

SIRAJGANJ ECONOMIC ZONE LIMITED

Environmental and Social Impact Assessment (ESIA) Draft Report Annexure (Part 1)



August 2021



SIRAJGANJ
ECONOMIC ZONE
NESTING INNOVATION AND INVESTMENT

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Annex A: Detail Drawings of the Project

Master Plan

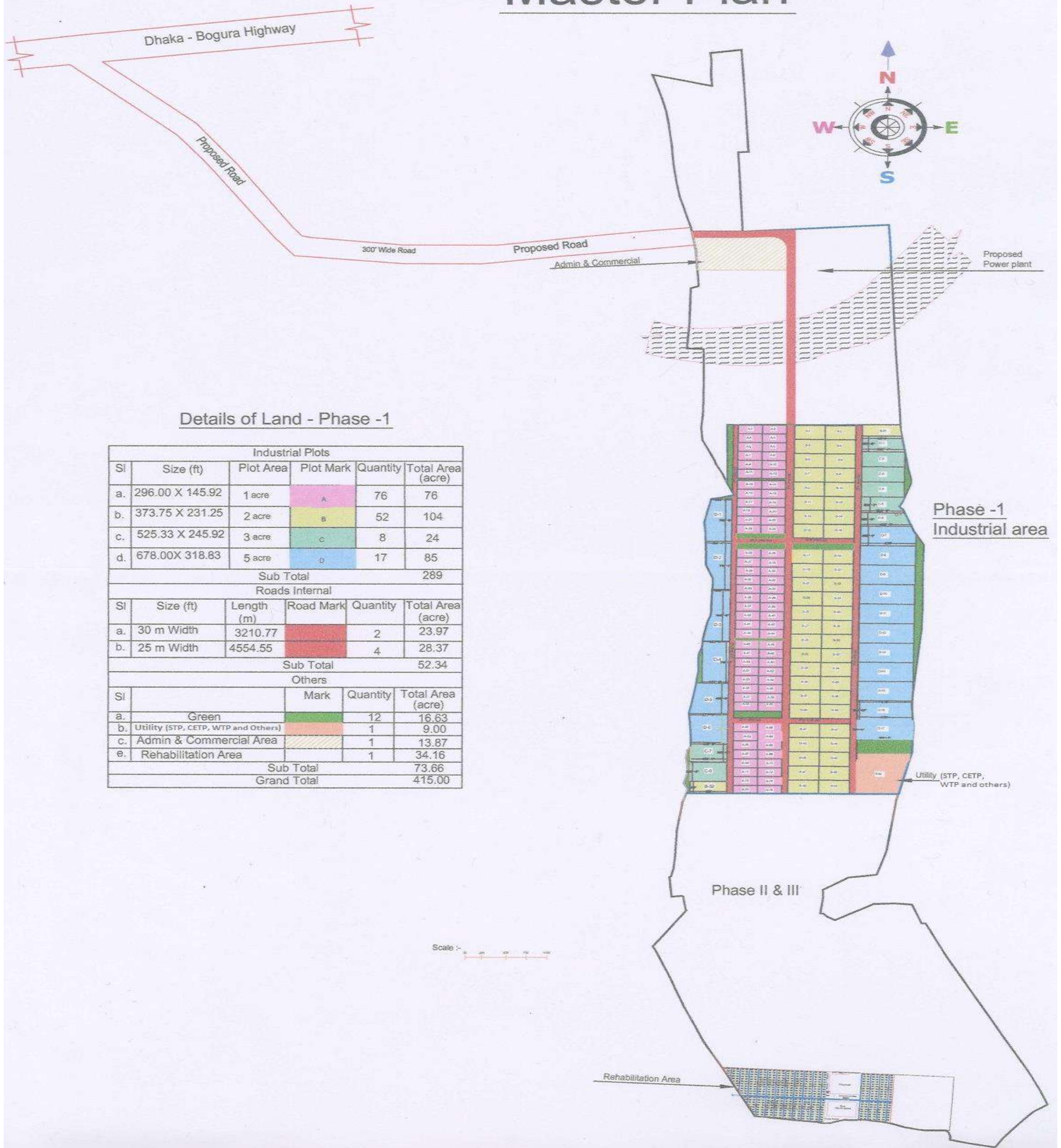


Figure A 1: Proposed Layout of the Master Plan of SEZ

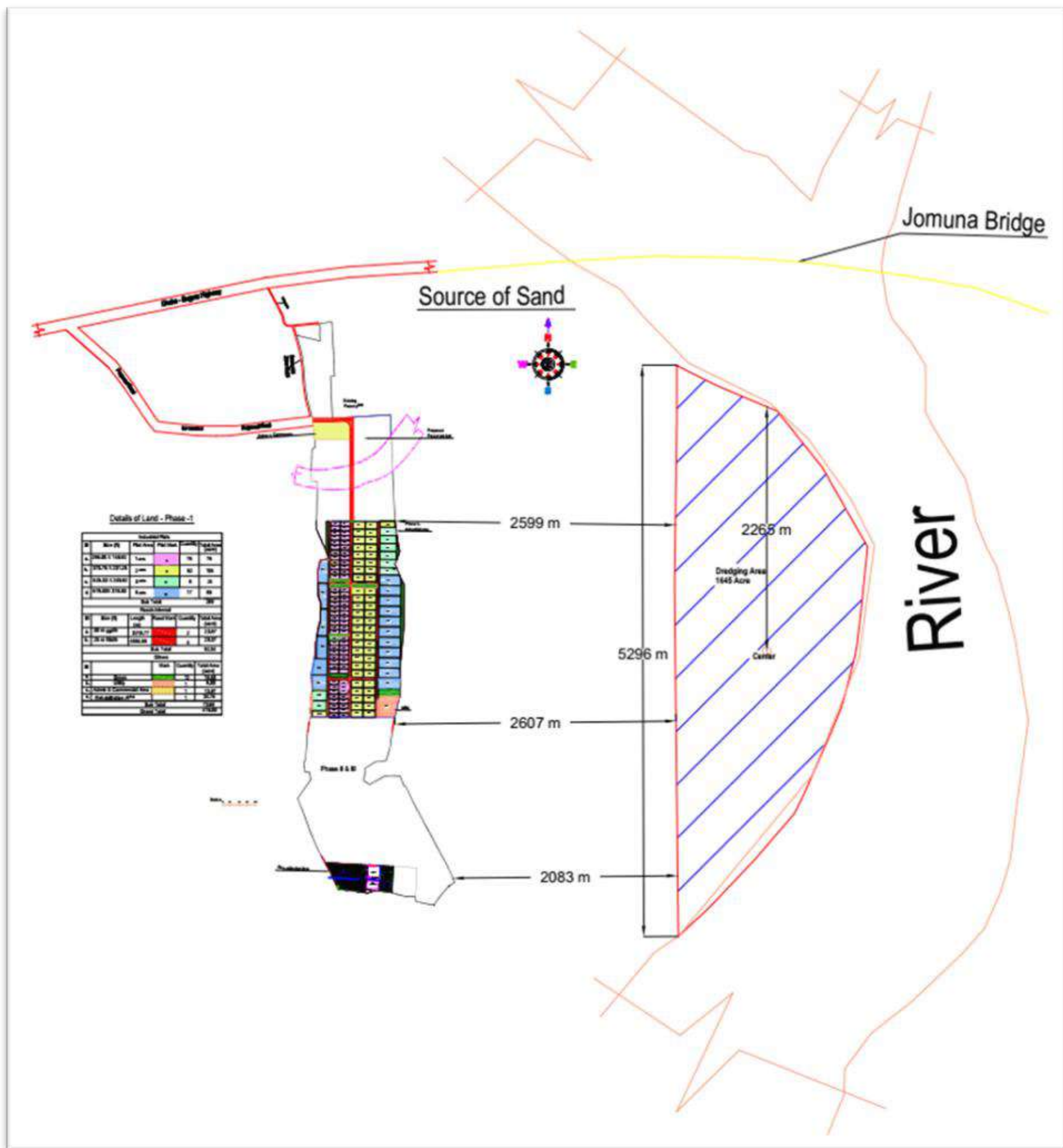


Figure A 2: Distance of Balumohol from the project site

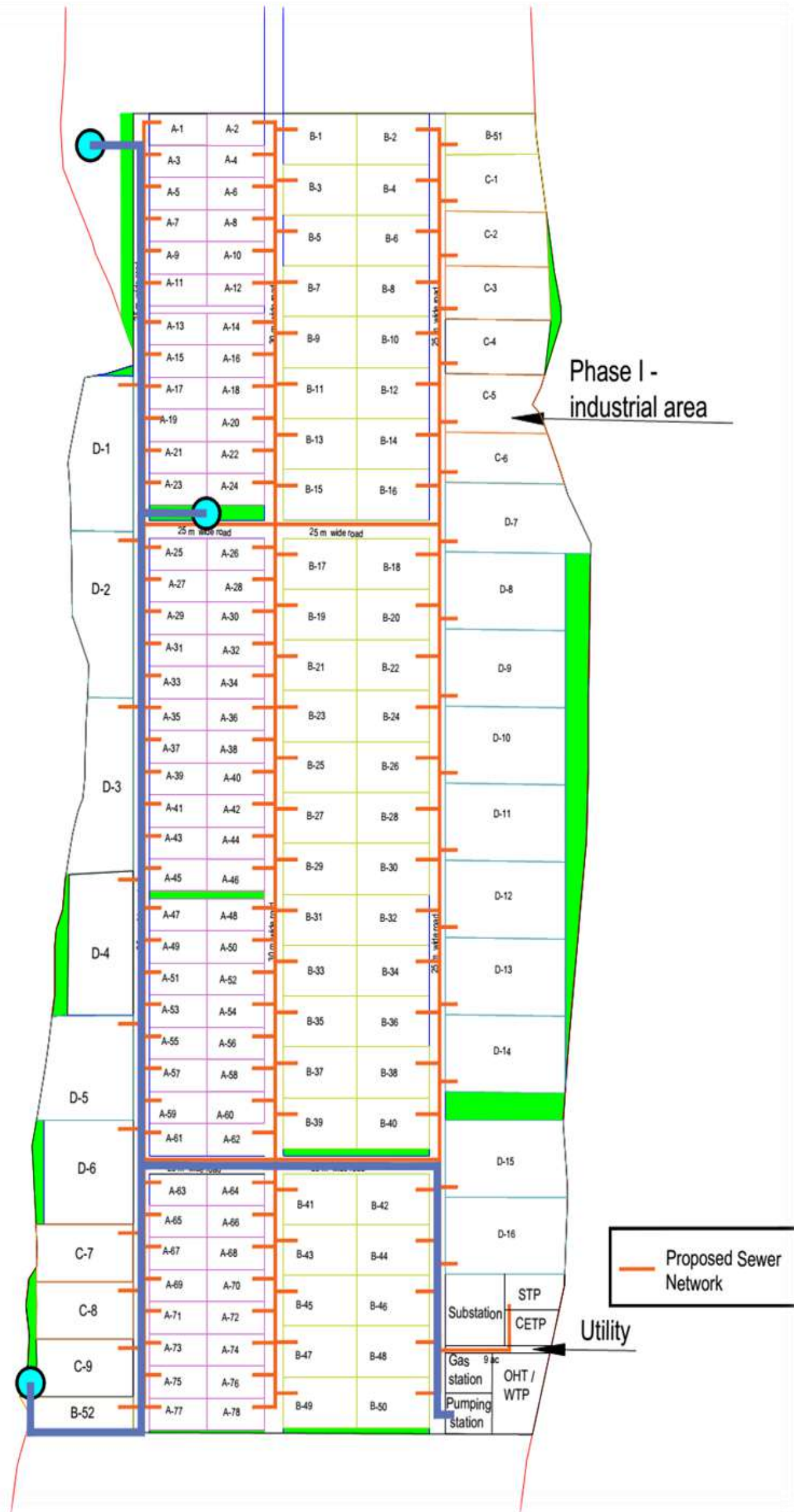


Figure A 3: Proposed Sewerage Network for SEZ

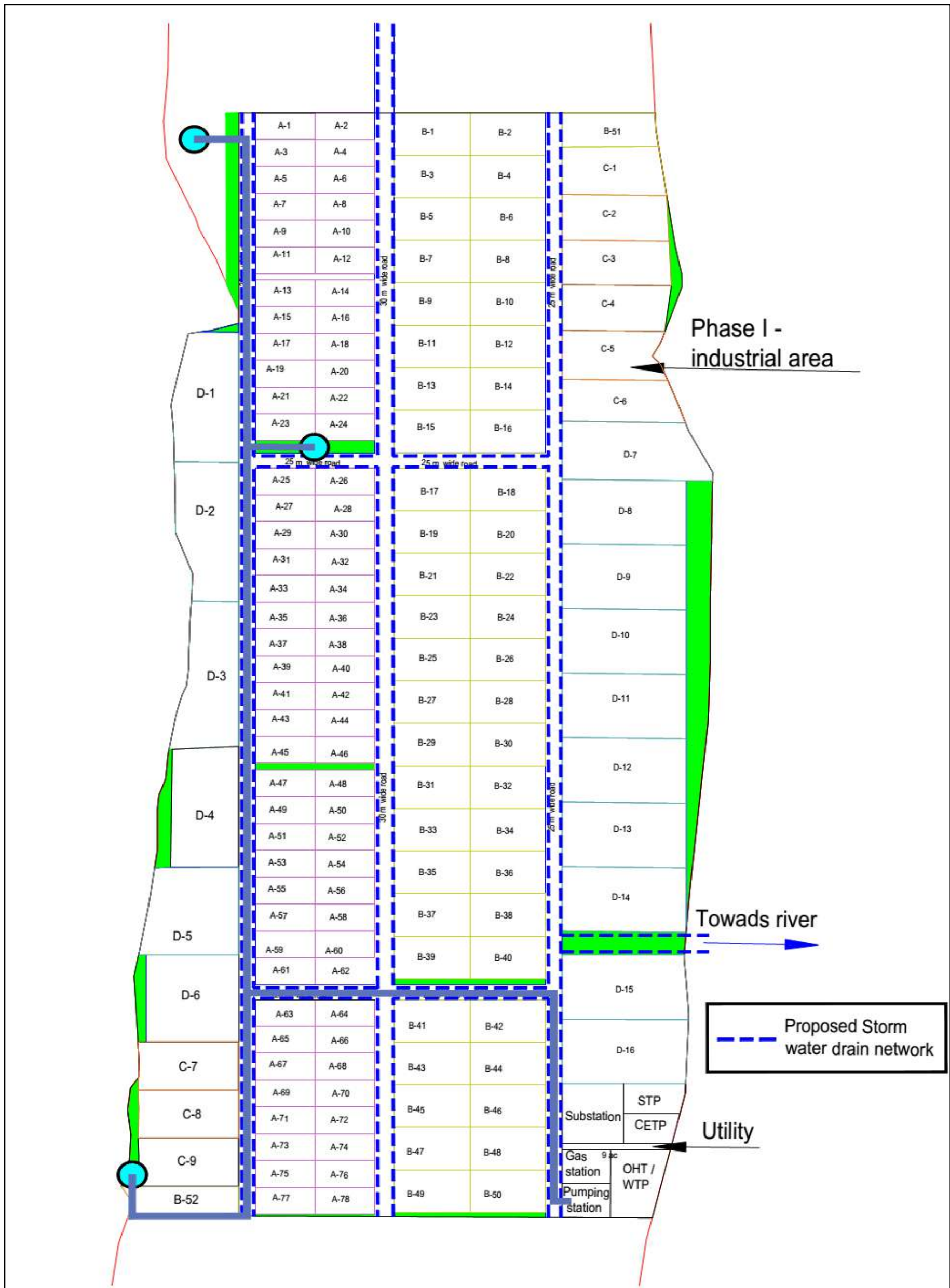


Figure A 4: Layout of Stormwater Drainage Outflow

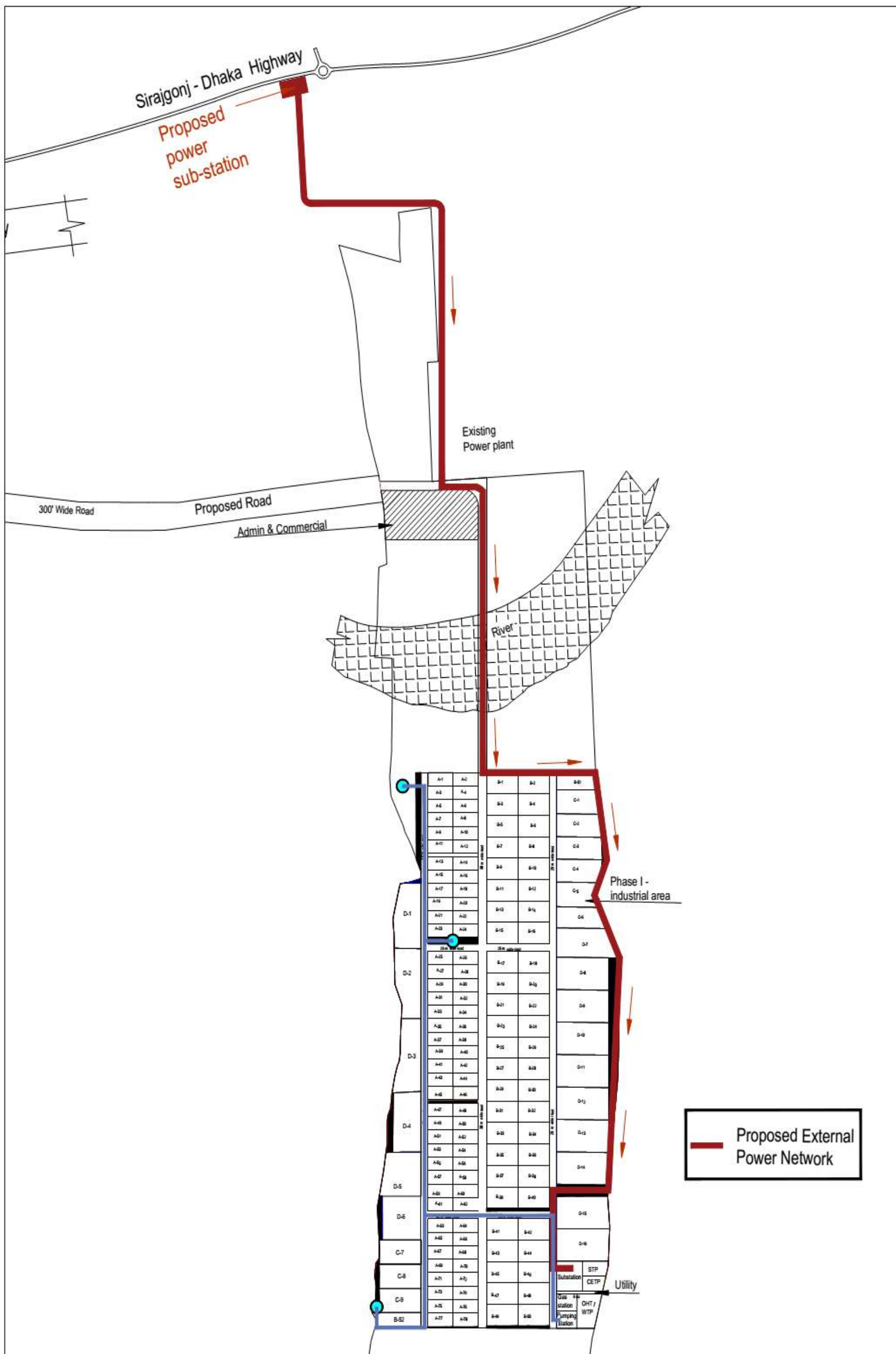


Figure A 5: External Power Supply Network

SIRAJGANJ ECONOMIC ZONE LTD (Master Plan for Proposed 33kV Network System)

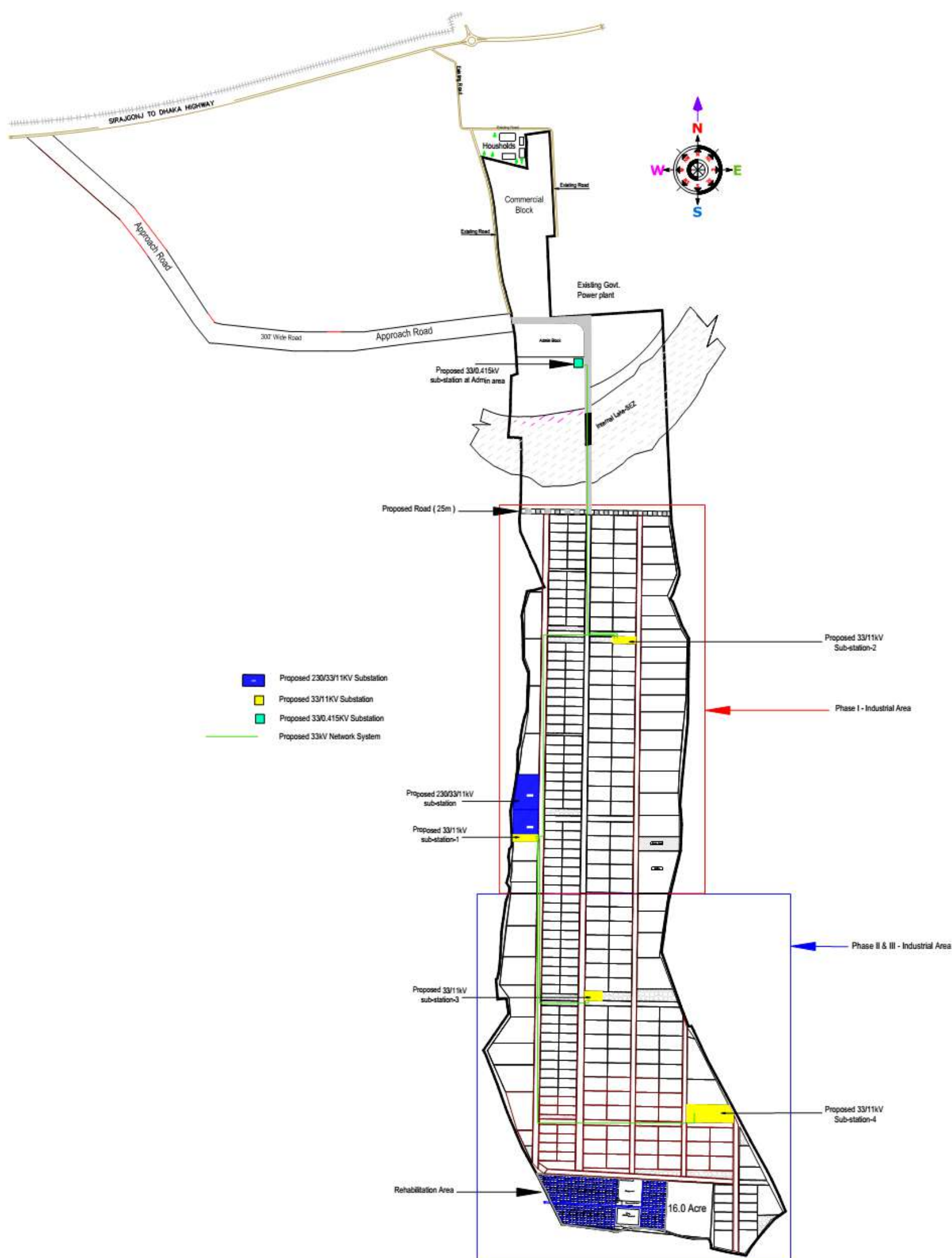


Figure A 7: 33-11 kV switch yard layout

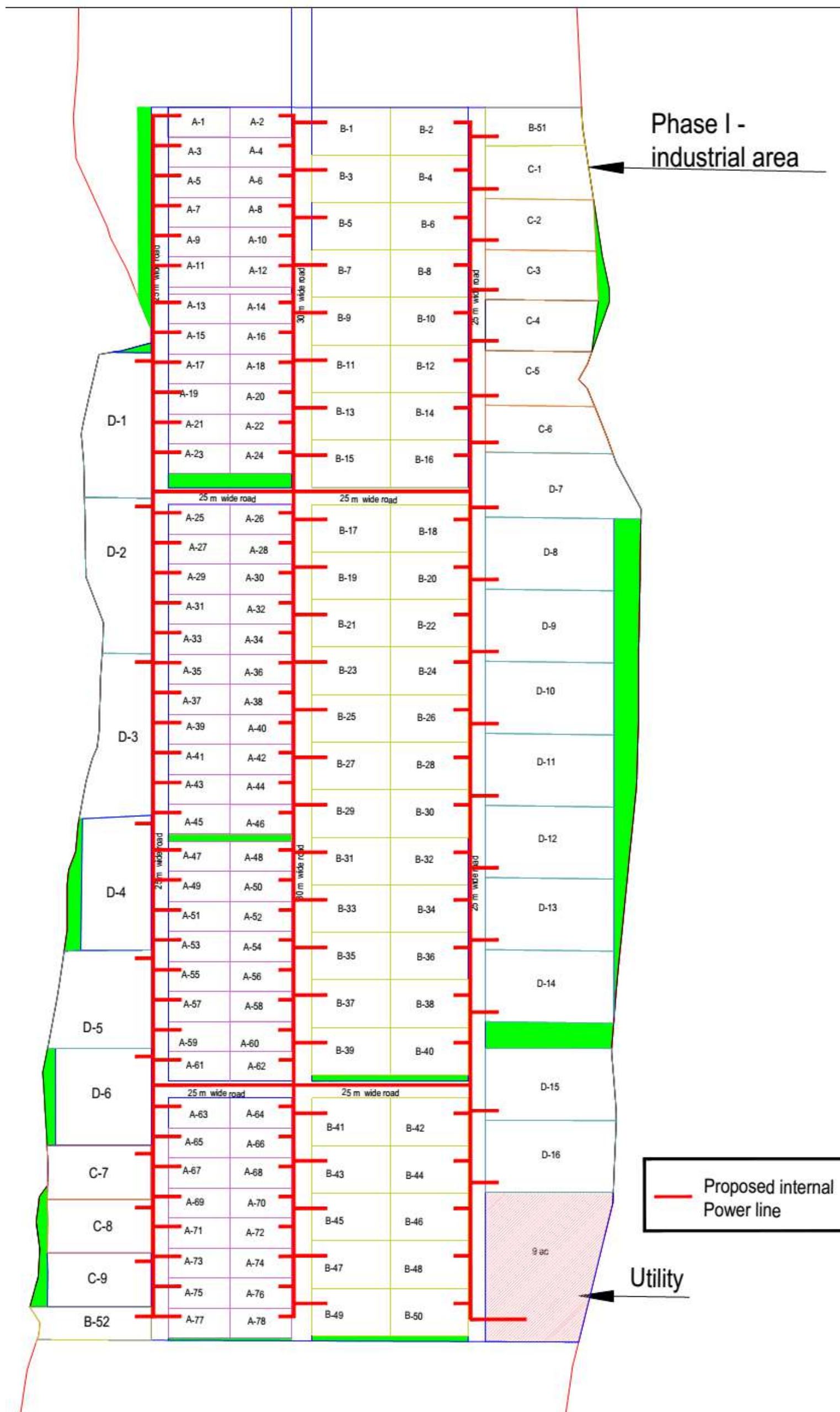


Figure A 9: External Power Supply Network

Task Name	%	Up to June 2021	Sep-21	Dec-21	Mar-22	Jun-21	Sep-22	Dec-22
Land Cost	100%	100%						
