of Expatriates' Welfare & Overseas Employment
The Government of the People's Republic of Bangladesh

Message

It is my great pleasure to know that Bangladesh Overseas Employment and Services Limited (BOESL) is publishing the Annual Report-2017-2018 mirroring its performance. As a most densely populated country Bangladesh has no alternative to attain SDG without overseas employment. And in this regard the roles of BOESL are undoubtedly pioneering.

BOESL is the only government owned recruiting agency for ethical, safe, orderly and low-cost migration. With a view to achieving these targets, government considers BOESL a model functioning entity between valued foreign employers and interested job seekers as a bridge. Despite repeated controversies of manpower sending agencies of Bangladesh, BOESL stands as a torch-bearer among thousands of hopeless & underprivileged foreign job seekers.

On behalf of the Board of Directors-BOESL, I would like to express my gratitude and thanks to its all officials and management for their dedication and commitment to the people. I wish them all round success. I hope this report will serve as a valuable handbook with specific informations for both the migrants and other stakeholders involved in the migration cycle.

Rownaq Jahan



Foreword

Maran Kumar Chakraborty
(Additional Secretary)
Managing Director

This is my enormous pleasure to inform you that Bangladesh Overseas Employment & Services Limited (BOESL) has published its Annual Report 2017-2018 picturizing roles and responsibilities regarding manpower export in Overseas. The mission, vision, dedication & commitment of BOESL are beautifully depicted here.

BOESL has been working in manpower recruiting sector since 1984 with a vision of ensuring safe and low cost migration of the potential workers by efficient and transparent process. In recent years BOESL has created an outstanding and pioneering example of ethical migration of workers with low cost in somecases without anycost. By this time a handsome number of female workers have been successfully deployed to various countries. Upto last fiscal year BOESL has sent 85,469 professional, skilled and semi-skilled workers in K.S.A, Iran, U.A.E, Bahrain, Qatar, Oman, Kenya, Iraq, Kuwait, Zimbabwe, Maldives, Turkey, Pakistan, Malaysia, Fiji, Singapore, Libya, Mauritius, Malaway, U.S.A, Zambia, Nigeria, Botswana, Egypt, South Korea, Poland & Jordan. BOESL has established a transparent automated system of low cost migration in South Korea under Employment Permit System (EPS). For South Korea the migration cost is only 1000 USD and the workers are getting monthly minimum salary 1800 USD with overtime, free accommodation and food.

BOESL has developed a training manual and started comprehensive need based training to its employees for better productivity and efficiency. As a government organization BOESL has set its visionary plan to achieve the Vision 2021. Among them: (a) to purchase a piece of land to construct a multi-storied building to ensure economic security and reduce operating cost, (b) to decentralize its migration process by opening branch offices in main cities over the country, (c) to open liaison offices to promote marketing in abroad and (d) to establish a trade & language training centre to ensure skilled workers migration through BOESL, are prominent to achieve the main goals now.

Last of all, I would like to express my heart-felt love and gratitude to all our respected patrons, valued employers and potential workers. I am always in service with you on behalf of BOESL.

Maran Kumar Chakraborty

Special Acknowledgement

We humbly acknowledge the following Ministries, Organizations and Institutions for their support and cooperation.

1. Ministry of Expatriates' Welfare and Overseas Employment (MoEW&OE),
2. Ministry of Home Affairs
3. Ministry of Foreign Affairs
4. Ministry of Finance (Finance Division)
5. Ministry of Civil Aviation and Tourism
6. Bureau of Manpower, Employment & Training (BMET)
7. Director General of Department of Immigration and Passport (DIP)
8. Director General of Health Service (DGHS)
9. Civil Aviation Authority of Bangladesh (CAAB)
10. International Organization for Migration (IOM)
11. International Labour Organization (ILO)
12. All Deputy Commissioner (DC) & Upazila Nirbahi Officers (UNO)
13. All Bangladesh Missions in Abroad.
14. Probashi Kallyan Bank (PKB)
15. Wage Earners' Welfare Board
16. Immigration Authority of Hazrat Shahjalal International Airport
17. All Labour Attaché of Bangladesh Mission in Abroad.
18. Embassy of Republic of Korea, Dhaka
19. Expatriates' Welfare Desk, Hazrat Shahjalal International Airport
20. Bangladesh-Korea Technical Training Center (B-KTTC)
21. Bangladesh-German Technical Training Center (B-GTTC)
22. UCEF, Mirpur, Dhaka
23. Officer in Charge, Ramna Model Thana, Mirpur Thana, Darus Salam (Mirpur) Thana, DMP, Dhaka and
24. All clients, suppliers, stake holders and concerned NGOs.

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CORPORATE ETHOS

Vision

Ethical, safe and low cost overseas employment.

Mission

To ensure ethical migration.
To ensure safe migration.
To ensure low cost migration (no loss less profit basis).
To provide “right person for right job”.
To establish direct relationship with employer and employee without middleman/dalal and
To make migration process efficient and transparent.



To create the opportunity of overseas employment especially for the woman and poor people of the country treating overseas employment as a service.

To communicate with different manpower receiving countries with a view to promote migration.

To search and explore new overseas employment market for Bangladeshi workers.

To ensure overseas employment of the poor people and women to eliminate poverty.

To prevent illegal stay at the receiving country.

Core Objectives

For the customers Overseas employment with customer care.

For the Organization

Financial sustainability and good will of the company.

For the Society

Strengthening the social values and undertake corporate social responsibility.

For the Nation

Taking all-out effort to achieve national growth and economic prosperity.

Executive Summary

The Company

Bangladesh emerged as independent country on 16 December 1971. Bangladesh is a lower mid-level developing country with a population of 160 million and its labour force is 54 million. Therefore Bangladesh is reliable source of all categories human resources for migration. Almost two million young people are added to the labour force every year in Bangladesh. In the earlier days of late seventies in Bangladesh the Government agency Bureau of Manpower, Employment and Training (BmET) was primarily involved in migration. But in early eighties, the government opened the sector for private agencies and BMET stopped the direct migration. To ensure fair and professional completion in migration sector the Government of the People's Republic of Bangladesh established Bangladesh overseas employment and services limited (BOESL) in 1984. BOESL's

main objective is to select right person for right job to valued foreign employer. BOESL is dedicated to ensure safe and low cost migration. BOESL realizes service charge from the select workers as no loss less profit basis. The main purpose of establishing this company is to provide honest, effecient and quick services to the valued foreign employers and potential workers for overseas employment. Since 1984 as a public manpower recruiting company, BOESL is assisting poor and meritorious men and women job seekers to ensure their employment in abroad safely and low cost basis. Still now, BoESL is running its business with profit and paying taxed and dividend to its stakeholders with active guidance of the board of directors.

Objectives of BOESL

To send manpower to the labour receiving countries around the world with minimum migration cost.

To assist foreign employer to recruit right person for right job.

To buildup positive image of Bangladeshi workers in the world labour market by sending skilled, Semi- skilled and professional worker.

To improve socio-economic condition of the country by earning foreign currency.

To create the opportunity of overseas employment especially for the woman and poor people of the country treating overseas employment as a service.

To communicate with different manpower receiving countries with a view to promote migration.

To search and explore new overseas employment market for Bangladeshi workers.

To ensure overseas employment of the poor and women to eliminate poverty.

Scope of BOESL

BOESL has been established under the Company Act VII of 1913 Bangladesh. According to the Memorandum and Articles of Association of Bangladesh Overseas Employment and Services Limited (BOESL), the scope of BOESL are as follows:

- To do the business of recruiting for overseas employment of Bangladeshi manpower in any part of the world where the company gets scope either by way of individual efforts, negotiation or by the agent of any foreign company, Government agency or employer.
- To project the image of Bangladesh as a reliable source of potential manpower by means of regular publicity and promotional activities.
- To arrange trade-tests, medical-tests, tickets and other facilities for persons selected for overseas employment and charge fees as determined by the Board of Directors from time to time.
- To do the business as travel agent, tour cruise operator, conductor by air, land and water within and outside Bangladesh either independently or in co-operation with any other organization of any country of the world including Bangladesh.
- To acquire and take over any concern carrying on the business of sending manpower and travel agents and other allied business within and outside Bangladesh.
- To establish branches, agencies or offices of the company in any part of Bangladesh or outside Bangladesh.
- To insure with any other company and persons against losses, damages, risks and liabilities which may affect the company.
- To enter into collaboration with any person or party whether local or foreign for the purpose of the business of the company.
- To appoint agents or constitute agencies of the company in Bangladesh and elsewhere for administration of the affairs of the company and to manage its business either generally or in respect of any particular sphere of its activities in doing and performing any or some or all the objects mentioned in the Memorandum of Association or as per incidental or conducive to the attainment of these objects.

Milestones

1984

January 28, 1984
Certificate of incorporation & certificate of commencement of business.

1986

Recruitment of 10,000 workers for IRAQ under the government protocol.

1997

Recruitment of 79,000 workers for Malaysia during 1996 to 1997 under G to G protocol as an obligatory responsibility of The Government.

2008

Starts recruitment for South Korea under Employment Permit System (EPS).

2010

Starts female migration for Jordan under direction of Ministry of Expatriates' Welfare & Overseas Employment.

2011-14

Digital BOESL: Website, Access Control Machine, CCTV, Broadband Internet, PABX. LAN, WAP, Mail server clouding & Wi-Fi zone.

2015

SMS gateway service under service innovation. Published internal training manual for skill and ethical development. Minister visit Introducing compulsory post selection and pre-departure motivational briefing.

2016

New Delegation of Financial Power (DOFP) approved Organization Structure increased upto 76 employee. Publishing in-house training calendar for the first time for BOESL.

