

Caritas Bangladesh

National Organisation of the Catholic Bishops' Conference of Bangladesh for Social Welfare and Human Development



কারিতাস বাংলাদেশ

সমাজ কল্যাণ ও মানব উন্নয়নের জন্য বাংলাদেশের ক্যাথলিক বিশপ সম্মেলনের একটি জাতীয় প্রতিষ্ঠান

National Office : 2 Outer Circular Road, Shantibagh, Dhaka-1217, Bangladesh, GPO Box- 994, Dhaka - 1000

Ref. No. **AD/HR/2011-12/87**

Date : **04/08/2011**

Office Circular

To

All Directors (Regions/ Central Projects/ Trusts)
Area Manager - Caritas Sylhet Area Office
Manager - CTSP

Subject : Transfer of Service of Staff having School-going Children.

Dear Sir/Madam,

You all are aware that as per Clause No. 9 of Caritas Service Conditions, the service of any staff is transferred at any time from one job, section or department to another and from one establishment to any other establishment of the organization within Bangladesh. In order to implement the transfer order more staff-friendly way, you are requested to observe the following guidelines as decided by the Executive Office of Caritas.

1. The transferee, who has school-going children, be transferred to other establishment of the organization from January each year. This rule is not applicable to the transfer order within the same office campus.
2. If the spouse of the transferee is a service holder, his/her transfer may be considered close to the office of his/her spouse to provide them with scope for a good family life.
3. If transfer is made in the best interest of the Organization or following a request of an employee, the stipulations above are not applicable.

You are, therefore, requested to comply with above guidelines. If you have any query on the above, please contact the undersigned.

Sincerely yours,

Prodip Stanley Gomes, FCMA
Administrative Director

CC : Executive Director/ Development Director/ Director, CEP
: All Managers/ Project Coordinators/ Coordinators, Caritas National Office