Site grading	100%	79%	6%	15%				
Compound wall, fencing and gates	100%	15%	20%	30%	15%	10%	10%	
Road carriageway & median	100%	5%	20%	25%	15%	15%	10%	10%
Foot path and plot entry culvert	100%	5%	20%	25%	15%	15%	10%	10%
Drains and culvert	100%	5%	20%	25%	15%	15%	10%	10%
Bridge	100%	10%	20%	25%	20%	15%	10%	
Water supply network	100%		10%	30%	35%	10%	10%	5%
Sump, Overhead Tank, Pumps	100%		10%	30%	35%	10%	10%	5%
Water Treatment plant	100%			30%	35%	15%	10%	10%
External water supply network	100%		10%	30%	35%	10%	10%	5%
Electrical, street lighting & fire fighting	100%		10%	25%	40%	5%	10%	10%
Telecom & communication systems	100%		5%	15%	25%	25%	15%	15%
Sustainable infrastructure elements, RW harvesting, summer storage tank & greenery	100%		10%	20%	15%	20%	20%	15%

Task Name	%	Up to June 2021	Sep-21	Dec-21	Mar-22	Jun-21	Sep-22	Dec-22
Decentralized wastewater, network and solid waste management	100%	10%	20%	25%	20%	10%	5%	10%
Buildings	100%			25%	20%	25%	15%	15%
Gas Infrastructure	100%		10%	15%	20%	20%	25%	10%
Standard Factory Building (SFB)	100%				20%	25%	25%	30%

Figure A 10: Updated SEZL Project Schedule.