2017-18

Migration of 11033 Workers, Maximum Migration in single year. Work started with ILO to achieve certification on ISO 9001:2015 quality management system from United Certification Service Limited (UNICERT) & get ISO 9001:2015 certificate date 15.10.2018

Board of Directors

The present Honorable Members of The Board of Directors of BOESL

According to the Memorandum and Articles of Association of the Bangladesh Overseas Employment and Services Limited (BOESL), the number of Directors shall not be less than four and not more than seven.” BOESL has a high powered Board of Directors to guide the company efficiently and successfully. During the Fiscal year 2017-2018 total 18 (233th– 250) Board Meetings were held.

Every one month Board Meeting held in during the FY 2017-18 Total 18 (233th– 250) Board Meetings were held.



Rownaq Jahan
Secretary
Ministry of Expatriates' Welfare
& Overseas Employment
Chairman
BOESL



Mr. Md. Salim Reza
Director General
Additional Secretary
Bureau of Manpower
Employment & Training Director
BOESL



Md. Emran
Additional Secretary
Ministry of Civil Aviation and Tourism
Director
BOESL

The present Honorable Members of The Board of Directors of BOESL



Md. Azizul Alam
Additional Secretary
Ministry of Finance
Director
BOESL



Abu Bakar Siddique
Additional Secretary
Ministry of Home Affairs
Director
BOESL



Md. Fazlul Karim
Joint Secretary
Ministry of Expatriates'
Welfare & Overseas Employment
Director
BOESL



Md. Nazrul Islam
Director General
Ministry of Foreign Affairs
Director
BOESL

The Company Secretary of the BOESL provides the Secretarial Service of the Board and the Managing Director ensure the implementation of the decision of the Board.

List of Officer and Staffs of BOESL



Maran Kumar Chakraborty
Managing Director
(Additional Secretary)



Dr. Yeameen Akbory ndc
Executive Director
(Joint Secretary)



Mr. Md. Salim Mollah
General Manager
(Overseas Employment)
(Deputy Secretary)



Md. Abdus Sobhan
Company Secretary
(Senior Assistant Secretary)



Ariful Haque
Deputy General Manager
(Overseas Employment)
(Deputy Secretary)



Noor Ahmed
Deputy General Manager
(Admin, HR & Training)



Mohammad Alam Hossain
Deputy General Manager
(Business Promotion)



Md. Yakub Ali
Assistant General Manager
(Business Promotion)



Jesmin Rokhsana
Assistant General Manager
(Admin, HR & Training)



Md. Wahidur Rahman
Manager
(Accounts & Finance)



Noman Chowdhury
Manager
(Overseas Employment-1)



Md. Nurul Islam (Kiron)
Manager
(Database)



Md. Mahbubul Alam
Manager
(PS to MD)



Md. Masud Alam Sharif
Manager
(Overseas Employment-2)



Mahmuda Poly
Deputy Manager
(Overseas Employment)



Md. Masbahul Islam
Assistant Manager
(PA to Executive Director)



Md. Kamal Chowdhury
Assistant Manager
(Accounts & Finance)



Shahanaz Pervin
Assistant Manager
(Database)



Omar Faruque
Assistant Manager
(Overseas Employment)



Md. Mainul Islam
Computer Operator



Noor Mohammad
Computer Operator



Md. Amran Uddowla Pahlowan
Computer Operator
(PA to Company Secretary)



Md. Sayem
Computer Operator)



Md. Fazlul Karim
Computer Operator



Fardous Mohammad Emran
Computer Operator



Md. Abdul Hasib
Computer Operator



Tania Haq
Computer Operator



Main Uddin Khandaker
Receptionist



Sri Harendra Chandra Bhoumick
Driver



Md. Mokhlesur Rahman
Driver



Md. Abu Tarek Liton
Driver



Mr. Baki Billah
Driver



Md. Mahbub Alam
Driver



Md. Rabiul Islam
Driver



Abdullah Al Mamun
Driver



Khokon Chandra Malakar
M.L.S.S.



Md. Saydul Islam
M.L.S.S.



Alam Hossain
M.L.S.S.



Md. Ali Hossain
M.L.S.S.



Md. Omar Faruq
M.L.S.S.



Md. Faruq Hossain
Managing Director
M.L.S.S.



Khorshad Alam
Tea Boy



Md. Abul Kalam
Security Guard



Md. Mojibur Rahman
Security Guard



Paki Rani Malakar
Cleaner



Subrata Kumar Bhumick
Computer Operator
(Casual)



Manosh Mondol
Computer Operator
(Casual)



Mr. Abdul Hamid
M.L.S.S (Casual)



Torikul Islam Sabu
M.L.S.S (Casual)



Firuz Dali
Tea Boy (Casual)



Suruj Khan
Security Guard
(Casual)



Reshma Khatun
Security Guard
(Casual)



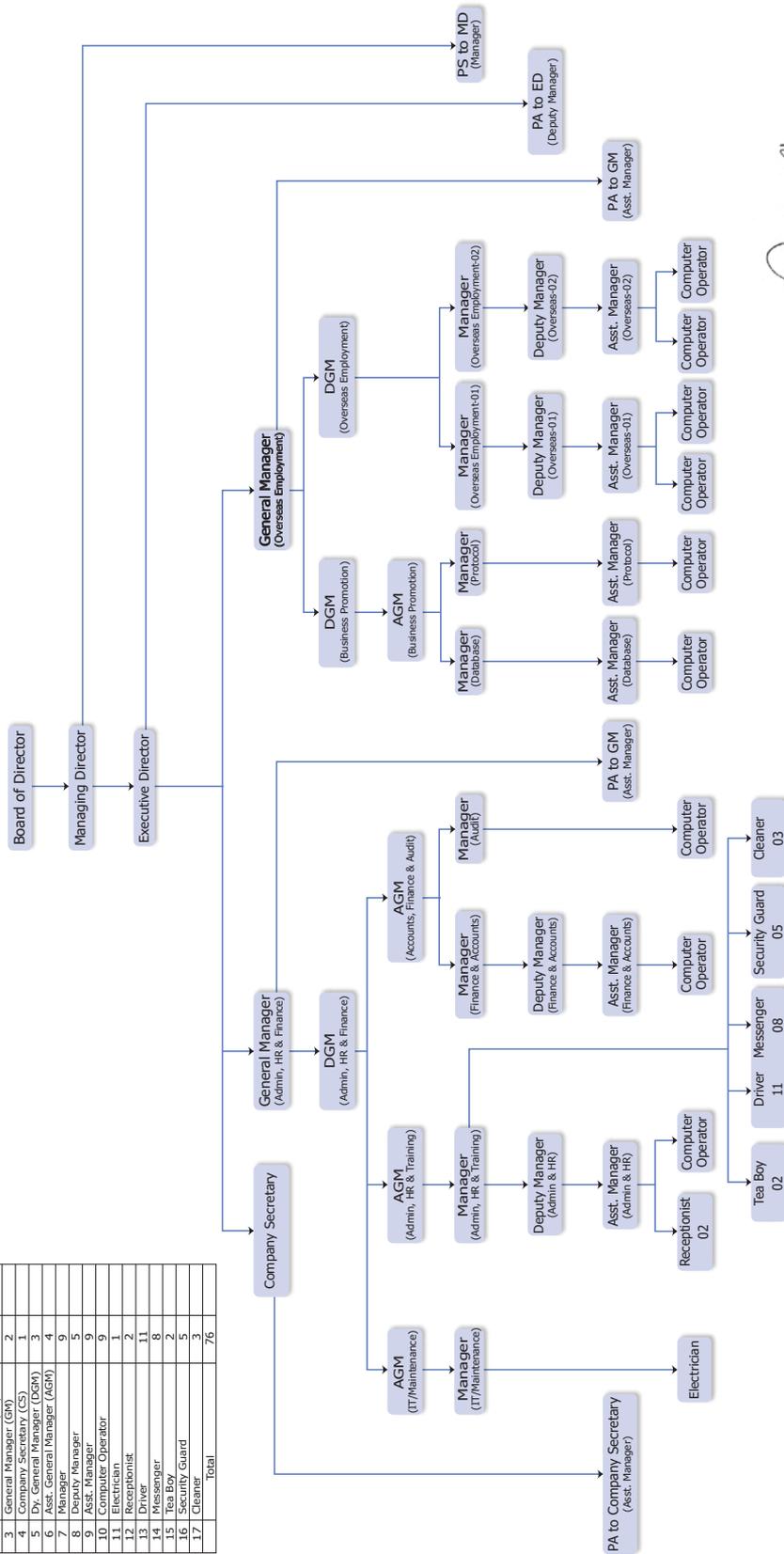
Mst. Jesmin Khatun
Security Guard
(Casual)



Mr. Shamol Das
Cleaner
(Casual)

Approved Organogram of BOESL

Sl No	Post	Number	Remarks
1	Managing Director (MD)	1	
2	Executive Director (ED)	1	
3	General Manager (GM)	2	
4	Company Secretary (CS)	1	
5	Dy. General Manager (DGM)	3	
6	Asst. General Manager (AGM)	9	
7	Manager	5	
8	Deputy Manager	9	
9	Asst. Manager	9	
10	Computer Operator	9	
11	Electrician	1	
12	Receptionist	2	
13	Driver	11	
14	Messenger	8	
15	Tea Boy	2	
16	Sec. Guard	5	
17	Cleaner	3	
	Total	76	



Note: Managing Director is empowered to appoint/recruit casual employees on the need basis.
 Approved by the decision of 234th and 237th Board meetings.

