

Policy on participation in training for skill development related to official responsibilities:

Any employee may participate in training on the following grounds:

01. S/he should complete 1 year at Business Automation Ltd for being eligible at the required training.
02. If the team head thinks that the training is essential to perform official responsibilities smoothly then s/he can recommend for participation in the training before completion 1 year.
03. The training course must be related with his/her official responsibilities.
04. An employee may participate in the training subject to the following:
 - i) Long Term Training (Training period at least 31 days and above) – Once in every two years,
 - ii) Mid Term Training (Training period from 8 days to 30 days) – Once in a year,
 - iii) Short Term Training (Training period up to 7 days) – At any time.
05. The employee must apply to HR with recommendation of his/her team head for participation in the training.
06. Employee will pay course fee at the time of training.
07. Business Automation Ltd will reimburse the course fee after successful completion of the training.
08. In respect of reimbursement of paid course fee the following procedure will be followed:
 - (i) Original money receipt of “Course Fee” and photocopy of ‘Course Completion Certificate” must be deposited to Admin & HR with application.
 - (ii) The reimbursement will be made in the following manner-
 - (a) Course Fee up to Tk.1000/= at a time,
 - (b) Course Fee from Tk.1001/= to Tk.10,000/= in 10 equal monthly installments,
 - (c) Course Fee from Tk. 10,001/= to Tk.20,000/= in 15 equal monthly installments,
 - (d) Course Fee above Tk.20,000/= in 24 equal monthly installments.
09. If any employee leaves Business Automation Ltd before completion of related installments period, then s/he will return the total reimbursed amount to Business Automation Ltd.
10. The policy will be applicable for those training which will be commenced on or after 1st day of January 2020.