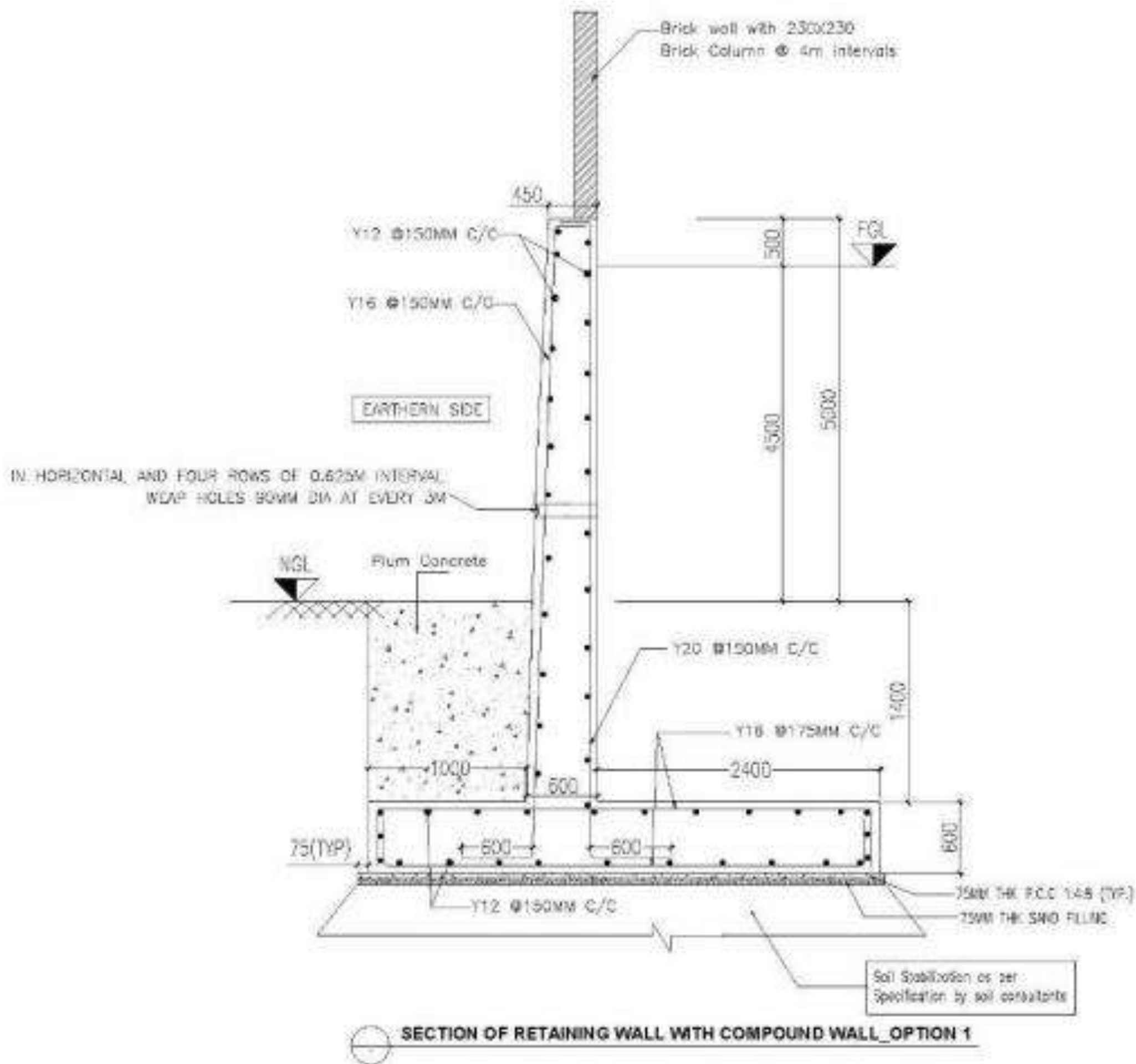


Figure A 11: Detailing of Boundary Wall - 1

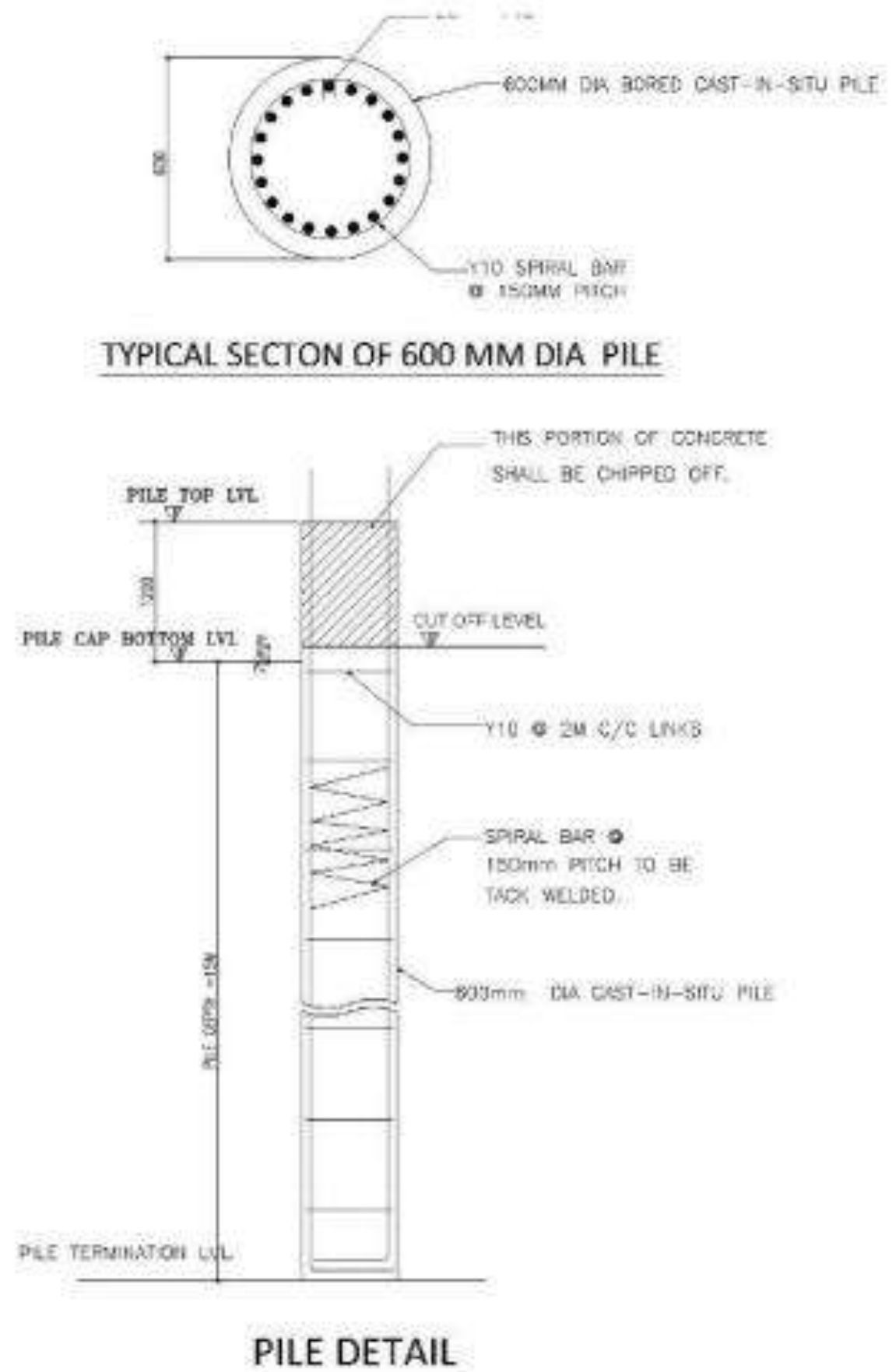
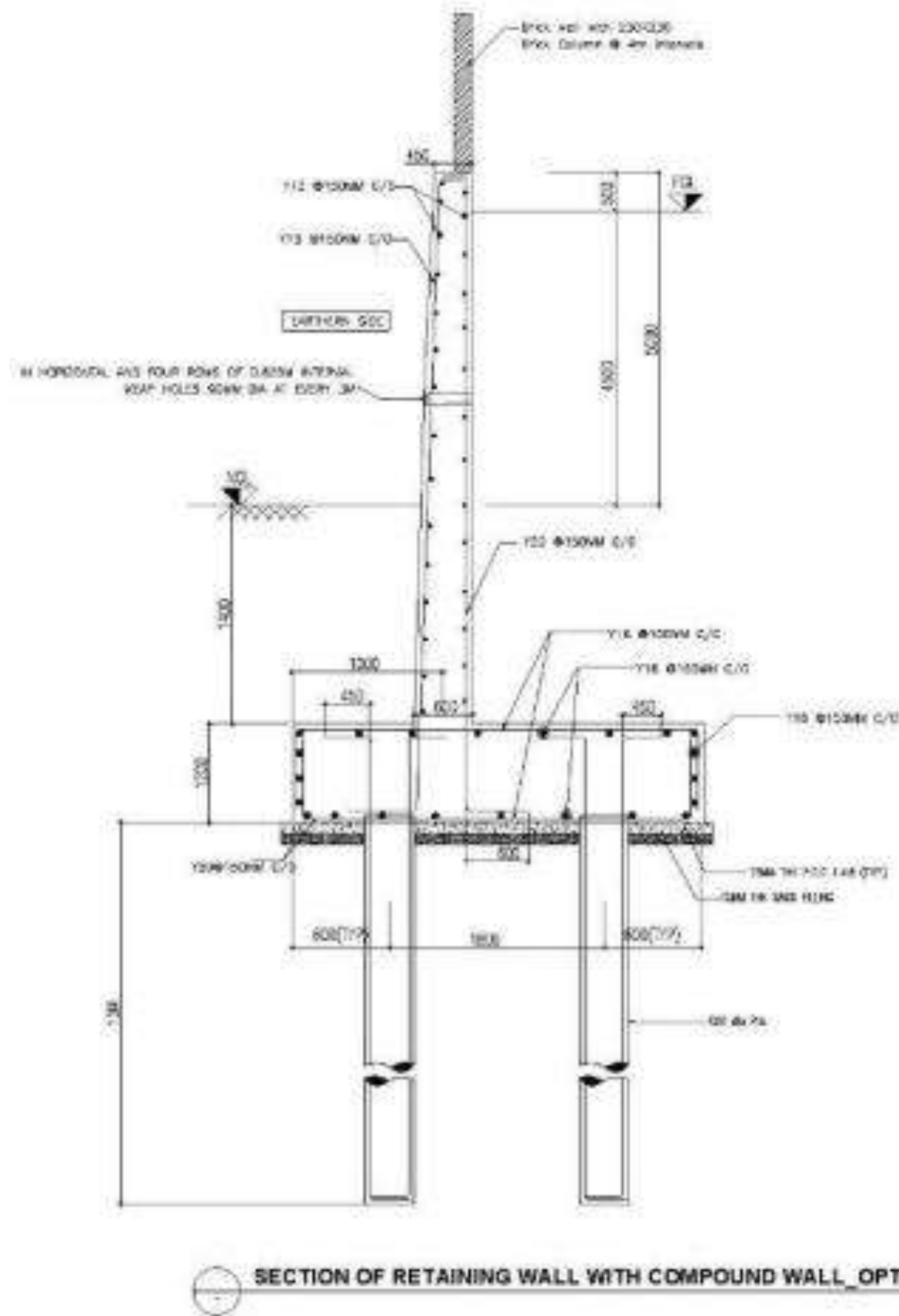