Md. Rashidul Islam
 16.01.2017
Md. Rashidul Islam
 Executive Director
 BOESL.

Maran Kumar Chakraborty
Maran Kumar Chakraborty
 (Additional Secretary)
 Managing Director
 BOESL.

Begum Shamsun Nahar
Begum Shamsun Nahar
 Chairman
 Board of Directors-BOESL
 and
 Secretary

Ministry of Expatriates' Welfare & Overseas Employment



Directors Report

Dear esteemed shareholders

The directors of Bangladesh Overseas Employment and Services Limited (BOESL) have the pleasure of welcoming you to the 34th Annual General Meeting (AGM) and presenting this state owned manpower sending company's audited financial statement for the year ended in June 30, 2018.

Before stating the company affairs, we would like to mourn for our beloved employees who passed away during recent past. We remember their contribution to BOESL and pray to the Almighty for peace and tranquility of their departed souls.

Progression of the Company

In comparison with the previous year, the growth of the company is shown below:

Fiscal Year	Number of Total Migrants
1983-1984	42
1984-1985	1952
1985-1986	2004
1986-1987	616
1987-1988	197
1988-1989	773
1989-1990	508
1990-1991	357
1991-1992	413
1992-1993	387
1993-1994	361
1994-1995	340
1995-1996	579
1996-1997	394
1997-1998	343
1998-1999	486
1999-2000	162
2000-2001	541
2001-2002	147
2002-2003	325
2003-2004	365
2004-2005	419
2005-2006	792
2006-2007	784
2007-2008	796
2008-2009	2182
2009-2010	1306
2010-2011	6469
2011-2012	5002
2012-2013	7081
2013-2014	7680
2014-2015	10152
2015-2016	10238
2016-2017	10243
2017-2018	11033
Total	85469

Table Analysis

The table shows the number of Bangladeshi people receive overseas employment to various countries of the world through BOESL during the year from 2006-07 to 2017-18. The figure of the table indicated that the number of overseas employment has been increased significantly in the year

2010-11. The number of overseas employment has been increased continuously from the year 2011-2012.

BOESL has been started recruitment skilled garments workers (Female) in 2010. The largest number of Bangladeshi skilled garments workers (female) are sending Jordan. Female Garments Workers have been employed in Jordan.



Graph: Number of total migrant's fiscal year 2006-2007 to 2017-2018

ROLE OF MANAGEMENT TEAM

The Board of Directors is the ultimate authority of the overall management of the company within the frame work of prevailing regulation. It guides the management of the company to ensure and uphold the highest interest of the company. The Board of Directors meets frequently as and when required.

Under the guidance of the Board of Directors, BOESL's strategic functions are run by a management team headed by the Managing Director and comprised of Executive Director, Company Secretary, General Manager (Admin, HR and Finance) and General Manager (Foreign Employment). All tasks and activities are generally carried out by BOESL's contractual employees while some operational and commercial activities have been outsourced.

CORPORATE AND FINANCIAL REPORTING FRAMEWORK

The law requires that the financial statements of the company should be prepared in accordance with the International Financial Reporting Standard (IFRS) adopted by ICAB as Bangladesh Financial Reporting Standards (BFRS). This has been completely followed to fairly present the financial position and performance of the company. While preparing the financial statement, the following points were considered:

- Selection of suitable accounting policies and after that applying them consistently;
- Making judgement and estimates that are reasonable and prudent;
- Ensuring that the financial statement have been prepared in accordance with Bangladesh Financial Reporting Standards.
- Preparing the financial statements in an ongoing concerns basis unless it is appropriate to presume that the company will not continue in business.

Proper accounting record have been kept so that at any given point financial position of the company is reflected with reasonable accuracy, which will enable them to ensure that its financial statement comply with Companies ACT 1994 and other required regulatory authorities.

Financial Management

Since its inception, BOESL has proved its financial strength. Most of current liabilities are paid in due time including bulk purchase and transmission cost. Service charge collected from the expatriate workers is the main source of fund along with interest from FDR and other miscellaneous collection.

Low Cost Migration Model

BOESL has created a model of transparency and low cost migration.

(i) Migration to South Korea under Employment Permit System (EPS)

The Republic of Korea is recruiting foreign workers from 16 (Sixteen) countries including Bangladesh under the Employment Permit System (EPS). According to this system, job applicant must have proficiency to read, write & understand Korean language. To prove the Korean language efficiency he/she should be passed the language test. Any Bangladeshi can register for Korean language test who has the following criteria:

- Age must be in between 18-39 years.
- Those who have not ever been punished by any Court.
- Those who have not returned from Korean Port or not been ordered to leave Korea.
- Those, who have no restriction from the Govt. of Bangladesh to go to abroad.
- Those, who are medically fit.

Bangladesh has been sending workers to South Korea through BOESL from 2008 according to the agreement signed between the Bangladesh government and Korean Government under the Employment Permit System (EPS)

The main characteristics of this system are as follows:

1. Migration cost is USD 1000 equivalent to BDT 80000-85,000/- only.
2. Workers usually earn more than BDT 1,20,000/- including overtime per month and also employer provides food and accommodation for them free of cost.
3. So far 16721 workers have been employed in Korea from 2008.
4. Under the EPS, all the steps including Korean language test, workers selection and sending to Korea are performed through online to ensure utmost transparency. The administrator of the database is HRD-Korea and there is no chance to interfere in the selection process by BOESL

(ii) Recruitment in Jordan under G to G:

With the special effort of the Ministry of Expatriates' Welfare & Overseas Employment and the Embassy of Bangladesh in Jordan, the Jordanian government has allowed recruitment of female garments workers from Bangladesh since September 2010.

Under the supervision of Ministry of Expatriates' Welfare & Overseas Employment BOESL has taken special initiatives to ensure safe and low cost migration of skilled female workers in Jordan.

1. The representatives of Jordanian garments companies come to Dhaka to select skilled female garments workers through practical test.
2. Female workers go to Jordan with only BDT 12,000 as service charge of BOESL.
3. Each female worker is earning at least TK. 18,000 per month and the company has also been providing the accommodation, food and primary medical treatment at company's cost.
4. BOESL has no dalal/middleman/agent/sub-agent, that's why girls can go abroad directly through BOESL without any cheating and harassment.



HUMAN RESOURCES MANAGEMENT

Human Resources Development

To enrich knowledge, skills and professional expertise, BOESL has arranged various training programs for the employees. Following the directives of the Ministry of Public Administration and Ministry of Expatriates' Welfare & Overseas Employment, BOESL has developed a training calendar for each employee designed to meet at least sixty hours training on different topics round the year.

Pre-departure Briefing

BOESL provides pre-departure briefing to the workers going to their destination countries. The briefing is resourced by language, culture, lifestyle of concerned country, types of work to be done, terms & conditions of service, safety and security etc.

BOESL has introduced Behavioral Change Motivational Training to prevent illegal stay in the Republic of Korea. Resource persons from different fields like psychologist, doctors, and police officers specialized on criminology, lawyers and delegates from HRD Korea, and experienced govt. officials are invited at the training. The day-long training has six sessions on:

- Safe Migration & Role of HRD Korea and BOESL, Actions
- Proceedings on illegal stay,
- Breach of Contract,
- Etiquette, Manner & Code of Conducts,
- Counseling and Psychotherapy on Self Understanding
- Korean Language & Culture.



Employee Relations and Discipline

Since its inception, BOESL has been strictly following the principle of zero tolerance against corruption, misconduct and inefficiency. All the charges against employees are dealt with carefully, and followed by appropriate actions.

EMPLOYEE BENEFITS

a) Contributory Provident Fund

The Company operates a contributory provident fund scheme for all the contractual employees. Provident Fund is administered by a Trustee Board and is funded by contributions equally from the employees and the employer @ 10% of basic salary.

b) Gratuity

The Company operates an unfunded gratuity scheme for all regular employees. Employees are entitled to gratuity benefit after completion of minimum five years of continuous service with the Company. The gratuity is calculated on the last basic pay and is payable at the rate of two month's basic pay for every completed year of service.

c) Group Insurance:

BOESL and Jibon Bima Corporation had entered into a contract back in 1997 for providing protection under group insurance scheme to BOESL's employees. In the year of 2015-2016, BOESL has settled 02 claims of Group Insurance with the help of Jibon Bima.

DIRECTORS' RESPONSIBILITIES FOR FINANCIAL STATEMENTS

BOESL has been established under the Company Act VII of 1913 Bangladesh. According to the Memorandum and Articles of Association of Bangladesh Overseas Employment and Services Limited (BOESL), the scope of BOESL are as follows:

The Directors are also required to ensure that the financial statements have been prepared and presented in accordance with the requirements of the International Accounting Standards (IAS) /International Financial Reporting Standards (IFRS) as adopted by the Institute of Chartered Accountants of Bangladesh and provide the information required by the Companies Act 1994, They are also responsible for taking adequate measures to safeguard the assets of the Company, and in that context to establish appropriate systems of Internal control with a view to the prevention and detection of fraud and other irregularities.

The Company acknowledges the continued support of Directors of BOESL, who have devoted themselves diligently to their duties throughout the year.

CAPACITY BUILDING OF BOESL:

BOESL has taken the following steps to make itself more dynamic and to ensure prompt & transparent service delivery.

