

HR  
Approved by Board  
on 18.09.19  
CDD



TRANSPARENCY  
INTERNATIONAL  
BANGLADESH

Social movement against corruption

### Amended Provisions of HR Manual at the 101<sup>st</sup> Board Meeting

Sl.	Title/Topics	Provisions until 18 Sept, 2019	Amended on 18 Sept, 2019												
01	1.10 Deduction for shorter than due notice period of resignation		1.10.3 Deduction of payment for shorter notice period shall be made on the basis of the number of calendar days of the deficit.												
02	1.9 Termination period	1.9.2 Termination period for staff other than regular contractual ones will be as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Service length:</th> <th>Termination period</th> <th>Notice</th> </tr> </thead> <tbody> <tr> <td>3 &gt; mm</td> <td>2 days' notice or payment gross salary in lieu of notice period</td> <td></td> </tr> </tbody> </table>	Service length:	Termination period	Notice	3 > mm	2 days' notice or payment gross salary in lieu of notice period		1.9.2 Termination period for staff other than regular contractual ones will be as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Service length:</th> <th>Termination period</th> <th>Notice</th> </tr> </thead> <tbody> <tr> <td>&lt;3 mm</td> <td>2 days' notice or payment gross salary in lieu of notice period</td> <td></td> </tr> </tbody> </table>	Service length:	Termination period	Notice	<3 mm	2 days' notice or payment gross salary in lieu of notice period	
Service length:	Termination period	Notice													
3 > mm	2 days' notice or payment gross salary in lieu of notice period														
Service length:	Termination period	Notice													
<3 mm	2 days' notice or payment gross salary in lieu of notice period														
03	2.6 Vacancy Announcement	iii. Normally a minimum of two weeks' time shall be given for receiving applications from the candidates unless exceptionally determined by Executive Director/Deputy Executive Director.	iii. Normally a minimum of two weeks' time shall be given for receiving applications from the candidates unless exceptionally determined by Executive Director/Deputy Executive Director. For short time contractual staff minimum one weeks shall be given for receiving application.												
04	2.8.2 Taking test	b) Face to face interview	b) Face to face interview (viva) Unless exception is made for special circumstances, qualifying viva score for final selection would be minimum 60%												
05	3.27 Provident Fund	Employees will contribute 10% of their monthly Basic Salary to the Provident Fund effective from his joining date. TIB will make equal monthly contributions to the Provident Fund account. In case of resignation, termination, retrenchment or discharge after a minimum of two year of continuous service with TIB, the employee will receive the total of their individual contributions and TIB's contributions, plus a pro-rated share of accrued interest. If a staff member leaves TIB employment before completion of two year of continuous service, the employee will receive their individual contribution only, plus a pro-rated share of the Fund's accrued interest. The Provident Fund Trust rules shall be applicable once he/she become the member	Employees will contribute 10% of their monthly Basic Salary to the Provident Fund effective from his joining date. TIB will make equal monthly contributions to the Provident Fund account. In case of resignation, termination, retrenchment or discharge after joining TIB, the employee will receive the total of their individual contributions and TIB's contributions, plus a pro-rated share of accrued interest for the period served. Other provisions of the Provident Fund Trust Rules shall be applicable.												