Figure A 12: Detailing of Boundary Wall - 2

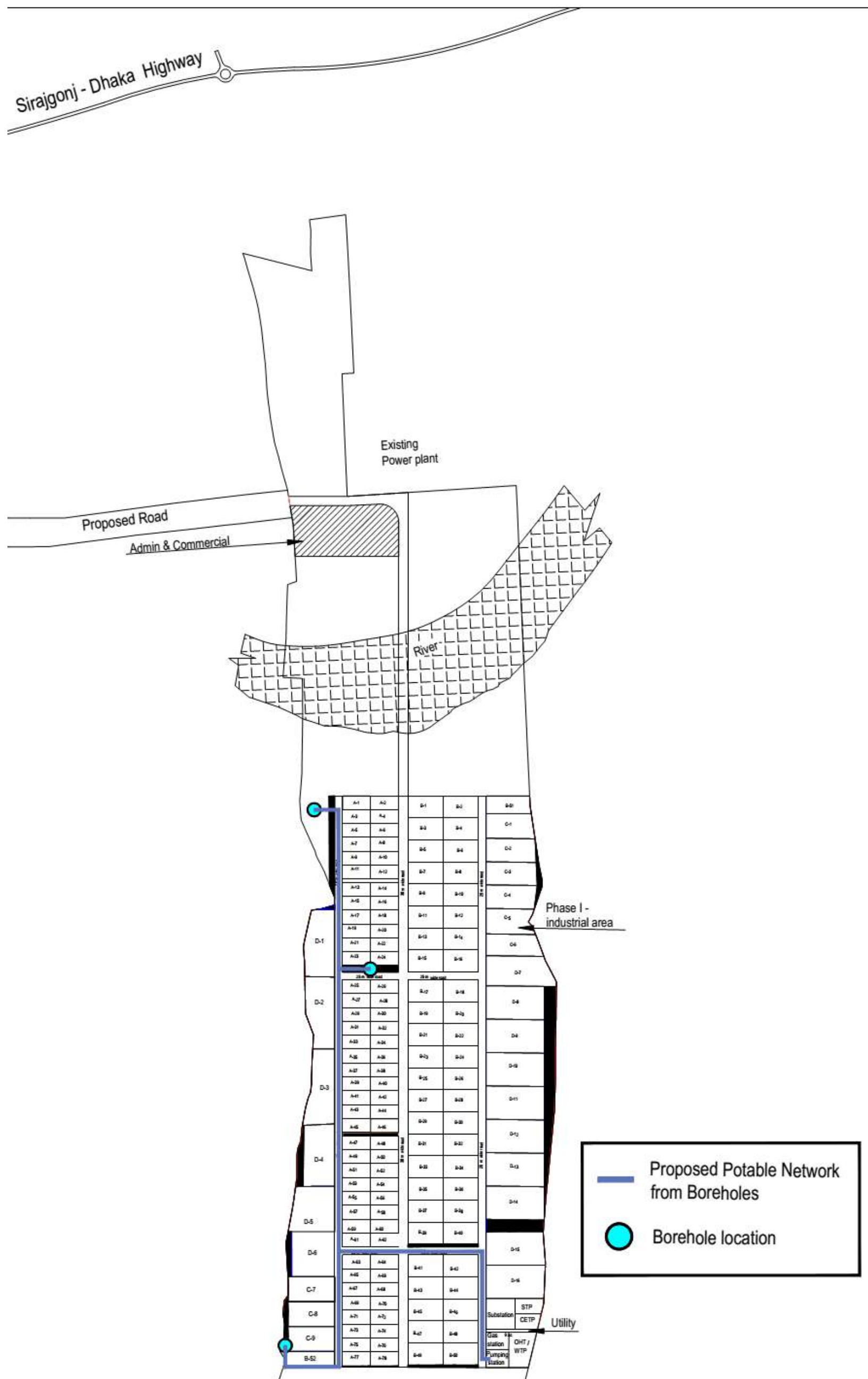


Figure A 13: Proposed potable network from Borehole

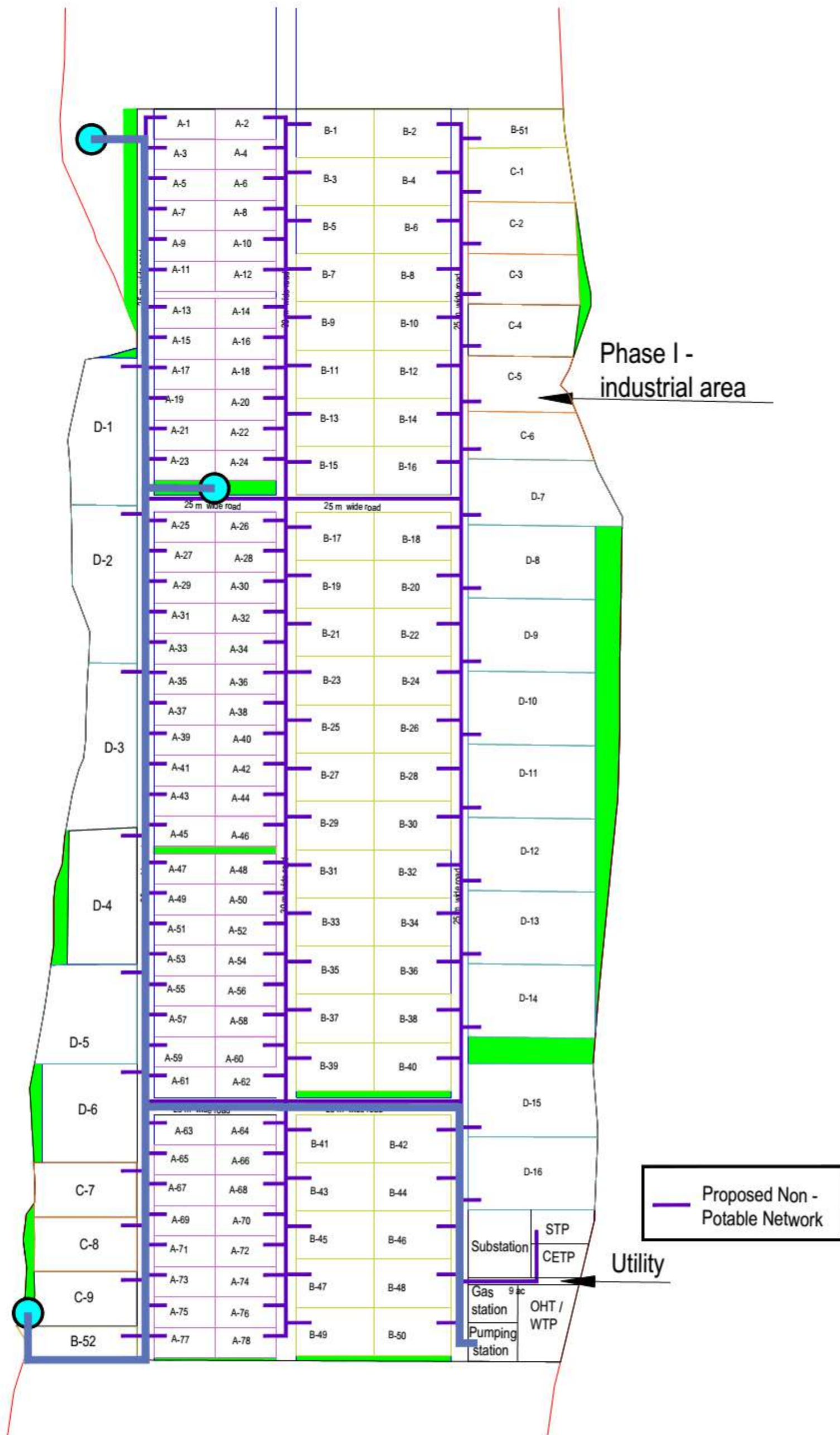


Figure A 14: Proposed Non-Potable Network for SEZL

Master Plan

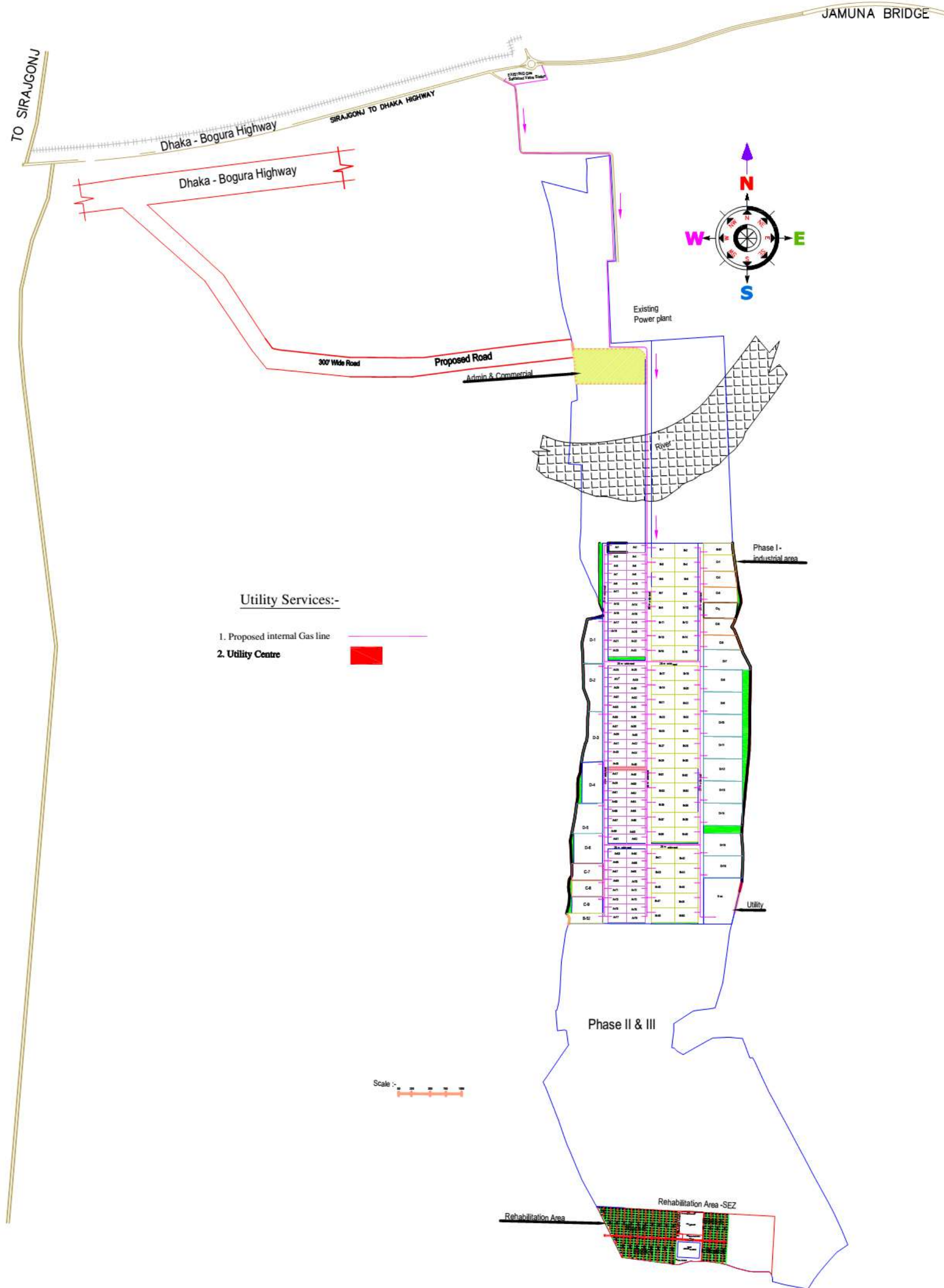
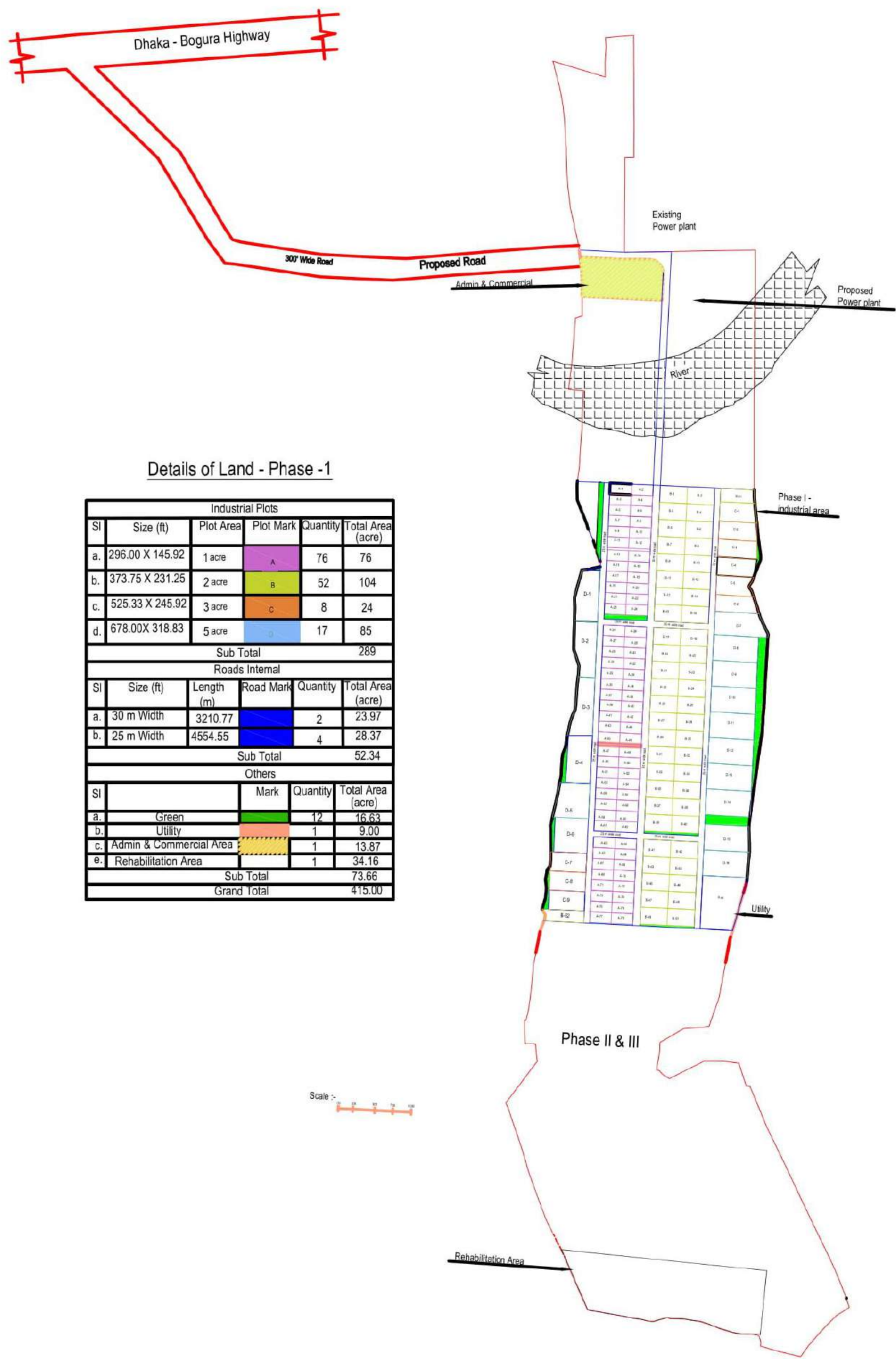


Figure A 15: Proposed Gas Supply Pipeline from Sourcing Point

Master Plan



[Source: SEZL Authority]

Figure A 17: Proposed Layout of the Master Plan of SEZ

Annex B: Social Baseline of the SEZL

B.1 The Socio-Economic Baseline

B.1.1 Social Baseline

B.1.1.1 Socio-Economic

B.1.1.1.1 Human Capital

B.1.1.1.1.1 Administrative structure and Composition

According to the (Census 2011 n.d.), the administrative setup of Sirajganj District comprises of nine (9) Upazillas, eighty-two (82) Unions, one thousand four hundred and seventy-two (1472) Mauzas, two thousand one hundred and eighty (2180) Villages, sixty (60) Wards, hundred and seventeen (117) Mahallas and six (6) Paurasavas.

It can be observed from the above figure that the administrative setups for rural and urban areas are different. The rural area governance structure primarily comprises of unions, *mauzas* and villages. A *mauza* can be a single village but in most cases comprises of a no. of villages. The village is the lowest rural geographic unit. The urban structure of governance comprises of Paurasavas, wards, and Mahallas. The Paurasava is headed by an elected mayor who is the administrative head and is responsible for its overall functioning of the various wards and the Mahallas falling within it. Simultaneously, the union is headed by the union chairperson who is responsible for the administration of the union and the mauzas and villages falling within it.

The council of all union representatives within an Upazilla is termed as the council of unions or Union Parishad while the council comprising of all Paurasava representatives is termed as Paurasava Parishad. The two parishads functions under the governance of the sub-district or upazilla parishad. The upazilla can also be called as thanas in certain locations depending on the local administrative scenario. The overall administrative head is the District or Zilla Parishad and has a coordinating and supervisory role of the lower echelons of administrative governance.

B.1.1.1.1.2 Villages Adjacent to the Project Site

Socio-economic assessment of adjacent population of the proposed project is very much crucial for project planning and implementation. Therefore, villages adjacent to proposed economic zone within 2km radius were surveyed for intense socio-economic assessment. Villages are so close to proposed project and communities of the villages are rigorously connected in their daily life to the proposed project area.

Villages situated within the 2km radius from the proposed project were considered for conducting social survey. To get the actual population/households of the studied villages, secondary sources such as Population and Housing Census, District Statistics, District Web Portal and respective Union Parishad Office information have been verified. When total numbers of the households/populations had been confirmed, considering all villages as cluster 15% households were finalized for random sampling. **Table B 1** shows the surveyed villages and households.

Table B 1: Numbers of Households Surveyed in the 2 km Study Area

Union	Village	Total House Hold	Sample Size	Percent (%)
Soydabad	Khas Barashimul	128	106	15
	Chak Boyra	109		
Rajapur	Bara Berakharua	263		
	Baira Machun	202		

Source: Soydabad and Rajapur Union Parishad, 2019

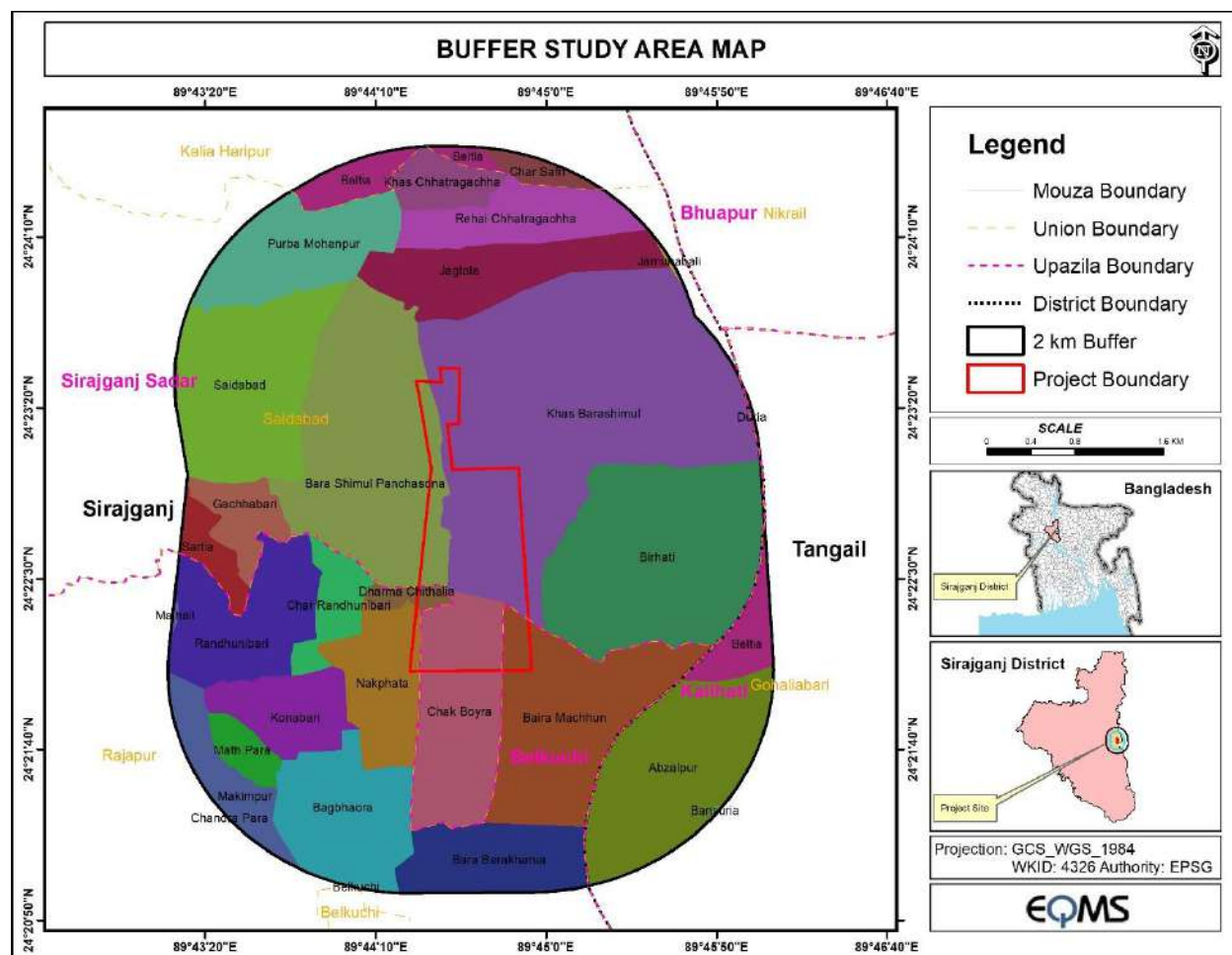


Figure B 1: Study Area

B.1.1.1.1.3 Basic Demographical Characteristics of the Household

Basic demographic characteristics include total population, gender, age, marital status, and health status. **Table B 2** illustrates the basic demographical characteristics of the households. Survey result has found about a total number of 521 populations are living within the 106 households, whereas about 52% are male and rest 48% are female. Average family size is 4.9. On the other hand, 1-70+ age range has been formulated to capture the age distribution of the studied

population. Importantly around 64.1% population belongs to 14-69 age range which signifies that most of the populations are eligible for being active in economic activities. Contrary, only 35.9% population is found depended. Additionally, 50.5% population is married. All over health status among the households has been found quite well. Around 96.9% populations are found physically normal and only 0.6% is found handicapped by birth and 2.5% is in acute health problem. Study area is found Muslim dominated where surveyed households were found all are Muslims.