- Under the auspices of new organogram, manpower of BOESL has been increased from 52 to 76;
- BOESL added a new digital service for its clients called "Short Message Service (SMS)" gateway.
- In addition to Broad Band internet connection, BOESL office is fully under Wi-Fi zone.
- Accounting software has been installed to digitized BOESL;
- To provide quick information to the people one reception desk has been established and communication has been interlinked with reception desk to all sections of BOESL through PABX and LAN.
- Access Control Machine has been setup to ensure timely attendance of its staff to the office;
- CCTV has been set up for monitoring daily activities of BOESL.
- A Finger-Print Machine has been installed in CBT lab, to prevent fake participants.
- Website of BOESL is being updated regularly.
- Establishment of a Job Bank for BOESL is under process.
- Human resource management software has been deployed.
- Mobile Apps has been prepared for interested job seekers and overseas job holders.



BOARD MEETING

During the fiscal year 2017-18 total 18 (eighteen) Board meetings were held to take necessary decisions for properly running the company.

RECRUITMENT AND PROMOTION COMMITTEE

Recruitment and Promotion Committee is a two sub-committee of the board, comprising of five members while Company Secretary shall act as the member secretary of the committee. The committee reports to the Board regarding their activities of recruitment and promotion.

CORPORATE SOCIAL RESPONSIBILITIES

Bangladesh Overseas Employment and Services Limited (BOESL) is committed to take part in various social activities. Company's officers and staffs also take part in the activities of different national days and International Migration Day facilitated others to observe those days befittingly by ensuring safe and low cost migration and advertising on different magazines, publications.

CORPORATE CULTURE AND GOOD GOVERNANCE

We, the Directors properly and frequently guide the management to build a strong corporate culture through upgrading skills of employees and developing them with a view to creating an efficient management of the company.

BOESL believes that the best practices in corporate governance are very crucial to enhance and retain confidence of the owners and stakeholders. The company supports the principles of good corporate governance based on transparency, disclosure of information and open communication with stakeholders.

GRATITUDE

Finally, on behalf of the Board of Directors and on my own behalf, I would like to thank all staffs and officers of the Company for their sincerity, loyalty and contribution to the management successfully during the period.

The Board of Directors also express their gratitude to the Government of Bangladesh the majority shareholder of the company, other all honorable shareholders, valued customers, and well wishers of the company for their continued support and cooperation, without which the Company could not have achieved its present position.

We are also indebted to Ministry of Expatriates' Welfare and Overseas Employment, Bureau of Manpower, Employment & Training (BMET), Immigration Authority of Hazrat Shahjalal International Airport, Bangladesh-Korea Technical Training Center (B-KTTC), Bangladesh-German Technical Training Center (B-GTTC) and All clients, suppliers, stake Holders and concerned NGOs and other donor agencies for their continuous support and co-operation.

On behalf of the Board of Directors.

Rownaq Jahan

Chairman

Board of Directors, BOESL

&

Secretary in-charge

Ministry of Expatriates' Welfare & Overseas Employment

The Government of the People's Republic of Bangladesh

RECRUITMENT PROCEDURES

Placement of Demand Letter

The employer can send a demand letter for workers to BOESL directly. To take quick action on the demand letter, it is necessary to state the type of workers required, nature of work, number of workers, wages/salary, qualifications and experience and other terms and conditions of service as well as benefits the employer would like to offer. The employer may contact BOESL by E-mail/Fax/Courier.

Power of Attorney:

In the event of stamping visa in Bangladesh for the selected workers, the employer should authorise BOESL to recruit workers as well as to apply for visa. This Power of Attorney must be attested by the Labour Attaché or any authorized officer of the Bangladesh mission in the host country. If a Recruiting Agent of a foreign country is willing to deal with BOESL for recruitment on behalf of any employer, he should forward his Registration Certificate to operate business in the country where the workers will be employed.

Visa Advice/ N.O.C/ Work permit:

Documents granting permission of the competent authority for employment of Bangladeshi workers in that country i.e. Visa Advice / N.O.C. / Work Permit should be sent to BOESL.

Employment Contract:

Standard form of employment contract in English must be sent to BOESL in which the following conditions are to be clearly stated:

- Wages/Salary;
- Working hour;
- Overtime Allowance;
- Traveling Expenses;
- Medical Facilities;
- Food and accommodation facilities: (Free food and accommodation are to be generally provided by the employer for unskilled and semi skilled workers. In the absence of such facility they should be provided with adequate food allowances/cooking facilities. Highly technical or professional personnel need not be provided with free accommodation and food, but in that case adequate allowances should be provided).
- Weekly and Annual holidays must have.

Selection Procedure:

Advertisement of Vacancies:

On receive of the authentic demand letter either through Bangladesh Missions abroad or directly from the employers, the BOESL collects CVs through any one or a combination of the following processes to line up the suitable candidates for consideration of the employer.

- Database of BMET.
- Newspaper advertisement.
- Advertisement through BOESL website.
- Advertisement on Notice Board
- From Specialized Departments.

Receipt of CVs:

CVs thus received/collected are scrutinized by a committee of expert for short-listing as per requirements of the employers, (if desired by the employers). The short listed CVs are sent to the employer (if desired) or will be kept in the office for interview and final selection by the employer's Selection Team(s). BOESL prefers that selection of workers be made by the employers or by their authorized representatives directly.

Selection of Candidates:

The employers or their representatives carry out interviews /trade tests and do the final selection of candidates for which BOESL provide necessary assistance and logistic support, like issuance of interview cards, arranging suitable place for interview/written test, and practical trade test, if necessary. BOESL always prefers to select the workers by the employer or his representative directly. BOESL may also select workers on behalf of the employers through its committee of experts, if so desired by the employer.

Medical Test:

The finally selected candidates are sent for medical examination only to the appointed/authorised Medical Centers. Generally they are examined at the Medical centers enlisted by the Embassies of the employers' countries.

Service Charge:

BOESL realizes minimum service charge from the finally selected candidates for employment abroad approved by the authority. However it is not obligatory on the part of the employer to pay any fees/commission to BOESL for recruitment purpose. In case the employer intends to pay commission/fees, BOESL do not realize any fees from the workers. The service charge range from USD150 to USD850 depending on category of workers, country, situation etc. Board of Directors of BOESL can review and re-fix the service charge time to time.

Our lowest possible category wise service charges are stated below:

Category	When Airfare provided by Employer					Total
	Rate of Service Charge in (BDT.)	VAT (15%)	Wage Earners Welfare Fee	Smart Card	Data Entry Fee	
Semi-Skilled/	26,400/-	3,960/-	3,500/-	250/-	200/-	34,310/-
Skilled	42,000/-	6,300/-	3,500/-	250/	200/	52,250/-
Professional	72,000/-	10,800/-	3,500/-	250/	200/	86,850/-
Female Garment Workers only	12,000/-	1,800/-	3,500/-	250/	200/	17,750/-

Category	When Airfare not provided by Employer					
	Rate of Service Charge in (BDT.)	VAT (15%)	Wage Earners Welfare Fee	Smart Card	Data Entry Fee	Total
Semi-Skilled/	20,400/-	3,060/-	3,500/-	250/-	200/-	27,410/-
Skilled	30,000/-	4,500/-	3,500/-	250/-	200/-	38,450/-
Professional	54,000/-	8,100/-	3,500/-	250/-	200/-	66,150/-
Female Garment Workers only	6,000/-	900/-	3,500/-	250/-	200/-	10,850/-

Category	When an Employer recruits 2000 or more female worker in a calendar year					
	Rate of Service Charge in (BDT.)	VAT (15%)	Wage Earners Welfare Fee	Smart Card	Data Entry Fee	Total
Skilled/Sami-Skilled	10,000/-	1,500/-	3,500/-	250/-	450/-	15,700/-

Category	Recruitment under Employment Permit System (EPS), South Korea							
	Rate of Service Charge in (BDT.)	VAT (15%)	Wage Earners Welfare Fee	Tax	WEWB Training Fee	Data Entry Fee	Visa Fee	Total
EPS regular workers	19,200/-	2880/-	3750/-	800/-	1145/-	200/-	4800/-	31,775/-
Re-entry	19,200/-	2880/-	3750/-	800/-	0	200/-	4800/-	31,630/-

Departure Formalities

Passport:

Candidates intending to go abroad must have their passport.

Application for visa:

After final selection, if the country to which the workers will travel has an Embassy in Bangladesh, BOESL will submit documents for visas of selected candidates. If there is no Embassy in Bangladesh, it is the responsibility of the employer to apply for visa or other permits needed to enter the country of employment.

Ticketing and emigration formalities:

The employers may send Ticket/E-Ticket or remit necessary traveling expenses in favour of BOESL to facilitate traveling of employees to the countries of employment. If the employers do not provide joining air ticket, workers will pay for air fare. BOESL obtains emigration clearance and other clearance (if necessary) from the concerned authorities for the candidates.

Pre-departure training:

BOESL provides pre-departure training to the workers going to Korea and Jordan. Tenure of training for Korea 45 hours in 6 days under EPS and 21 days for Housemaid. The training is resourced by language, culture, lifestyle of concerned country, types of work to be done, terms & conditions of service, safety and security etc.

