

**A4 Consultants**

1/13 Iqbal Road (Front House, Ground Floor)  
 Mohammadpur, Dhaka-1207, Bangladesh  
 Mob: 01819-850239  
 E-mail – info@a4-consultants.com  
 www.a4-consultants.com

10/20/2015



## A4 Institute of Human Resources Development

### Training on Bangladesh Labour Rules 2015

|                                     |                                  |  |
|-------------------------------------|----------------------------------|--|
| <b>Date:</b><br>October 30-31, 2015 | <b>Time:</b><br>900 AM – 5:00 PM | <b>Venue:</b> NGO Forum Central Training Centre,<br>4/6 Block-E, Lalmatia, Dhaka |
|-------------------------------------|----------------------------------|--|

|                           |   |   |
|---------------------------|---|---|
| <b>Duration:</b> 16 hours | <b>Fee:</b> Tk.6,500.00 per person<br>without VAT | <b>Number of Maximum Participants:</b> 25 |
|---------------------------|---|---|

**Participants Profile:**

This training program is intended for: Human Resources & Administration Professional ; Departmental Head/ Branch In-Charge ; Mid level Managers; Executives – Legal Affairs

### CONTENT

1. Introduction to Bangladesh Labor Act 2006 and Bangladesh labor Rule 2015
2. Service Rule & its approval procedure
3. Appointment letter & Service Book
4. Classification of workers, Employers
5. License of Contracting Agencies
6. Misconduct, Punishment and Disciplinary Proceedings,
7. Employer and Employee control under section 28 (ka)
8. Employee Severance Appointment of Juvenile worker
9. Compensation for injury by accident
10. Health, Safety and Welfare
11. Function and eligibility of welfare officer
12. Formation and function of Safety committee
13. Maternity Benefits
14. Child Room, Canteen and Canteen Management Committee,
15. Working hour and OT calculation
16. Different type of Leave [Annual, Festival etc], its calculation and payment
17. Wage and Piece rate worker, wage deduction, ADR for Wage
18. Trade Union, CBA and its Registration,
19. Formation and function of Participation Committee
20. Profit Participation: Its rules and procedure
21. Formation of Provident Fund, Rules and Trusty Board
22. Apprenticeship
23. Power and responsibility of Director of Labor
24. Power and responsibility of Inspector'
25. Approval of Factory's Layout plan and Registration Procedure
- 26.** Different Forms and Reporting formats and procedure

**Facilitator's Team:**

Our facilitators team is a strong one with many years of experience in Human Resource Management, Industrial Relations and Labour related legal matters. The team is very well conversant with labour issues in line with Bangladesh Labour Act 2006 and Bangladesh Labour Rules 2015. The facilitator team consist of the following members:

1. Anisa Khatoon
2. Adv. Md. Shahnewaz Khan
3. Adv. Mohammad Mostafizur Rahman
4. Adv. Z Islam

For registration and other queries, please call : 01819-850239 or E-mail – [info@a4-consultants.com](mailto:info@a4-consultants.com)

Registration will be done upon submission of complete Training Registration Form

Certificates will be awarded upon successful completion of full course.