Table B 2: Basic Demographic Characteristics of the Selected Villages

Sl.#	Details	Frequency	Percent (%)
1	Total Population	Male	271
		Female	250
		Total	521
2	Age	1-13	33.4
		14-27	28.2
		28-41	23.0
		42-69	12.9
		70- 70+	2.5
		Total	100.0
3	Marital Status	Married	50.5
		Unmarried	46.8
		Divorced/Separated/Widowed	2.7
		Total	100.0
4	Health Status	Physically Normal	96.9
		Handicapped	0.6
		Acute Health Problem	2.5
		Total	100.0
5	Religion	Muslim	100
		Total	100.0

Source: EQMS Survey, 2019

B.1.1.1.1.4 Education

Study finds that about 33% primary (class 1-5) education, at least 14.6% S.S.C level, 1.9% who complete at least H.S.C level, 1.2% Hafez (Islamic Curriculum) and 1.3% Graduate. About 48% populations are found underlie within the illiterate category where include children who have future potentiality to enroll in school. The following **Table B 3** shows the literacy rate in the study area.

Table B 3: Educational Attainment of the Population

S1#	Details	Frequency	Percent (%)
1.	Illiterate	250	48.0
2.	Class 1-5	172	33.0
3.	S.S.C	76	14.6
4.	H.S.C	10	1.9
5.	Graduate	7	1.3
6.	Hafez	6	1.2
Total		521	100.0

Source: EQMS Survey, 2019

B.1.1.1.1.5 Gender and women

The male and female composition of the population is relatively equitable with only Belkuchi indicating a marginally higher male dominated population as compared to female population. Vulnerable groups include specific group of persons, households or a section of the community vulnerable to multiple stressors including abuse, social marginalization, social exclusion, domination or are under greater susceptibility to external influence. Study finds that common patriotic scenario of the study area. Among all the surveyed household only 2 females headed (1.9%) household has been found and 98.1% are male headed family.

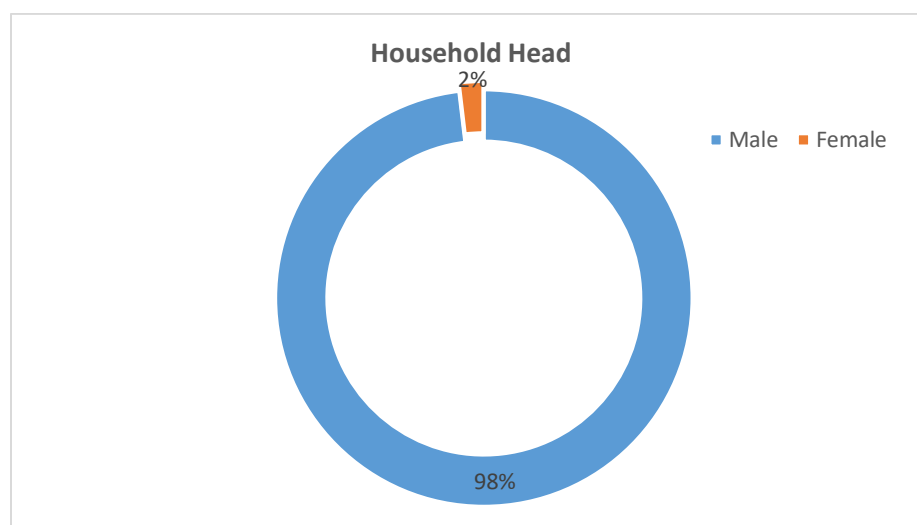


Figure B 2: Gender based Economic Activity

B.1.1.1.1.6 Human Right Context

According to the Section 2(f) of the National Human Rights Commission Act, 2009 of Bangladesh, “Human Rights” means Right to Life, Right to Liberty, Right to Equality and Right to Dignity of a person guaranteed by the constitution of the People’s Republic of Bangladesh and such other human rights documents and ratified by the People’s Republic of Bangladesh and enforceable by the existing laws of Bangladesh.

As per the (Annual Report 2011, National Human Rights Commission, Bangladesh 2011), the main complaints and cases that have been classified as human rights violation includes abductions, rapes, murders, custodial deaths, torture, human trafficking, domestic violence, enforced disappearance from homestead amongst others.

B.1.1.1.1.7 Labour and Employment

As per the Preliminary Report of Economic Census 2013 (Bangladesh Bureau of Statistics Nov 2013), the labour and persons engaged in economic activities are classified under following categories:

- ❖ **Proprietor/Partner:** is directly engaged in the economic activity of the establishment and has the right of ownership in the business;
- ❖ **Full-time Employees:** are workers who are paid regular salary and other emoluments for work for full hours are full time employees;
- ❖ **Part-time workers:** are those workers who work on a part time basis fall under this category. They are not usually entitled to full time salary or allowance;
- ❖ **Irregular workers:** workers who are employed irregularly for a special purpose or an emergency basis falls under this category; and
- ❖ **Unpaid family workers:** includes any family member of the proprietor or partners if works in the unit usually without salary or wage in return is an unpaid family worker

B.1.1.1.2 Social Capital

B.1.1.1.2.1 Historical and Political Overview

Sirajganj District was formerly a sub-division of Pabna District. It was made a full-fledged district as a part of up-gradation programme of Sub-divisions to Districts. During the reign of *Nawab Alivardi Khan* between 1740 and 1756 Sirajganj became the commercial centre of Bengal. He developed this commercial centre further to supply paper to different parts of the country by transferring a group of highly skilled people in making hand-made paper (generally known as *Tulat kagas*) from central Asia to this place. Their descendants are still living in Kalia and Kandpara Mauzas adjacent to Sirajganj town. The place was named as “Sirajganj” after the name of Alivardi’s grandson Sirajuddowla, the last independent Nawab of Bengal. (Census Handbook of 2011).

Sirajganj Sadar came into existence in 1988. As per the District Gazetteers it is learnt that the town was founded by a *Zamindar* or landlord by the name of Siraj Ali who founded the Sirajganj town. Belkuchi came into existence in 1983. It is believed that the name of the Upazilla was taken from that of an Englishman named Belkuchi who came for indigo plantation during British rule in this region.

B.1.1.1.2.2 Ethnic Composition

According census and SES in 2019 conducted by EQMS consulting Ltd, no indigenous or ethnic minority populations were identified within in 2 km of the project area.

According to Population and Housing Census 2011, Bangladesh Bureau of Statistics (BBS), 2011 it is significant to note that Sirajganj Sadar Upazilla registers an ethnic population of 38 households whereas Belkuchi have only 06 households. Consultations with Soydabad and Rajapur Union president and local communities revealed that the core area of influence does not have any ethnic minority households.

B.1.1.1.2.3 Religion

The religion followed by local community is Islam religion. Study area is found Muslim dominated where surveyed households were found all are Muslims. There might be hindu religion peoples but there is no other religious minority such as Christianity or Buddhism within this area.

The Muslim communities are mostly from the Sunni sect of Islam with the Shia sect being in minority. The school of law followed by the Sunni sect is the Hanafi School of law. According to (Heitzman and Worden, A Country Study: Bangladesh 1988) traditional Muslim class distinctions has had little importance in Bangladesh.

The proscription against marriage between individuals of high-born and lowborn families, once an indicator of the social gap between the two groups, had long ago disappeared. Most matrimonial alliances were based on wealth and power and not on the ties of family distinction. Also, many so-called upperclass families, because of their traditional use of the Urdu language, had become alienated in independent Bangladesh.

According to (Heitzman and Worden, Social Classes and Stratification n.d.), Hindu society used to be formally stratified into caste categories, caste did not figure prominently in the Bangladeshi Hindu community. About 75 % of the Hindus in Bangladesh belonged to the lower castes, notably namasudras (lesser cultivators), and the remainder belonged primarily to outcaste or untouchable groups. Some members of higher castes belonged to the middle or professional class, but there was no Hindu upper class. With the increasing participation of the Hindus community in non-traditional professional mobility, the castes were able to interact in wider political and socioeconomic arenas, which caused some erosion of caste consciousness.

B.1.1.1.2.4 Family Kinship and Marriage

Family and kinship ties form the core of social life in Bangladesh. A family resides in a bari (or “house”) and functions as the basic economic unit (Heitzman and Worden, Family, Household, and Kinship n.d.). In the eyes of rural people, the chula (or “stove”) defines the effective household, an extended family exploiting jointly-held property and being fed from a jointly operated kitchen. A bari might consist of one or more such functional households, depending on the circumstances of family relationship. Married sons generally live in their parents’ household

during the father's lifetime. However, families at different stages of the cycle display different configurations of household membership.

B.1.1.1.2.5 Inter-Community Relationship

Although Sirajganj has a majority Islamic population, the intercommunity relationship has been reportedly relatively stable based on mutual tolerance and harmony. Prior to partition, the district used to be a vital trading port, centre of business and literary exchange. This has led to a larger amalgamation of cultures within the society. Festivities such as Durga Puja and Id being still celebrated today with equal fervour amongst both communities as well as the similarity in the marriage events that take place are examples of that.

B.1.1.1.2.6 Language

The primary language of communication within Sirajganj as in most parts of Bangladesh is Bengali or Bangla. There are four main dialects of Bengali which are Chittagonian, Rangpuri, Noakhaila and Sylheti; of which the Noakhaila is the most spoken dialect within Sirajganj District. The other languages that are comprehended well within the society though not used in day to day communication are English (the second language of Bangladesh and mostly used within urban clusters) and Hindi. (Bangladesh: Ethnologue, UNESCO)

It was also reported by the community that the other language that is used but mostly restricted to a very niche group in society is the Urdu language. It is mostly used in religious scriptures, by the religious scholars as well as taught at Madrasas and religious schools.

B.1.1.1.2.7 Civil Society Organizations

Sirajganj District is a major hotspot for a large number of Development Agencies, NGOs and welfare organizations working at the community level in order to address a variety of social issues including loss of life, loss of land, displacement and food shortages caused from frequent flooding during the monsoons, abject poverty and marginalization of lower income groups or families below the national poverty line, irregular or no employment, hunger, etc. Some of the key amongst these agencies and the relevant schemes and programmes are as follows:

Department of Social Welfare, Government of Bangladesh: This is the primary social welfare agency under whose authority most of the government schemes and programmes are implemented at the ground level. Some of the key schemes implemented by this agency are:

- ❖ Micro Credit Schemes for the poorest sections of the society;
 - Old age and Widow Pension schemes
 - Freedom Fighter Allowance
- ❖ Schemes for highly marginalized sections of the society including Beggars, Handicapped and Destitute,
- ❖ Conducting awareness programs on Education, Healthcare, Family planning, etc.

All local and international NGOs' working within Sirajganj are required to register with the Department of Social Service prior to implementing any community related work or service;

Aid Organizations: Sirajganj sees active participation from a variety of major aid organizations including USAID, UNICEF, World Food Program (WFP), World Sanitation Program (WSP), Oxfam, Action Aid Bangladesh, and CARE Bangladesh amongst others. They are responsible for implementation of a variety of their schemes and programmes on poverty alleviation, hunger, disaster management, sanitation, literacy, immunization amongst others. These programs and services are implemented at the ground level through active local NGO's and Self Help Groups (SHG). Offices of most of these aid organizations are located at Sirajganj Sadar. The well-known NGOs working in study area include BRAC, ASA, Proshika, Grameen Bank, JKS, NDP, SDS, Grameen Uddag, Ganasastha Kendra, Sirajganj Uttaran Mohila Sangstha and Social Work Centre. One of the most prominent amongst these and located very close to the project site is the Manab Mukti Sangstha (MMS). This organization is a local level NGO established back in 1984 at Chawli Upazilla in Sirajganj District. The organization obtained registration from the Department of Social Services in 1984 and NGO affairs bureau in 1990. It primarily works in Sirajganj, Tangail and Pabna District in the northern parts of Bangladesh.

B.1.1.1.2.8 Household Structure and Assets

In the study area, predominating household structures are Tin made. Survey finds that among the all surveyed households about 65.4% households' structure is Tin made. Besides, about 1.9% is semi-building. On the other side, only 19.9% and 12.8% households' structure is found respectively Kutcha and Jupri in the study area.

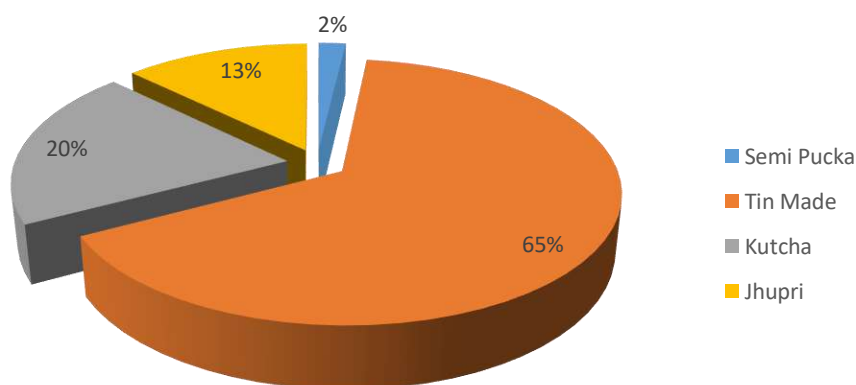


Figure B 3: Type of Structure of the Household

B.1.1.1.2..9 Household Utility Assets

Tube-well, Solar Power System and Cattle house are the very common household assets found in the study area. During the monsoon period people uses boat for communication. On the other hand, people use Auto, CNG, Cycle and Motor Cycle to go near places around the Union and Upazila.

Table B 4: Households' Assets

Sl#	Details	Frequency	Percent (%)
1.	Tube Well	106	100.0
2.	Solar Power System	83	78.3
3.	Boat	11	10.4
3.	Cattle House	77	72.6

Source: EQMS Survey, 2019

Study reveals that most of the households own tube-well for their daily water usage. Declining water level is the major problem in this study area. In this study, it is found 78.3% of the households have the own solar power system by taking loan from the NGO/Bank.

B.1.1.1.2.10 Physical Capital: Development Infrastrucure

B.1.1.1.2.11 Energy Access

Lighting and cooking sources are the very important energy requirements for any households where high quality and easy access to these energies can ease household's daily life. Results have found that 0.9% of the total households have access to electricity. Most of the household uses solar power panel for their lighting source. About 78.3% households have solar system for their own. 20.8% household depends on kerosene for their lighting source.

Table B 5: Different Energy Access by the Households

Sl#	Details	Frequency	Percent (%)
1.	Lighting Source	Electricity	0.9
		Solar System	78.3
		Kerosene	20.8
		Total	100.0
2.	Fuel/energy used for Cooking	Firewood, Crop residue and Cow-dung Cake	99.1
		LPG	0.9
		Total	100.0

Source: EQMS Survey, 2019

In the case of cooking fuel, it is found that most of all the households are relying on the conventional ways of cooking. Firewood, crop residue and cow-dung cake are the source of natural fuels in the study area. Usually women are engaged for preparing these cooking fuels. In absence of modern cooking system women have to work and prepare these fuels, consequently women are depriving themselves from engaging economic activities. About 99.1% households

are relying on natural fuels (Firewood, crop residue and cow-dung cake) where rests 0.9% use LPG gas for cooking.

B.1.1.1.2.12 Water and Sanitation

Tube-well in the study area is the major source of water. Study finds that 97.5% household uses tube-well water for drinking, cooking purposes and 2.5% household uses river water very conditionally for other purposes. Most of the surveyed households have tube-well for their own. Water access facility of the study area is shown in following **Figure B 4**.