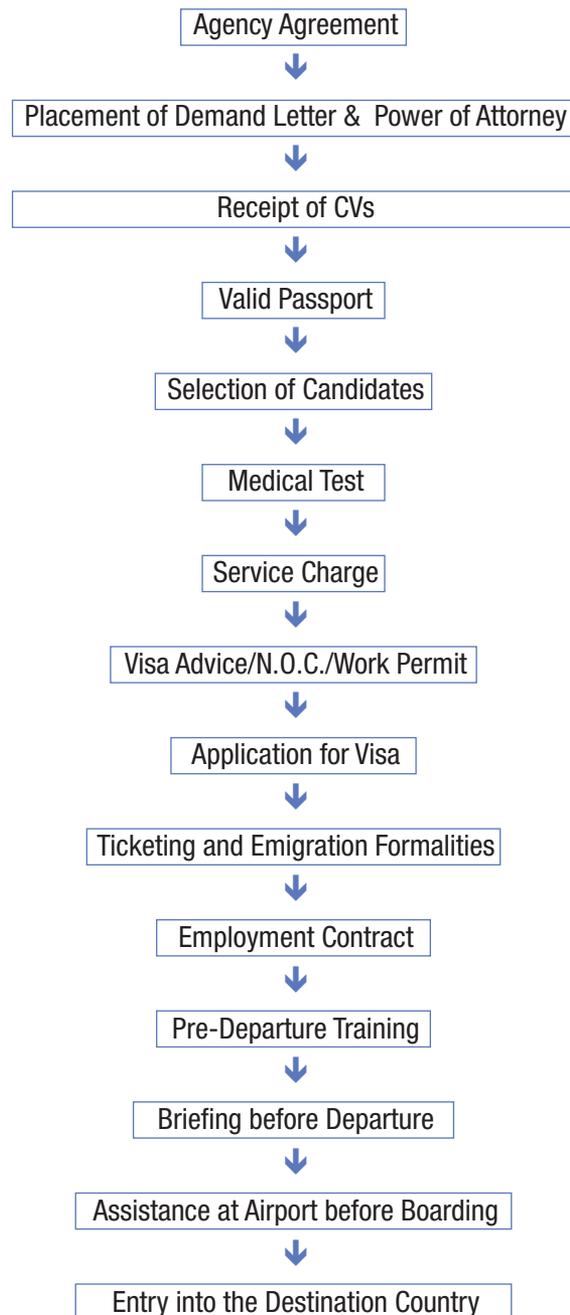
Orientation before departure:

BOESL conducts a basic orientation programme to workers to prepare them traveling abroad. The employers may also join to the orientation sessions if available at the time of departure. At first, we inform all workers about all the formalities of his/her Journey. The workers are informed of their duties and responsibilities while working abroad and given first-hand information on work environment and the rules and regulations of employers' countries before departure.

Assistance at the airport:

One representative from BOESL will present at the airport to ensure the departure of the workers with the assistance of the welfare desk of the WEWB at the airport.

Departure Formalities



FINANCIAL PERFORMANCE

BOESL has sent 11033 workers to abroad in different countries in the financial year 2017-18. BOESL has earned total Taka 17,06,99,527/- (Seventeen crore six lac ninety nine thousand five hundred twenty seven) only. Out of which BOESL has earned Taka 14,73,63,600/- (Fourteen crore seventy three lac sixty three thousand six hundred) only from service charge, Taka 30,78,300/- (Thirty lac seventy eight thousand three hundred) only from data entry registration and Taka 2,02,57,627/- (Two crore two lac fifty seven thousand six hundred twenty seven) only from interest on F.D.R. & std accounts.

BOESL has sent total Taka 5,56,78,542/- (Five crore fifty six lac seventy eight thousand five hundred forty two) only in financial year 2017-18 out of which Taka 58,19,345/- (Fifty eight lac nineteen thousand three hundred forty five) only has sent as operating expenditure and Taka 4,98,59,197/- (Four crore ninety eight lac fifty nine thousand one hundred ninety seven) only has sent as administrative expenditure.

That means, BOESL has earned Taka 11,50,20,985/- (Eleven crore fifty lac twenty thousand nine hundred eighty five) only as net profit before tax and Taka 4,02,57,345/- (Four crore two lac fifty seven thousand three hundred forty five) only in the financial year 2017-18.

BOESL has paid to the govt. As dividend Taka 5,10,000/- (Five lac ten thousand). only in the financial year 2016-17. So far BOESL has paid Taka 3,95,92,074/- (Three crore ninety five lac ninety two thousand seventy four) only as dividend to the government and paid Taka 27,67,36,509.00 (Twenty seven crore sixty seven lac thirty six thousand five hundred nine) only as income tax to the government since its inspection in the year 1984. BOESL is the profitable organization of the Government of Bangladesh.

Financial Statement for the Year 2017-18:

Income		Total Income Tk.	Total Expenditure Tk.	Profit Tk. (Before Tax)
Source of Income	Amount Tk.			
Service Charge	14,73,63,600/-	17,06,99,527/-	5,56,78,542/-	11,50,20,985/-
Data Entry Reg.	30,78,300/-			
Interest on FDR	1,83,63,347/-			
Interest on STD Accounts	15,70,932/-			
Miscellaneous Income	3,23,348/-			

Table A: Statement of Financial Position

M A FAZAL & CO .
Chartered Accountants

Bangladesh Overseas Employment & Services Ltd. (BOESL)

Probashi Kallayan Bhaban(4th floor)
71-72 Old Elephant Road, Eskaton Garden.
Dhaka-1000, Bangladesh

Statement of Financial Position

As at June 30, 2018

Particulars	Notes	30-06-2018 Taka	30-06-2017 Taka
A. Fixed Assets at cost less depreciation	6	18,418,059.13	16,411,781.11
B. Current Assets :			
Stock of stationery	7	251,277.30	113,115.00
Advance, Deposits and Prepayments	8	29,951,359.05	28,563,821.00
Accrued Interest on Investment	9	102,300,346.06	85,948,605.58
Investment in FDR	10	411,000,000.00	271,000,000.00
Cash and Bank Balance	11	97,673,249.59	75,703,560.51
Total :		641,176,232.00	461,329,102.09
C. Current Liabilities and Provisions:			
Liabilities for other Finance	12	201,876,522.11	94,970,176.53
Liabilities for Expenses	13	231,981.00	66,310.00
Total :		202,108,503.11	95,036,486.53
D. Net Current Assets (B-C)		439,067,728.89	366,292,615.56
E. Total Net Assets (A+D)		457,485,788.02	382,704,396.67
Share Holders Equity:			
Issued, Subscribed & paid up Capital	14	5,100,000.00	5,100,000.00
Reserve Fund		60,000,000.00	60,000,000.00
Retained Earnings	15	392,385,788.02	317,604,397.65
		457,485,788.02	382,704,397.65

Dated, Dhaka.

The 06th November, 2018

Examined and found correct subject to our separate report of even date annexed.



M A Fazal & Co.
Chartered Accountants

Table B: Statement of Comprehensive Income

MA FAZAL & CO.
Chartered Accountants

Bangladesh Overseas Employment & Services Ltd. (BOESL)

Probashi Kallayan Bhaban(4th floor)
71-72 Old Elephant Road, Eskaton Garden.
Dhaka-1000, Bangladesh

Statement of Comprehensive Income

For the year ended 30th June,2018

Particulars	Notes	30-06-2018 Taka	30-06-2017 Taka
A. Income			
Service Charges	16	147,363,600.00	128,613,600.00
Data Entry Registration Fee	17	3,078,300.00	2,702,610.00
TO TAL		150,441,900.00	131,316,210.00
B. Operating Expenses	18		
Operating Expenses		5,819,345.09	5,211,942.34
Administrative Expenses		49,859,196.95	41,607,134.96
TO TAL		55,678,542.04	46,819,077.30
C. Operating Income/Loss (A - B)		94,763,357.96	84,497,132.70
D. Non-operating Income	19	20,257,627.23	18,520,911.90
E. Net Profit before tax (C + D)		115,020,985.19	103,018,044.60
F. Provision for Income Tax		40,257,344.82	36,056,315.61
G. Net Profit after Tax (E - F)		74,763,640.37	66,961,728.99
H. Retained Earnings brought forward		392,385,788.02	254,065,393.66
I. Income Available for appropriation (G + H)		467,149,428.40	321,027,122.65
J. Appropriation:			
Dividend Pay to Govt. 2016-2017			-
Provision for Profit Bonus			-
Retained Earning Transferred to B/S (I-J)			(510,000.00)
			(2,912,725.00)
		467,149,428.40	317,604,397.65

Dated, Dhaka.
The 06th November, 2018

Examined and found correct.



MA Fazal & Co.
Chartered Accountants

Table B: Statement of Comprehensive Income

Fiscal Year	Income Tk.	Expenditure Tk.
1983-1984	284,204.00	369,795.00
1984-1985	8,050,604.00	1,830,864.00
1985-1986	17,894,120.00	5,149,508.00
1986-1987	7,768,457.00	2,998,848.00
1987-1988	3,490,594.00	3,114,250.00
1988-1989	7,839,489.00	3,293,893.00
1989-1990	7,636,952.00	3,024,089.00
1990-1991	5,052,980.00	3,218,240.00
1991-1992	5,415,769.00	3,944,122.00
1992-1993	5,872,431.00	4,052,593.00
1993-1994	4,787,121.00	4,310,899.00
1994-1995	6,007,076.00	3,926,283.00
1995-1996	16,561,968.00	6,268,020.00
1996-1997	29,092,871.00	8,950,659.00
1997-1998	9,306,547.00	8,274,177.00
1998-1999	10,491,595.00	9,707,749.00
1999-2000	7,124,577.00	7,943,047.00
2000-2001	13,147,482.00	11,069,289.00
2001-2002	6,803,237.00	9,031,958.00
2002-2003	12,764,843.00	11,273,074.00
2003-2004	17,073,598.00	11,373,033.00
2004-2005	15,462,286.00	14,545,882.00
2005-2006	18,918,812.00	16,117,645.00
2006-2007	24,272,951.00	19,460,712.00
2007-2008	27,624,733.00	24,397,826.00
2008-2009	40,225,729.00	16,564,390.00
2009-2010	23,617,633.00	13,846,125.00
2010-2011	73,551,990.00	22,654,108.00
2011-2012	68,371,109.00	31,007,378.00
2012-2013	98,349,486.00	30,286,771.00
2013-2014	119,243,073.00	31,707,509.00
2014-2015	147,990,391.00	32,843,522.00
2015-2016	143,900,444.00	39,084,300.00
2016-2017	149,837,122.00	46,819,077.00
2017-2018	17,06,99,527.00	5,56,78,542.00
Total =	132,45,31,831.00	518138,177.00