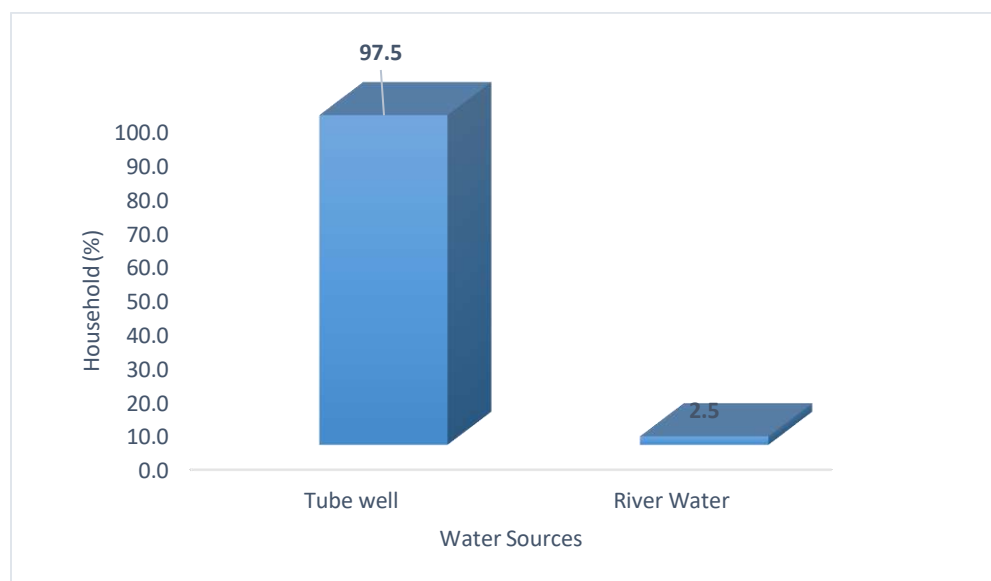


Figure B 4: Water facilities of the Study Area

Among the surveyed households about 12.3% have sanitary toilets. On the contrary, 85.3% households have non sanitary toilet facilities. Moreover, 1.9% households defecate in open place. Sanitation facility of the study area is shown in following **Figure B 5**.

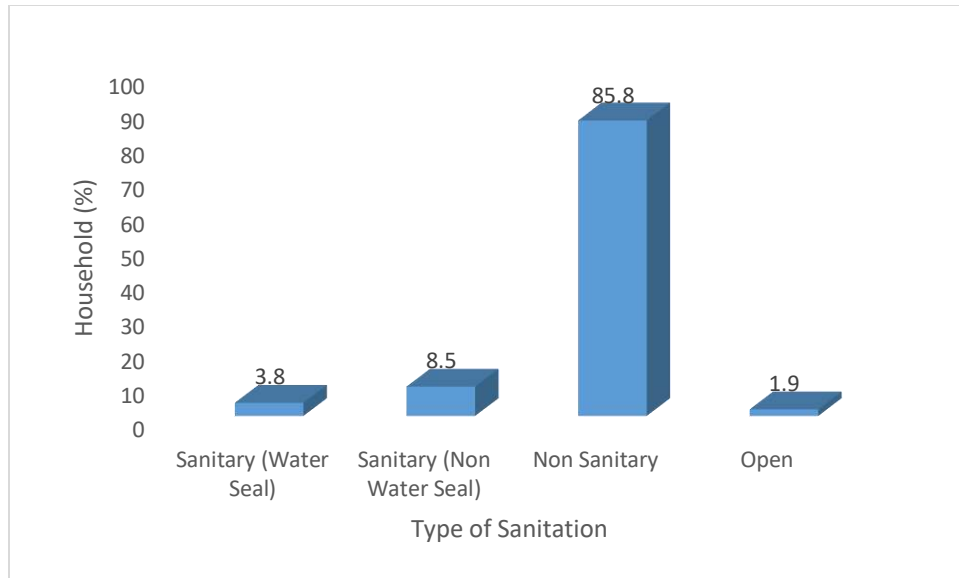


Figure B 5: Sanitation facilities of the Study Area

B.1.1.1.3 Economic Capital

B.1.1.1.3.1 Occupation and Income

Among the total surveyed population 27.4% are involved with economic activities by engaging in various occupations. This study finds that 10.4% and 6.9% of total surveyed populations are engaged with agricultural activities and day labour work respectively which represent the highest representation of the total economic-active population. Besides this, 1.5% of the surveyed populations are engaged with business in scale of small to medium level. Moreover, usual form of occupations like farming, fishing, small vehicle driving etc. are also found in the study area.

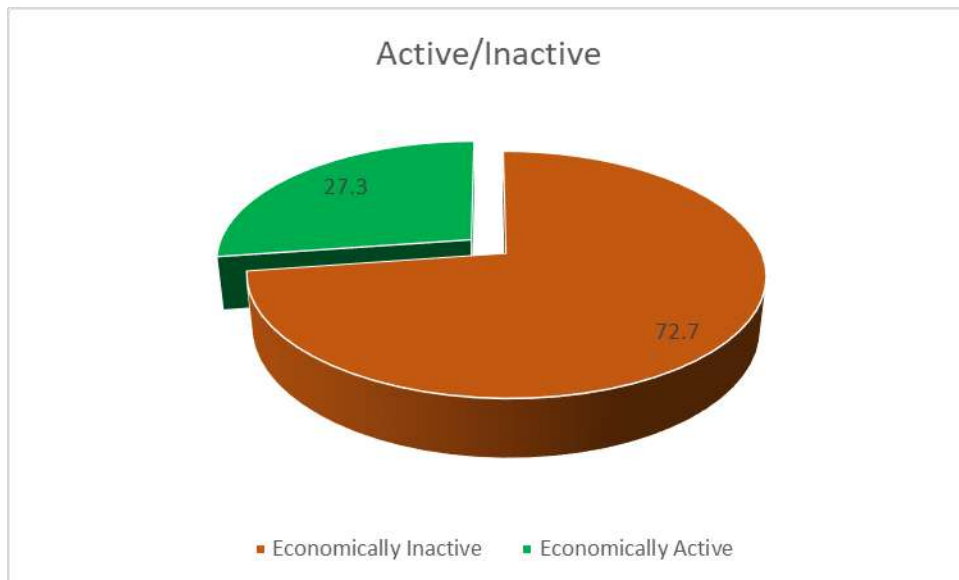


Figure B 6: Economic Active/Inactive Population of the Surveyed Population

Table B 6: Occupational Profile of the Surveyed Household

Field of engagement	Frequency	Percent (%)
Agriculture	54	10.4
Day Labour	36	6.9
Immigrant	11	2.1
Business	8	1.5
Fishing Activates	5	1.0
Service (Privet/Govt.)	6	1.2
Driver (Small and Medium Vehicle)	11	2.1
Others	11	2.1
Sub-total	142	27.3
Less work opportunities	7	1.4
Household Work	128	24.6
Elderly	14	2.7
Student	146	28.0
Others - Children	84	16.1
Sub-total	379	72.7
Total	521	100.0

Source: EQMS Survey, 2019

On contrary 72.7% of the surveyed populations are economic-inactive populations including 26% capable but inactive workforce, 44.1% future/potential workforce and 2.7% incapable and inactive workforce. In the Capable but inactive workforce category, 24.6% populations are engaged with Household works and 1.4% are looking for work opportunities. Moreover, 2.7% is elderly person and physically handicapped constitute incapable and inactive workforce who have no ability to work. On the contrary, 44.1% of the total populations are future/potential workforce of the studied population including 28% students and 16.1% children.

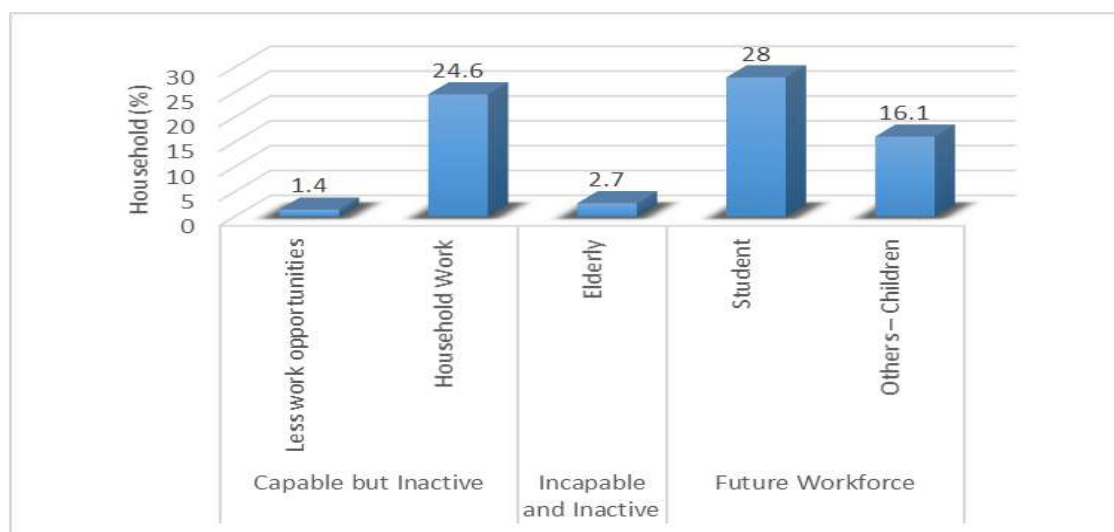


Figure B 7: Economic Active Population of the Surveyed Population

Households' yearly income reveals the poor economic situation of the studied area. Study finds that 26% households of the total surveyed households have equals or less than BDT 5,000. Second largest concentration has been found in BDT 5,001- 10000 category where 49.3% households fall. On the contrary, only 16.4% have yearly income respectively BDT 10,001-15,000. 8.2% households more than BDT 20,000. Poor or insufficient economic gain hindrances accessing to other basic and social services that leads to low inclusion rate and accelerates high poverty rate. The following **Table B 7** shows the yearly income of the households in the study area.

Table B 7: Yearly Income of the Households

Monthly Income	Frequency	Percent (%)
=< 5000	38	26.0
5001-10000	72	49.3
10001-15000	24	16.4
15001-20000	-	-
=> 20000	12	8.2
Total	146	100.0

Source: EQMS Survey, 2019

B.1.1.2 Environment and Social Issues

B.1.1.2.1 Survey of Social Issues

Social problem is an unexpected situation which hinders to lead normal life in a society. Social problems are multidimensional problem which are created by various reasons. It may include security issues, transportation problem, accidental rate, acute disease, and drug addiction, etc. The following **Table B 8** showing the present social issues.

Table B 8: Present Social Problem in the Study Area

Sl#	Details	Frequency	Percent (%)
1.	High	76	71.7
	Moderate	23	21.7
	Low	5	4.7
	No Problem	2	1.9
	Total	106	100.0
2.	High	104	98.1
	Moderate	1	0.9
	Low	1	0.9
	No Problem	-	-
	Total	106	100.0

Sl#	Details	Frequency	Percent (%)
3.	High	-	-
	Moderate	1	0.9
	Low	21	19.8
	No Problem	84	79.2
	Total	106	100.0
4.	High	59	55.7
	Moderate	23	21.7
	Low	13	12.3
	No Problem	11	10.4
	Total	106	100.0
5.	High	3	2.8
	Moderate	69	65.1
	Low	12	11.3
	No Problem	22	20.8
	Total	106	100.0

Source: EQMS Survey, 2019

According to the survey, transportation (98.1%) has been mentioned as highly social problem by the respondent in the study area for their easy communication to connect with Sadar Upazila and capital city. For this reason, accidental rate (19.8%) in this area is mentioned as low status of the problem. The study also finds that second highest social problem is respectively security problem (71.7%) and acute disease (55.7%). Besides, drug addiction (65.1%) has been mentioned as moderate social problem by the respondent which may increase due to lack of proper awareness among the young people and unemployed persons as well.

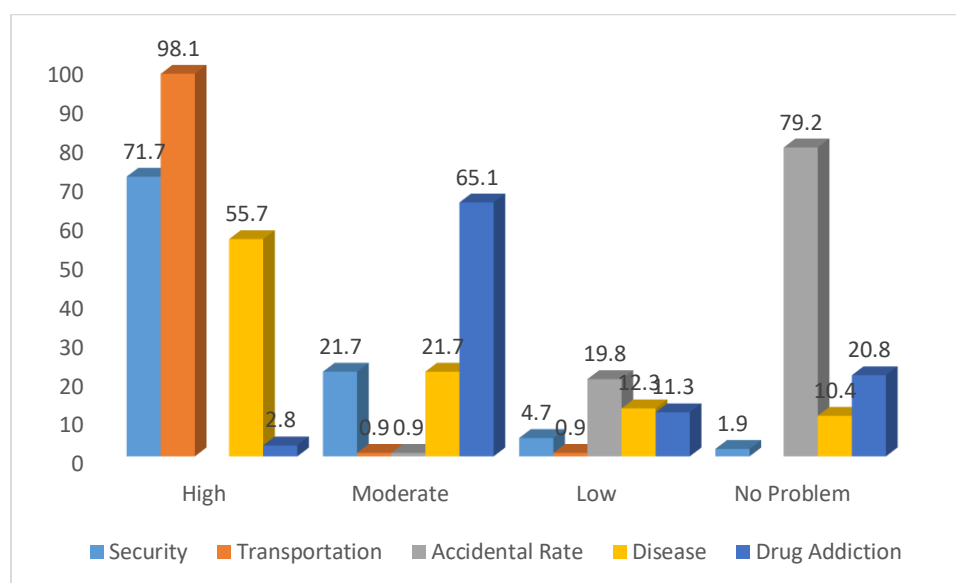


Figure B 8: Present Status of Social Issues

B.1.1.2.2 Survey of Environmental Issues

Environmental problems that are perceived by the respondents in the study area includes water pollution, air pollution, industrial pollution, noise pollution, deforestation, and drainage system etc. The following **Table B 9** showing the present environmental issues.

Table B 9: Present Environmental Problem in the Study Area

Sl#	Details	Frequency	Percent (%)
1.	High	54	50.9
	Moderate	22	20.8
	Low	20	18.9
	No Problem	10	9.4
	Total	106	100.0
2.	High	1	0.9
	Moderate	-	-
	Low	69	65.1
	No Problem	36	34.0
	Total	106	100.0
3.	High	-	-
	Moderate	1	0.9
	Low	64	60.4
	No Problem	41	38.7
	Total	106	100.0
4.	High	-	-
	Moderate	1	0.9
	Low	39	36.8
	No Problem	66	62.3
	Total	106	100.0
5.	High	-	-
	Moderate	4	3.8
	Low	4	3.8
	No Problem	98	92.5
	Total	106	100.0

Source: EQMS Survey, 2019

According to the survey, the most pressing problem is water pollution in terms of the percentages of responses. The survey finds that, water pollution (50.9%) have been mentioned by respondent as highly environmental problem at present. Besides, air pollution and industrial populations have also been mentioned by 60.4% and 36.8% respectively as low status of problem.

The survey also reveals that 65.1% of the households mentioned noise pollution as moderately problem in the study area.

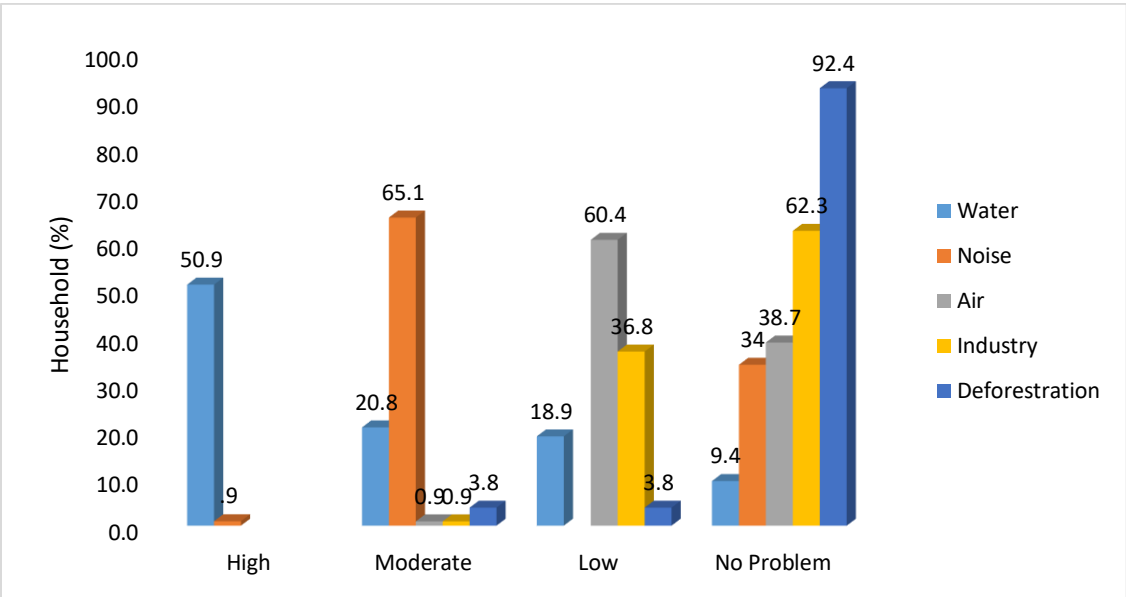


Figure B 9: Present Status of Environmental Issues

B.1.1.3 Awareness and Impact

B.1.1.3.1 Project Awareness

Project awareness and perception may hinder or facilitate any project work’s successful implementation. Survey result shows that most of the households are completely aware of this proposed project form the local people, DC office and local government.

B.1.1.3.2 Perceived Impact

Respondents perceived that various benefits were expected to result from the implementation of the project. These benefits, as perceived by the respondents, include; creation of employment opportunity, access to roads, enhanced socio-economic conditions, and overall national development in the area. Among the surveyed population about 98.1% believe that this project will bring positive impacts on the development of the local community and rest 1.9% don’t believe so.

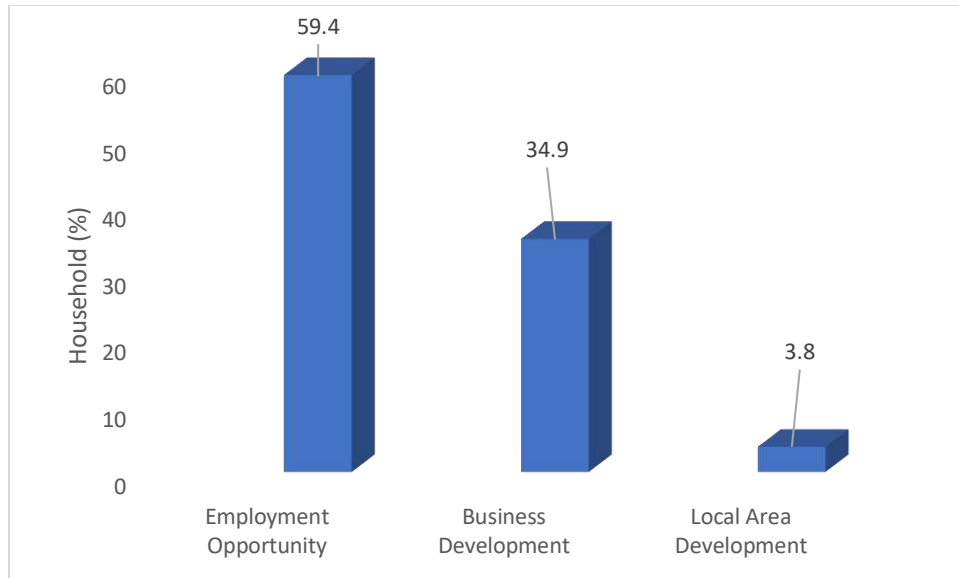


Figure B 10: Positive Impacts

According to the survey, creation of employment opportunities is perceived as a beneficial effect of the project for 59.4% of the respondents and 1.9% think that they will lose their homesteaded without proper compensation. Among the studied populations they think that market demand, business opportunity and work opportunity at the project construction activities will be increased. Therefore, employment will be created as well as local people will be blessed with these opportunities. Besides this, people think that other infrastructural developments like educational institute, residence, park and hospital will be developed. Some believe that basic services and quality of life will be enhanced.

Annex C: Summary of Applicable Policies, Laws and Regulatory Framework

C.1 Environment and Social Related Legislation in Bangladesh

The main Acts and Regulations guiding environmental protection and conservation in Bangladesh are outlined in the following subsections.

C.1.1 Bangladesh Environmental Conservation Act, 1995 (subsequent amendments in 2000 and 2002)

The provisions of the Act authorize the Director General of the Department of Environment (DOE) to undertake any activity that is deemed fit and necessary to conserve and enhance the quality of environment and to control, prevent and mitigate pollution. The main highlights of the act are:

- Declaration of Ecologically Critical Areas;
- Obtaining Environmental Clearance Certification;
- Regulation with respect to vehicles emitting smoke harmful for the environment;
- Regulation of development activities from environmental perspective;
- Promulgation of standards for quality of air, water, noise, and soils for different areas and for different purposes;
- Promulgation of acceptable limits for discharging and emitting waste; and
- Formulation of environmental guidelines relating to control and mitigation of environmental pollution, conservation and improvement of the environment;

C.1.2 Environment Conservation Rules (ECR), 1997 (subsequent amendments in 2002 and 2003)

The Environment Conservation Rules, 1997 are the first set of rules promulgated under the Environment Conservation Act, 1995. These Rules provide for, inter alia, the following:

- The National Environmental Quality Standards (EQS) for ambient air, surface water, groundwater, drinking water, industrial effluents, emissions, noise and vehicular exhaust;
- Categorization of industries, development projects and other activities on the basis of actual (for existing industries/development projects/activities) and anticipated (for proposed industries/development projects/activities) pollution load;
- Procedure for obtaining Environmental Clearance;
- Requirements for undertaking IEE and EIA's as well as formulating EMP's according to categories of industries/development projects/activities; and
- Procedures for damage-claim by persons affected or likely to be affected due to polluting activities or activities causing hindrance to normal civic life.

Depending upon the location, size and severity of pollution loads, projects/activities have been classified in ECR, 1997 into four categories:

Green, Orange A, Orange B and Red respectively as nil, minor, medium and severe impacts on important environmental components (IECs).

Detail procedure for obtaining environment related clearance is given below:

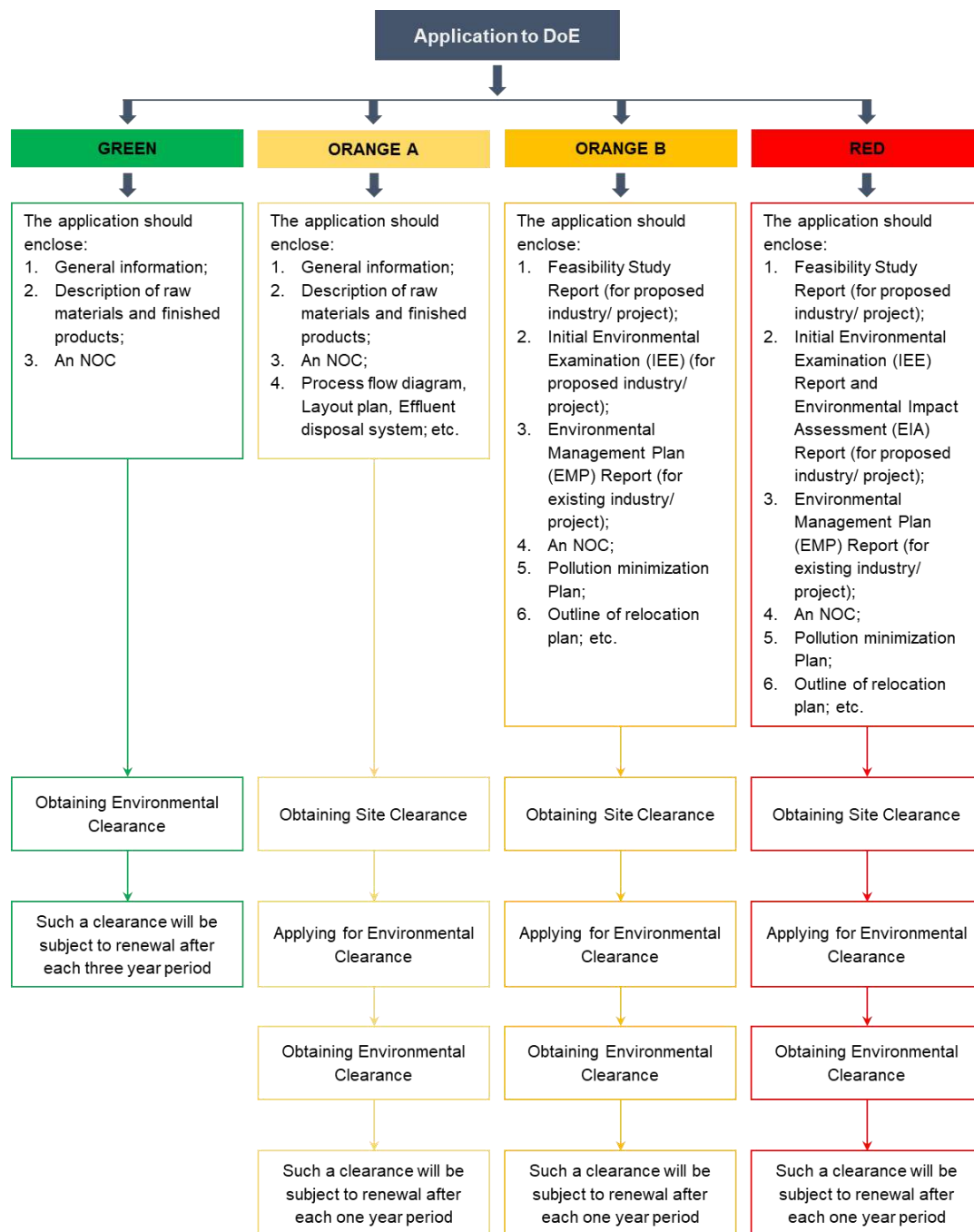


Figure C 1: Categorization as per ECR, 1997 of DoE

C.2 Environment Related Policies in Bangladesh

The GoB has developed a policy framework that requires environmental issues to be incorporated into economic development planning. The Key tenets of the various applicable policies are detailed in the following subsections.

C.2.1 National Environmental Policy, 1992

The Bangladesh National Environmental Policy, approved in May 1992, sets out the basic framework for environmental action together with a set of broad sectoral action guidelines. Key elements of the Policy are:

- Maintaining ecological balance and ensuring sustainable development of the country through protection, conservation and improvement of the environment;
- Protecting the country from natural disasters;
- Identifying and regulating all activities that pollute and destroy the environment;
- Ensuring environment-friendly development in all sectors;
- Ensuring sustainable and environmentally sound management of the natural resources; and
- Promoting active association, as far as possible, with all international initiatives related to environment.

The Environmental Policy of 1992 requires specific actions with respect to the industrial sector that are as follows:

- To phase-in corrective measures in polluting industries;
- To conduct EIAs for all new public and private industrial developments;
- To ban, or find environmentally sound alternatives for, the production of goods that cause environmental pollution; and
- To minimize waste and ensure sustainable use of resources by industry.

The policy also states that EIA's should be conducted before projects are undertaken and the DoE is directed to review and approve all Environmental Impact Assessments.

C.2.2 National Environmental Management Action Plan, 1995

The National Environmental Management Action Plan (NEMAP) is a wide-ranging and multi-faceted plan, which builds on and extends the statements, set out in the National Environmental Policy. NEMAP was developed to address issues and management requirements related to the environment during the period 1995 to 2005; it also sets out the framework within which the recommendations of the National Conservation Strategy are to be implemented. NEMAP was developed to achieve the following broad objectives:

- Identification of key environmental issues affecting Bangladesh;
- Identification of actions necessary to halt or reduce the rate of environmental

degradation;

- Improvement of the natural environment;
- Conservation of habitats and bio-diversity;
- Promotion of sustainable development; and
- Improvement of the quality of life of the people.

To attain the above mentioned objectives, the plan groups all the relevant necessary actions under four headings, namely: *institutional*, *sectoral*, *location-specific* and *long-term issues*.

The *institutional* aspects reflect the need of inter- sectoral cooperation to tackle environmental problems which need new and appropriate institutional mechanisms at national and local levels. The *sectoral* action reflects the way the Ministries and agencies are organized and makes it easier to identify the agency to carry out the recommended actions. The *location-specific* action focuses particularly on acute environmental problems at local levels that need to be addressed on a priority basis. The *long-term* actions include environmental degradation to such degree that might become even more serious and threatening, if cognizance is not taken immediately.

C.2.3 National Conservation Strategy, 1992

The National Conservation Strategy, 1992 provides recommendations for sustainable development of the industrial sector. The key aspects of the strategy are as follows:

- All industries shall be subject to an EIA and the adoption of pollution prevention/control technologies shall be enforced;
- Hazardous or toxic materials / wastes shall not be imported as raw materials for industry;
- Import of appropriate and environmentally-sound technology shall be ensured; and

Dependence on imported technology and machinery should gradually be reduced in favour of sustainable local skills and resources.

C.2.4 Bangladesh Natural Gas Safety Rules (1991)

The *Mineral Gas Safety Rules* are derived mainly from the American Society of Mechanical Engineers (ASME), American National Standard Institute (ANSI) and British Standards (BS) codes and practices, as well as the provisions of the *Petroleum Act*. The Rules deal with the design and construction of gas pipelines in areas including:

- Selection of materials;
- Specifications for pipeline crossings of other infrastructure such as railways;
- Testing and commissioning of pipelines;
- Pipeline operation and maintenance; and
- Reporting of accidents.

The Rules are largely prescriptive and include stipulations as to the separation distances between pipelines and public properties and thoroughfares. The provisions of the rules have been updated most recently through an amendment which was gazette in 2003.

In section 31 of the rules stated for the gas pipeline safety. The following safety distances from protected works shall be maintained for all high-pressure pipelines to be operated above 10 kg/cm².

Outside diameter of pipe, cm	Maximum allowable working pressure, kg/cm ²				
	10 to 14	15 to 24	25 to 36	37 to 50	51 and above
	Safest distance (meter)				
Not exceeding 10	3.0	4.0	5.0	7.0	7.5
11-20	6.0	8.0	10.0	13.0	14.0
21-40	6.5	8.5	10.5	13.5	14.5
41-60	7.0	9.0	11.0	14.0	15.0
61-80	7.5	9.5	11.5	14.5	16.0
81 and above	8.0	10.0	12.0	15.0	17.0

The chief inspector may relax the safety distances under sub-rule (1) upon a request from the operator subject to observance of safety measure as per rule 39 (1).

The BEZA should have to follow the above-mentioned safer distance as per the rules to build any structure or consult with respective authority for their consent.

C.2.5 The Electricity Act 1910

The Electricity Act was enacted in 1910 to amend the laws relating to the supply & use of electrical energy. Under this act, any person can get a license to supply energy and to lie down or place electric supply lines for the conveyance and transmission of energy. The licensee can open and break up the soil and pavement of any street, railway or tramway and can lay down any line or do other work near other utility services (like gas, T&T, water, Sewer, etc.), provided that prior permission is taken from the respective authority, as stated in section 12 – 18 of this Act.

According to section 19 (1) of this Act, the licensee shall make full compensation for any damage, detriment or inconvenience caused by him or by anyone employed by him.

C.2.6 Electricity Rules 1937

The subsection (1) of Section 52 of the Electricity Rules, 1937 advise that the licensee should take precautions to lay down electric supply lines near or where any metallic substance or line cross.