Statement of profit, tax & dividend

Fiscal Year	Profit & Loss Tk.	Tax Paid Tk.	Dividend Tk.
1983-1984	(85,591.00)		
1984-1985	6,219,740.00	4,325,163.00	510,000.00
1985-1986	2,744,612.00	8,609,335.00	765,000.00
1986-1987	4,769,609.00	2,873,598.00	765,000.00
1987-1988	376,344.00	300,000.00	-
1988-1989	4,545,596.00	3,351,131.00	269,981.00
1989-1990	4,612,863.00	3,125,315.00	510,000.00
1990-1991	1,834,740.00	1,282,500.00	408,000.00
1991-1992	1,471,647.00	1,031,196.00	255,000.00
1992-1993	1,819,838.00	1,124,611.00	510,000.00
1993-1994	476,222.00	543,344.00	24,000.00
1994-1995	2,080,793.00	898,842.00	510,000.00
1995-1996	10,293,948.00	4,280,594.00	1,020,000.00
1996-1997	20,142,212.00	8,769,438.00	1,530,000.00
1997-1998	1,032,370.00	655,150.00	510,000.00
1998-1999	783,846.00	673,498.00	102,000.00
1999-2000	(818,470.00)	1,739,451.00	-
2000-2001	2,078,193.00	2,095,831.00	-
2001-2002	(2,228,721.00)	1,340,596.00	-
2002-2003	1,491,769.00	1,171,985.00	255,000.00
2003-2004	5,700,565.00	1,020,071.00	255,000.00
2004-2005	916,404.00	1,663,544.00	-
2005-2006	2,801,167.00	1,608,396.00	255,000.00
2006-2007	4,812,239.00	2,282,909.00	255,000.00
2007-2008	3,226,907.00	2,335,328.00	255,000.00
2008-2009	23,661,339.00	2728094.00	1,785,000.00
2009-2010	9,771,508.00	2472121.00	510,000.00
2010-2011	50,897,882.00	14,820,814.00	1,020,000.00
2011-2012	37,363,730.00	6,119,558.00	1,020,000.00
2012-2013	68,062,716.00	14,545,295.00	50,00,000.00
2013-2014	87,535,563.00	31,253,053.00	6,485,496.00
2014-2015	115,146,870.00	40,301,404.00	7,484,546.00
2015-2016	104,816,174.00	36,685,660.00	6,813,051.00
2016-2017	103,018,045.00	36,056,316.00	5,10,000.00
2017-2018	115,020,985.00	4,02,57,344.00	-
Total =	832449970	282341485.00	3,95,92,074.00

Annual General Meeting (AGM) has not been held yet.



Digitalization of BOESL

BOESL has digitalized its services to ensure smooth and timely service delivery. BOESL has been conducting online registration of the Korea bound candidates, selection of the desired candidates through computer based lottery, and online Korean language test. Monitoring the official activities in CCTV, maintaining the Accounts' by Accounting software, maintaining all information of the workers in database, corresponding with the clients via mail. BOESL has also established one stop services centre for prompt and quick services to its Job seekers. BOESL also introduced the following set up to provide quick service to the client.

Website

BOESL has two webpage, one is hosted in the central server of Bangladesh Computer Council and another one is hosted in the Government portal which is maintaining centrally by Prime Minister Office.

One Stop Information Center

BOESL has one stop information center to serve the stakeholders quickly and promptly. All sorts of information are supplying from the information center. Candidates and other clients can get necessary forms and documents from this centre and can submit their necessary documents to BOESL through the center.

Access Control Machine

BOESL has set up Electronic Access Control Machine to ensure the timely attendance of the staff. All officers and staff entered in office put their finger print in this Machine and also left office in the same way.

CCTV

BOESL has installed Close Circuit Camera (CCTV) to monitoring all the activities of BOESL's by its Managing Director directly and also monitored the safety as well as security of the office.

SMS Gateway

BOESL added a new digital service for its clients called "Short Message Service (SMS)" gateway. BOESL is using this service to send necessary information to its clients/candidates via SMS to their Mobile. Our clients are now able to get all sort of required migration information in their mobile phone easily through SMS Gateway.

Mail Server Clouding

Information is the most important and sensitive assets for any organization. BOESL has been dealing with more than hundred employers of 27 countries all over the world. To ensure safety and security of our mail server, with the help of a USA based vendor we clouded our mail server, so that no hacker can hack our mail service.

Wi-Fi Zone

In addition to Broad Band internet connection, BOESL office is fully under Wi-Fi zone.

Broadband Internet

BOESL has high speed broadband internet connection. BOESL has desktop computers on every desk. Broadband internet is using for browsing, sending E-mail and internal networking (LAN).

PABX

BOESL setup a Private Automated Branch Exchange (PABX) telephone line to its all office room to ensure uninterrupted telephone networking within the office. BOESL staff can get multiple telephone line for incoming and outgoing calls through PABX.

LAN

24 desktop and laptop computers are inter-connected by Local Area Network (LAN) for internal correspondence connection with each other.

WAP

BOESL's computer network is under Wireless Application Protocol (WAP) system.

Digital Archive (Personnel)

BOESL is developing a digital archive to store and manage all sorts of data of its employees. Digital Archive for Personnel will helps to manage employee's database easily for its administrative purpose.

Achievements of BOESL

- BOESL had directly processed recruitment of 10,000 workers for Iraq under the Government Protocol in 1986.
- Moreover, has supervised recruitment of 79,000 workers for Malaysia during 1996 to 1997, under G to G protocol as an obligatory responsibility of the Government of Bangladesh.
- From 2008 to June 2018 BOESL has sent 18,936 workers to South Korea under EPS Program.

- BOESL has sent 49,278 Female workers to 44 Garments Industries in Jordan up to June 2018.
- BOESL send record 11,033 workers to various countries during the financial year 2017-18. This number is the highest ever in the history of BOESL.
- From 2009-2010 to 2017-2018 BOESL send 69,204 Skilled & Semi-Skilled manpower to the different countries, which is more than 80.97 % of total migration since its establishment.
- BOESL has sent directly 85,469 workers in different countries from January 1984 to June 2018.
- BOESL has sent directly 89,335 workers in different countries from January 1984 to 30th November' 2018

Country wise Migration for the Month of July 2017 to November 2018

Country	Professional	Skilled	Semi-Skilled	Total
Jordan	19	1170	-	11725
Qatar	-	1	4	5
South Korea	-	-	3111	3111
Oman	-	-	-	-
Maldives	-	26	30	56
Baharain	-	2	-	2
Total	19	11735	3145	14899

Country & category wise migration (January 1984 to June 2018)

SL	Country	Professional	Skilled	Semi-Skilled	Total
1	K.S.A.	1,605	1,787	410	3,802
2	Iran	943	--	--	943
3	UAE	417	1,636	624	2,677
4	Bahrain	93	2,203	497	2,793
5	Qatar	110	839	495	1,444
6	Oman	66	711	199	976
7	Kenya	3	--	--	3
8	Iraq	23	1,264	232	1,519
9	Kuwait	214	373	216	803
10	Zimbabwe	21	--	--	21
11	Maldives	30	129	49	208
12	Turkey	10	--	--	10
13	Pakistan	--	2	--	2
14	Malaysia	26	358	670	1,054
15	Fiji	9	3	--	12
16	Singapore	13	11	--	24
17	Libya	8	147	50	205
18	Mourisus	--	5	--	5
19	Malaway	--	4	--	4
20	USA	--	1	--	1
21	Zambia	--	4	--	4
22	Nigeria	41	--	--	41
23	Botswana	58	--	--	58
24	Egypt	--	378	--	378
25	South Korea	--	--	18,936	18,936
26	Poland	2	--	7	9
27	Jordan	16	49,346	175	49,537
Grand Total		3,708	59,201	22,560	85,469

Country wise Migration for the Month of July/172 November/18

Country	Professional	Skilled	Semi-Skilled	Total
Jordan	19	11706	-	11725
Qatar	-	1	4	5
South Korea	-	-	3111	3111
Maldives	-	26	30	56
Baharain	-	2	-	2
Total	19	11735	3145	14899

LIST OF OUR VALUED FOREIGN EMPLOYERS:

S.L.	Country	Name of the Company
1	Kingdom of Saudi Arabia	Ministry of Health,
2		Saline Water Conversion Corporation,
3		Zamil Group,
4		Almana General_Hospital,
5		Batterjee Pharmaceutical Factory,
6		All Intercontinental Hotels in K.S.A.
7		Electricity Corporation, Riyadh,
8		Arabian Metal Industries, Jeddah,
9		Detecon Al-Saudia Co. Ltd., Riyadh,
10		Eastern Province Cement Co., Dammam,
11		Delta-Stesa Electro-Mechanic TV Project,
12		United International Transportation Co. Ltd (UNITRANS),
13		A. A. Turki Group of Companies,
14		DallahAlbaraka,
15		Saudi YanbuPetrochemcial Co.,
16		Al-Yamamah Hospital Director,
17		Kuwait Shipbuilding, ,
18		Arabian Bemco Contracting Co. Ltd,
19		Al-Ahsalnter Continental Hotel,
20		Ali Reza Group,
21		Vita Food Company,
22		Saudi Technical Engineering Systems Associated (STESA),
23		Al-Hammam Company,
24		Yusuf Bin Ahmed Kanoo.
25		Saudi Cement Co.,
26		Kanoo Travel,
27		Al Rushaid Investment CO.,
28		Sait Group,
29	Kuwait	Kuwait Shipbuilding & Repair Yard Co., (SAK),
30		Al-Ahleia Switchgear Co.,
31		Kuwait Sewage Treatment Plant,
32		Kuwait Municipality,
33		Ministry of Electricity & Water (MEW),
34		Ministry of Public Health,
35		Kuwait & Gulf Link Transport Co.,
36		Kuwait Oil Co.,
37		National Housing Authority,
38		Fawaz Refrigeration & Air Conditioning Co.

39		Kuwait National Petroleum Co. (KNPC)
40		Kuwait Cotton Products,
41		Kuwait Aviation Services Co.,
42		Kuwait Control Co.,
43		Al-Mahaliya Readymix Concrete Co. W.L.L.,
44		Crown Plaza Hotel,
45	United Arab Emirates	Dubai Municipality,
46		Voltas Limited,
47		Asmacs general trading & cont. Est.,
48		Al Buhooth Contracting & Gen. Maint. Est.,
49		Derby Textile Factory,
50		ASMACS,
51		Dubai Intercontinental Hotel,
52		Royal Group,
53		Al-Ghurair Centre, Dubai,
54		Adnh Compass Middle East LLC,
55		United Engineering & Trading Co,
56		Wade Adams Contracting L.L.C,
57		Abdulla A. Al ghurair group of companies,
58		Mechwatt Electromechanical Works LLC,
59		Control & Applications Emirates (CAE),
60		Bridgeway Electromechanical & Decoration LLC,
61		Al-Habtoor Engineering Enterprises,
62		Emirates Telecommunications Corporation (ETISALAT),
63		Al Nasr Irrigation & Contracting Co.,
64		Associated Constructions & Investments (LLC),
65		National Petroleum Construction Company,,
66		Al JaberEst,
67		Sharjah Municipality,
68		Al-Ain Municipality,
69		Al Jaber Energy Services,
70		Dubai Electricity & Water Authority, Dubai,
71		Water & Electricity Department, ABU DHABI,
72		Paper Chase International Inc.,
73		Trans Gulf Electro-Mechanical L.L.C,
74		Emirates Trading Agency,
75		New Age Company LLC,
76	Abu Dhabi Gas Liquefaction Co. Ltd.,	
77	77. Al Ahlia Gulf Line Gen. Trading Co. (Pvt) Ltd.,	

78		Intergulf General Contracting LLC,
79		Abu Dhabi Polymers Co. Ltd.,
80		United Arab Shipping Marine Workshop L.L.C.,
81		Abu Dhabi Municipality,
82		Emirates Float Glass LLC,
83		OTIS L.L.C.,
84		Cristal Garments,
85	Qatar	Mesaieed Power Co. Ltd. (M-POWER),
86		Qatar Fertilizer Co., (Qafco),
87		RasGirtas Power Co.,
88		Qatar Steel Company,
89		Qatar Fuel Additives Co. LTD.,
90		Qatar Navigation,
91		Ministry of Education,
92		Qatar Building Engineering Co. (QBEC),
93		Hamad& Mohammed Al-Futtaim,
94		Qatar Municipality,
95		Compass Catering Services WLL (EUREST),
96		MOWASALAT,
97		Darwish Engineering Co.,
98		Water & Electricity Co. (QWEC)
99		Qatar National Navigation & Transport Co. (QNNTC),
100		ASMACS, Doha Office
101	Oman	Ministry of Health,
102		Oman Aviation Services,
103		Ghadeer Brothers,
104		Mir work Limited,
105		Excellent Garment,
106		106. Eleganty Garments,
107		Galfar Engineering & Contracting SAOG,
108		Oman National Electric Co.,
109		Fashion Apparels LLC
110	Bahrain	M.R.S. Fashions, W.L.L,
111		Kooheji Contractors,
112		Haji Hassan Group W.L.L,
113		Comsip Al A' Ali WLL,
114		Mohammad Jalal Contracting,
115		Alkomed Engineering Service Co. W.L.L.,
116		Al-Noor Textiles,

117		Bahrain Airport Service,
118		Awal Plastics,
119		Arab Shipbuilding & Repair Yard Co.,
120		Bahrain Municipality,
121		AA Zaiany& Sons Co.,
122		Cora Engineering Co.,
123	Japan	Seikitokkyo Kogyo Co. Ltd. (Japan)
124		JITCO
125	Jordan	Dur Investment Co. Ltd.
126		Classic Fashion Apparels Ltd.
127		Needle Craft
128		Hi-Tec Textile
129		Ivory Garments
130		Sun Jordan
131		Century Miracle
132		Rich Pine
133		Main trend International
134		Rain Bow
135		EamMaliban Textile
136		Jerash
137		Galaxy Apparels
138		Paramount Garments
139		Third Dimension
140		Fine Apparel
141		Prestige Apparel
142		Victorious Apparel
143		M. K. Garments
144		United Creations
145		IBGM
146		Atlanta Garments Maf.
147		Atateks Apparel Ind
148		Musa Factory
149		Modern Apparel
150		WND Apparel
151		Sana Garments
152		Business Faith
153		Straight line Apparel
154		Jinious Garments
155		Saysaban

156		Ambatur Clothing ind.
157		Haifa Abu Ghazi Khairaldin
158		Tuska Apparel
159		Jenius Garments Co. Ltd.
160		Soudarn Garments Ltd.
161		Al Zay Ready Garments Mnfg. co
162		WND Apparel
163	South Korea	Human Resources Department-Korea (HRD-Korea)
164		Sheeba International Garments Co.,
165	Egypt	Jade Apparels Ltd.
166		E. L. Petra
167	Poland	Promoman Limited,
168	Botswana	Ministry of Roads & Highway
169		Ministry of Health,
170	Nigeria	Ministry of Health,
171		United Cement Co. of (NIG.) Ltd.,
172	Iran	Ministry of Health,
173		Islamic Republic of Iran Shipping Lines,
174		Ministry of Light Industries,
175		Ministry of Land Transport
176		Ministry of Heavy Industries,
177	Iraq	State Company of Building & Construction,
178		Ministry of Petroleum,
179		Baghdad Municipality
180		Ministry of Health
181	Libya	Ministry of Health,
182		Marsha Al Khir
183	Turkey	Ministry of Education,
184	Pakistan	Agha Khan Hospital,
185	Maldives	Deenam Garments (Pvt.) Ltd.,
186		Ministry of Health,
187	Maurities	Steel Co. Ltd.
188		Around 750 Factories
189	Malaysia	12 Tea Gardens
190		15 Palm & Rubber Gardens
191		Ministry of Health,
192	Singapore	Ministry of Shipyard
193		Public Service Commission,

194	Brunei	Public Service Commission,
195	Zimbabwe	Ministry of Housing,
196	Zambia	Export Import Corporation,
197	Malawi	K.K. Millars,
198	Fiji	Ministry of Health,
199		FabcraftClothers Ltd.

Sample of Demand Letter

Name of Co. :
Address :
Country Name :
Tell :
Fax :
Email :

The Managing Director
Bangladesh Overseas Employment and Services Limited (BOESL)
Probashi Kallyan Bhaban
71-72, Eskaton Garden
Dhaka-1000
Bangladesh.

Subject: Demand Letter.

Dear Sir

Based on the approval of our Ministry of Labour, we hereby place the following demands for dispatch of manpower to work with our organization under the following terms and conditions:

Sl. No	Name of Trade	Number of Vacancy	Basic Salary	Remarks
1				
2				
3				
4				

Terms & Conditions of Employment

- (1) Duration of service contract : 2/ 3 years(renewable)
- (2) Probation period : 3 months
- (3) Air Ticket : Provided by the company/ Joining by employee and return by employer
- (4) Accommodation : Free and provided by the company
- (5) Food : Free and provided by the company
- (6) Working hours : 8 hours normal+ overtime
- (7) Over time allowance : 125% on working day and 150% for holiday
- (8) Medical : Free primary health care Free and provided by the company
- (9) Holiday : As per law of destination country
- (10) Transport : Free and provided by the company
- (11) Death compensation : As per law of destination country
- (12) Insurance : As per law of destination country

Other terms and conditions of service will be as per labour laws of destination country.

Thanking you.

Yours faithfully,

Sample of Agency Agreement

Name of Co. :
 Address :
 Country Name :
 Tell :
 Fax :
 Email :

Agency Agreement

We, M/s....., PO BOX No....., Tel: Fax ;, Email : do hereby appoint and nominate the Bangladesh Overseas Employment and Services Limited (BOESL), Probashi Kallyan Bhaban (4th Floor), 71-72 Eskaton Garden, Dhaka- 1000, Bangladesh to be our lawful attorney and recruiting agent in Bangladesh in respect of handling all the affairs associated with the recruitment of Bangladesh workers for employment in our company and concerning submission of passport(s) for visa endorsement to the Embassy, arrangement for their passage to work site and to sign all necessary documents required by any concerned office(s) in Bangladesh in concerned with the recruitment of workers to work with our organization.

We forbid charging workers extra fees for recruitment except fixed service charges, and if we find such case in any of the circumstances, we will terminate the contract at once.

This power of attorney shall remain valid till all the workers as described in Demand Letter arrive in destination country. This Power of Attorney is non-transferable and is irrevocable.

In witness whereof, we have executed this document on

Name:

Authorised Signature

(Company's authorized persons

Signature with seal and date)

Sample of Power of Attorney

Name of Co. :

Address :

Country Name :

Tell :

Fax :

Email :

POWER OF ATTORNEY

(Hereinafter referred to as the “Principal”) on the one part.

AND

Bangladesh Overseas Employment and Service Limited (BOESL), a State Owned Manpower Recruiting Agency in Bangladesh, under the control and supervision of the Ministry of Expatriates’ Welfare and Overseas Employment, The Government of the People’s Republic of Bangladesh having its registered office at Probashi Kallyan Bhavan, 71-72 Eskaton Garden (4th Floor), Dhaka- 1000, Bangladesh, Tel: 0088-02-9345724 (PS), Cell: 0088-01742442235, Email: info@boesl.org.bd, Fax: 0088-02-8356577, (Hereinafter referred to as the “Agent”) on other part.

OBJECTIVES:

Whereas the Principal is an employer and wishes to hire works for employment in his organization from Bangladesh and whereas the Agent is a Company in Bangladesh which is licensed and experienced in the recruitment of workers and has the facilities and personnel to perform such requirement services. Now its is hereby agreed as follows:

1.0 GENERAL PROVISIONS

- 1.1 The principal shall utilize the facilities and services of the Agent for the purpose of selection, recruiting and documentation of workers hired with the assistance of the Agent.
- 1.2 The Agent shall use its best endeavors to obtain for the Principal the most qualified and suitable candidates, as per requirements of the Principal.

2.0 RESPONSIBILITIES OF THE PRINCIPAL

- 2.1 The Principal shall inform the Agent in writing of the vacancies available, giving the detailed job descriptions, salary and other terms and conditions of services of workers.
- 2.2 The Principal shall provide necessary documents to the Agent such as Demand letter, Power of Attorney, Visa Advice, Visa authorization letter, service contract, etc. of workers attested by Ministry of foreign Affairs of employer’s country.
- 2.3 The Principal shall send their representative to interview and the workers directly.
- 2.4 The Principal shall provide full information to the Agent well in advance about the recruitment plan and lifting schedule of the selected workers.
- 2.5 Individual Service Contract shall be signed between the Principal and the workers after final selection of the workers.
- 2.6 The Principal shall arrange to receive the workers at the airport upon their arrival.

3.0 RESPONSIBILITIES OF THE AGENT:

- 3.1 The Agent shall advertise the requirement of the Principal (if necessary) and forward the short listed C.V's to the Principal for their further scrutiny.
- 3.2 The Agent shall verify the authenticity of the certificates relation to the educational and professional qualifications and the personal or business reference of the applications, if necessary.
- 3.3 After receiving the names of the short listed candidates from the Principal the Agent will inform the candidates of interview program.
- 3.4 The Agent shall book suitable hotel accommodation from the recruiting delegation of the principal in Dhaka as per Principal's request & also receive the delegation at Dhaka Airport.
- 3.5 The agent shall provide accommodation facilities for conducting interviews. If necessary, agent shall have to provide separate rooms for each interview with adjoining waiting room. There should be efficient secretarial, telephone & fax facilities. The Agent shall provide trade testing facilities where necessary. The Agent shall provide all logistic support to the representative of the principal to make recruitment trip success.
- 3.6 The Agent shall arrange medical examination of the finally selected workers & the Agent will ensure that only the medically fit workers will be sent for employment.
- 3.7 The Agent shall also select workers on behalf of the Principal through a Committee of experts if Agent is authorized to do so. But the Agent will always prefer selection of workers by the representative of the principal directly.
- 3.8 The Agent shall arrange necessary briefing/orientation course for the workers on the relevant rules & regulations prior to their departure.
- 3.9 The Agent shall facilitate all the necessary documentation of travel, security and emigration requirement in order to enable the workers to arrive in their working place in time.
- 3.10 The Agent shall in all recruitment matters act loyally and faithfully to the Principal & Observe all his directives and instructions.
- 3.11 The Agent shall promptly bring to the notice of the Principal any information received by them which is likely to be of use of benefit to the Principal in the recruitment of workers.

4.0 FINANCIAL STANDING:

- 4.2 The Agent shall realize service charge from the finally selected candidates as per the rates approved by the Board of Directors of the Agent.
- 4.3 The Agent shall not realize service from the workers mentioned under clause 4.1 when the principal agrees to pay service charge to the Agent for his service.

5.0 GUARANTEE:

- The Agent shall guarantee supply of quality manpower and in case candidate fails to complete successfully the three months probationary period and if he is repatriated, the Agent shall bear return air ticket expenses .This will apply only for those candidates selected by the Agent directly under their own responsibility. But when workers selected by the Principal or its representative, the agent will not be liable for it.
- 5.1 The Principal shall guarantee employment of the selected workers on the terms and conditions of service stipulated in the individual worker's service contract.
 - 5.2 The Principal shall bear all expenses for repatriation of any worker under any eventuality, if such worker was selected by the Principal himself or by his representative.

6.0 AUTHORITY OF AGENT:

- 6.1 The Agent shall not be authorized to incur debts or liabilities on behalf of the principal nor shall the Agent enter into any agreement on behalf of the principal nor bind or attempt to bind the Principal in any way unless expressly authorized in writing to do so by the principal.
- 6.2 The Agent shall not refer to themselves in any ways other than as a recruiting Agent for the principal and shall neither describe themselves nor do anything which would lead third parties to believe that the Agent was acting as general Agent for the principal.

7.0 Entirely OF THE AGREEMENT, AMENDMENTS

- 7.1 This Agreement may only be amended by mutual Agreement of the parties in writing.

8.0 Period of Agreement, TERMINATION

- 8.1 The Agreement shall be valid for a period of years from the date stated above and may be terminated by either party giving 30 (thirty) day's written notice prior to its expiry. In absence of such notice, the Agreement shall be automatically renewed on to same terms and conditions.
- 8.2 The principal shall have the right to terminate this Agreement at any time by giving 30 (thirty) days notice in writing in any of the following events:-
 - (a) If the Agent enters into liquidation either voluntarily or compulsorily.
 - (b) For any reason the Agent is prevented from performing their duties.
 - (c) If the Agent commits contractual breach on any the terms or conditions of the Agreement.

9.0 NOTICE:

- 9.1 Any notice given or served under this Agreement shall be in writing and to be sent by letter, fax or email addresses to the principal or the Agent as appropriate. Such notice shall be deemed to be received and effective on the business day of receipt.

10.0 Dispute Resolution:

All disputes arising out of or in connection with this Agreement shall be settled amicably by both parties through faithful and sincere negotiations, failing which the disputes shall be submitted to the legal authority through the courtesy of Bangladesh Mission in Oman.

This Recruitment Agreement is signed and entered into on the 04.02.2014 and shall be effective from the date of signing by both parties.

FOR Bangladesh Overseas Employment and Services Limited (BOESL)	FOR
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1. Witness

2. Witness

Naamae:
Managing Director
BOESL, Dhaka, Bangladesh

Name:
General Manager
BOESL, Dhaka, Bangladesh

Name:
Deputy General Manager
BOESL, Dhaka, Bangladesh



GLOSSARY

BOESL	Bangladesh Overseas Employment and Service Limited
BMET	Bureau of Manpower Employment & Training
BKTTC	Bangladesh-Korea Technical Training Center
BGTTC	Bangladesh German Technical Training Center
CBT	Computer Based Test
D.L.	Demand Letter
EPS	Employment Permit System
GoB	The Government of Bangladesh
GAMCA	Gulf Area Medical Center Association
HRD Korea	Human Resources Development Service of Korea
IOM	International Organization for Migration
ITS	Industrial Trainee Scheme
KLT	Korean Language Test
MoU	Memorandum of Understanding
MoEW&OE	Ministry of Expatriates' Welfare and Overseas Employment
MOEL	Ministry of Employment and Labour
PKB	Probashi Kallyan Bank
PoA	Power of Attorney
RoK	Republic of Korea
SPAS	Sending Public Agency System
SCA	Service Commitment Agreement
TOPIK	Test of Proficiency in Korean
SME	Small and Medium Enterprises

PHOTOGRAPH



PHOTOGRAPH



PHOTOGRAPH



Proxy Form

I/We.....ofbeing Shareholder of Bangladesh Overseas Employment and Services Limited (BOESL) do hereby appoint Mr./Mrs./Missof..... as my/our proxy to a end and vote for me/us on my/our behalf at 33rd Annual General Meeting of the Company to be held on Wednesday, December 13, 2017 at 6:00 pm at Sonargaon Pan Pacific Hotel, Karwan Bazar, Surma Banquet Hall, Dhaka.

As witness my hands this day ofDecember, 2017.



(Signature of the proxy)
Folio No:
Date:

(Signature of the Shareholders)
Folio No:
Date:

Note: The proxy form should reach the Registered Office of the Company not less than 48 hours before the time fixed for the meeting

Signature Verified
Authorized Signature

Bangladesh Overseas Employment and Services Limited (BOESL)

Attendance Slip

I/We hereby record my/our attendance at the 33rd Annual General Meeting of the Company to be held on Wednesday, December 13, 2017 at 6:00 pm at Sonargaon Pan Pacific Hotel, Karwan Bazar, Surma Banquet Hall, Dhaka.

Folio No:

Name of the Member/proxy
Signature.....
Date.....

Note: Please present this slip at the Reception Desk.





BOESL

Fax : +8802 9330652 / 8356577

E-mail : info@boesl.org.bd, Website: www.boesl.org.bd

Tel : +8802 9345724 (M.D.) / 8316088 (G.M.)/ PABX : 9361515, 9351125
Borak Tower (4th Floor) 71-72, Eskaton Garden, Dhaka-1000, Bangladesh