The subsection (1) of Section 52 of the Electricity Rules, 1937 demonstrated that Where an aerial line is on a consumer's or an owner's premises, the height of every conductor from any mineral or refuses dump and from parts of buildings or structures to which persons have access shall, unless the conductors are adequately guarded, be not less than *15 feet* or such greater heights as may be necessary to prevent danger.

C.3 World Bank Group Performance Standards

C.3.1 Environmental Health and Safety Guidelines

The Environment, Health and Safety (EHS) guidelines is a technical reference document produced by the World Bank and International Finance Corporation (April 2007), which provide general and industry-specific examples of good international industry practice. This “guidelines contain the performance levels and measures that are generally considered to be achievable in new facilities by existing technology at reasonable costs” (WB and IFC2007:1). The guidelines also call for establishment of site-specific targets, with an appropriate timetable for achieving them. It covers a wide range of issues under broad headings of environment, occupational health and safety; community health and safety and construction and decommissioning. The proponents of the EHS guidelines are however, conscious of the fact that the variable identified and the threshold values suggested all of them may not be applicable and/or justified in all circumstances. Therefore, it is suggested that “the applicability of the EHS Guidelines should be tailored to the hazards and risks established for each projection the basis of the results of an environmental assessment in which site-specific variables, such as host country context, assimilative capacity of the environment, and other project factors, are taken into account” The guidelines also stated that “when host country regulations differ from the levels and measures presented in the EHS Guidelines, projects are expected to achieve whichever is more stringent. If less stringent levels or measures than those provided in these EHS Guidelines are appropriate, in view of specific project circumstances, a full and detailed justification for any proposed alternatives is needed as part of the site-specific environmental assessment. This justification should demonstrate that the choice for any alternate performance levels is protective of human health and the environment” (ibid. 1).

The variables and the thresholds that are suggested in the EHS guidelines under the four themes ‘environment, occupational health and safety; community health and safety and construction and decommissioning’ have distinct merits and on several counts, will complement and enhance the efficacy of the Bangladesh national environmental quality standards as discussed above. However, there are some areas, for example, communication and training, biological and radiological hazards with respect to occupational and health safely; for which there are no clearly articulated Bangladesh Laws and/or policies, therefore the BPDB may take a cohesive management approach to address the issues noted above.

C.3.2 International Finance Corporation (IFC) Performance Standards

The Performance Standards (PS) (January 2012) established by IFC stipulates that the Project shall meet certain requirements throughout the life cycle of an investment by IFC or other relevant financial institution such as other DFIs (eg. FMO) or commercial banks, which are signatory to the Equator Principles, 2006. A brief description of the Performance standards is provided in

Table C 1: IFC Performance Standards

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Performance Standards	Specific Areas
Performance Standard 1	Assessment and Management of Environmental and Social Risks and Impacts
Performance Standard 2	Labor and Working Conditions
Performance Standard 3	Resource Efficiency and Pollution Prevention
Performance Standard 4	Community Health, Safety and Security
Performance Standard 5	Land Acquisition and Involuntary Resettlement
Performance Standard 6	Biodiversity Conservation and Sustainable Management of Living Natural Resources
Performance Standard 7	Indigenous Peoples
Performance Standard 8	Cultural Heritage

(Source: IFC Performance Standards, January 2012)

These PS and guidelines provide ways and means to identify impacts and affected stakeholders and lay down processes for management and mitigation of adverse impacts. A brief on the requirements as laid down in the performance standards is described in the following subsections.

Following sub section tries to provide the requirements of the specific PS, to set up the context for matching the requirements of these PS during the various stages of the life cycle of the Project.

PS 1: Assessment and Management of Environmental and Social Risks and Impacts

The PS 1 requires Social and Environmental Assessment and Management Systems for managing social and environmental performance throughout the life cycle of this Project and runs through all subsequent PSs. The main elements of PS 1 include:

- a) A Social and Environmental Assessment to understand the social and environmental impacts and risks;
- b) A Management Program for mitigating the impacts and minimizing the risks identified in the assessment;
- c) Establishing and ensuring organizational capacity and requisite trainings to the staff to implement the Management Programme;
- d) Engagement with the community to ensure free prior informed consultation (FPIC), community grievance redress constructive relationship all through the project life cycle; and
- e) Adequate monitoring and reporting systems to measure and report the effectiveness of the Management Programs.

The social and environmental performance is a continuous process to be initiated by the management and would involve communication between the organization, its workers and local communities directly affected by the Project. The PS requires that Project proponent initiate regular assessment of the potential social and environmental risks and impacts and consistently tries to mitigate and manage strategy on an ongoing basis.

PS 2: Labor and Working Conditions

The economic growth through employment creation and income generation is recognized and balanced protecting the basic rights of workers. PS 2 is guided by the various conventions of International Labor Organization (ILO) and outlines the minimum requirements of working conditions, protection to the workforce (including issues of child and forced labor) and ensuring occupational health and safety of both its 'employees' as well as 'non-employees' working through contractors. The PS requires:

- a) Establishment of a sound worker-management relationship;
- b) Encouraging equal opportunity and fair treatment of workers;
- c) Promoting compliance with national labor and employment laws;
- d) Promoting healthy and safe working conditions for workers.

PS 2 requires project proponents to conduct its activities in a manner consistent with the four core labor standards (child labor, forced labor, non-discrimination, and freedom of association and collective bargaining). In addition, PS 2 also addresses other areas such as working conditions and terms of employment, retrenchment, and occupational health and safety issues.

Some of these requirements refer to the applicable national law. Whereas national law establishes standards that are less stringent than those in PS 2, or are silent, the project proponent is expected to meet the requirements of PS 2.

PS 3: Resource Efficiency and Pollution Prevention

PS 3 outlines the approach to pollution prevention and abatement in line with internationally disseminated technologies and practices with objectives to:

- a) avoid or minimize adverse impacts on human health and the environment by avoiding or minimizing pollution from activities; and
- b) Promote the reduction of emissions that contribute to climate change.

PS 3 requires a project to avoid, minimize, or reduce adverse impacts on human health and environment by adopting pollution preventive and control technologies throughout the Project life cycle.

PS 3 outlines a project approach to Pollution Prevention and Abatement (PPA) in line with internationally disseminated technologies and practices. It describes the measures to consider the potential impact of emissions on the ambient conditions (such as ambient air quality) and seek to avoid or minimize these impacts within the context of the nature and significance of pollutants emitted.

PS 4: Community, Health, Safety and Security

PS 4 concentrates on the responsibility that must be undertaken by the client to avoid or minimize the risks and impacts to the community's health, safety and security that may arise from project activities. PS 4 require a project to evaluate risks and impacts to the health and safety of the affected community during the Project life cycle and establish measures to avoid minimize and reduce risks and impacts from the Project.

PS 4 recognizes that project activities, equipment, and infrastructure often bring benefits to communities including employment, services, and opportunities for economic development. However, projects can also increase the potential for community exposure to risks and impacts arising from equipment accidents, structural failures, and releases of hazardous materials.

The performance standard details out project proponent's responsibility to avoid or minimize the possible risks and impacts to community health, safety and security that may arise from project activities.

PS 5: Land Acquisition and Involuntary Resettlement

The objectives of this PS are to:

- a) Avoid or at least minimize the involuntary resettlement wherever feasible by exploring alternative project designs;
- b) Mitigate adverse social and economic impacts from land acquisition or restrictions on affected persons' use of land by:
 - Providing compensation for loss of assets at replacement cost; and
 - Ensuring that resettlement activities are implemented with appropriate disclosure of information, consultation, and the informed participation of those affected.
- a) Improve or at least restore the livelihoods and standards of living of displaced persons; and
- b) Improve living conditions among displaced persons through provision of adequate housing with security of tenure at resettlement sites.

PS 5 require a project to consider various processes and systems to avoid/minimise social and economic impacts related to land acquisition and resettlement.

This PS applies to physical or economic displacement resulting from the following types of land transactions:

- a) Type I: Land rights for a private sector project acquired through expropriation or other compulsory procedures;
- b) Type II: Land rights for a private sector project acquired through negotiated settlements with property owners or those with legal rights to land, including customary or traditional rights recognized or recognizable under the laws of the

- country, if expropriation or other compulsory process would have resulted upon the failure of negotiation; and
- c) This PS does not apply to resettlement resulting from voluntary land transactions (ie market transactions in which the seller is not obliged to sell and the buyer cannot resort to expropriation or other compulsory procedures if negotiations fail). The impacts arising from such transactions shall be dealt with as under PS1, though sometimes, when risks are identified, the project proponent may decide to adhere to PS 5 requirements even in willing buyer-seller cases.

PS 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources

PS 6 aims at protecting and conserving biodiversity, the variety of life in all its forms, including genetic, species and ecosystem diversity and its ability to change and evolve, is fundamental to sustainable development. The components of biodiversity, as defined in the Convention on Biological Diversity, include ecosystems and habitats, species and communities, and genes and genomes, all of which have social, economic, cultural and scientific importance. This PS addresses how clients can avoid or mitigate threats to biodiversity arising from their operations as well as incorporate sustainable management of renewable natural resources.

PS 6 recognizes that protecting and conserving biodiversity – the variety of life in all its forms, including genetic, species and ecosystem diversity – and its ability to change and evolve, is fundamental to sustainable development. It reflects the objectives of the Convention on Biological Diversity to conserve biological diversity and promote use of renewable natural resources in a sustainable manner.

PS 7: Indigenous Peoples

PS 7 acknowledges the possibility of vulnerability of indigenous people owing to their culture, beliefs, institutions and living standards, and that it may further get compromised by one or other project activity throughout the life cycle of the project. The PS underlines the requirement of avoiding / minimizing adverse impacts on indigenous people in a project area, respecting the local culture and customs, fostering good relationship and ensuring that development benefits are provided to improve their standard of living and livelihoods.

PS 7 recognizes that Indigenous Peoples, as social groups with identities that are distinct from dominant groups in national societies, are often among the most marginalized and vulnerable segments of the population. The term “indigenous people” is more clearly defined in the IFC Guidance Note for PS 7.

Objectives of PS 7 underscore the need to avoid adverse project impacts on Indigenous Peoples’ communities living in the project’s area of influence, or where avoidance is not feasible, to minimize, mitigate or compensate for such impacts through mechanisms that are tailored to their specific cultural characteristics and expressed needs of the Indigenous Peoples, in a manner commensurate with the scale of project risks and impacts.

PS 8: Cultural Heritage

PS 8 aims to protect the irreplaceable cultural heritage and to guide clients on protecting cultural heritage in the course of their business operations. In addition, the requirements of this PS on a project's use of cultural heritage are based in part on standards set by the Convention on Biological Diversity.

PS 8 recognizes the importance of cultural heritage with an objective to:

- a) Protect cultural heritage from the adverse impacts of project activities;
- b) Support its preservation; and
- c) Promote the equitable sharing of benefits from the use of cultural heritage in business activities.

The PS requires the project proponent to comply with relevant national law on the protection of cultural heritage, including national law implementing the host country's obligations under the Convention Concerning the Protection of the World Cultural and Natural Heritage and other relevant international law.

C.3.3 World Bank Performance Standards for Private Sector Projects

To provide consistent approaches to the private sector investors the World Bank Group developed the Operational Policies (OP) 4.03 which closely parallel procedures followed by the IFC environmental and social specialists during project preparation and supervision. This OP 4.03 depicts the circumstances under which the WB Performance Standards may be applied, the roles and responsibilities of the Private Entity implementing the project and of the Bank in supporting environmental and social sustainability aspects of the project.

C.3.4 Performance Standards for Private Sectors

The World Bank operational guideline Performance Standards for Private Sector Activities (OP 4.03) is primarily applicable for the SEZL project. There are eight key Performance Standards against which the impacts of the project would be evaluated to identify the impacts and affected stakeholders to help with the preparation of the management and mitigation plan. These Performance Standards (PSs) along with their applicability in the sezl project are listed in **Table C 2**.

Performance Standard 1: Assessment and Management of Environment and Social Risks and Impact

PS1 is focused on the management of environmental and social impacts and risks observed throughout the project duration. An effective Environmental and Social Management System (ESMS) is the key to attain the goal of PS1. The ESMS should be formulated through the involvement of the client, its workers, the local communities directly affected by the project and other stakeholders involved.

Performance Standard 2: Labor and Working Conditions

PS2 is focused on the protection of the fundamental rights of workers in a development project. The PS2 set out certain requirements that would promote the protection of workers' rights and safe and healthy working conditions.

Performance Standard 3: Resources Efficiency and Pollution Prevention

PS3 recognizes that increased economic activities and urbanization often generate increased levels of pollution to air, water, and land, and consumes finite resources in a manner that may threaten people and the environment at local, regional and global levels. PS3 formulates the project-level methods for efficient and sustainable resource utilization, pollution prevention, avoidance of GHG emission, and mitigation or avoidance of these impacts.

Performance Standard 4: Community Health, Safety, and Security

PS4 recognizes that project activities, equipment, and infrastructure can increase community exposure to risks and impacts. In addition, communities that are already subjected to impacts from climate change may also experience an acceleration and/or intensification of impacts due to project activities. This Performance Standard would focus to avoid or minimize the risks and impacts to community health, safety, and security that may arise from project related-activities, with particular attention to vulnerable groups.

Performance Standard 5: Land Acquisition and Involuntary Resettlement

Involuntary resettlement refers both to physical displacement (relocation or loss of shelter) and to economic displacement (loss of assets or access to assets that leads to loss of income sources or other means of livelihood) as a result of project-related land acquisition and/or restrictions on land use. Resettlement occurs in cases of (i) lawful expropriation or temporary or permanent restrictions on land use and (ii) negotiated settlements in which the buyer can resort to expropriation or impose legal restrictions on land use if negotiations with the seller fail.

Performance Standard 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources

PS 6 recognizes that protecting and conserving biodiversity, maintaining ecosystem services and sustainably managing living natural resources are fundamental to sustainable development. The Performance Standard addresses how the impacts on biodiversity and ecosystem services can be managed and mitigated throughout the project's lifecycle.

Performance Standard 7: Indigenous Peoples

Performance Standard 7 recognizes that Indigenous Peoples, as social groups with identities that are distinct from mainstream groups in national societies, are often among the most marginalized and vulnerable segments of the population. Indigenous Peoples are particularly vulnerable if their lands and resources are transformed, encroached upon, or significantly degraded. Their languages, cultures, religions, spiritual beliefs, and institutions may also come under threat.

Performance Standard 8: Cultural Heritage

Performance Standard 8 recognizes the importance of cultural heritage for current and future generations. Consistent with the Convention Concerning the Protection of the World Cultural and Natural Heritage, the aim of PS8 is to ensure the protection of cultural heritage in the course of the project activities.

Table C 2: Triggered WBG Performance Standard (PS) in the Project

SL.	PS and Title	Triggered (Yes/No)	Applicable Bangladesh Laws/Rules and Conventions to which Bangladesh is a Party
1.	Performance Standard 1: Assessment and Management of Environmental and Social Risks and Impacts	Yes	Bangladesh Environmental Conservation Act 1995 and amendments; Environment Conservation Rules (ECR), 1997 and amendments; National Environmental Policy, 2018 & 1992; Environmental Court Act, 2010; National Environmental Management Action Plan, 1995, National Water Policy, 2000; National Water Management Plan, 2001
Explanations: PS1 is triggered in this project. This is an umbrella Standard as Assessment and Management of Environmental and Social Risks and Impacts are important in all projects with land-based activities (i.e., during construction, operation and decommissioning phases). The issues that may pose potential E&S risks and/or impacts include air emissions, water pollution, wastes and effluents and engagement of labor etc. These issues have to be assessed to determine the extent of the risks and impacts.			
2.	Performance Standard 2: Labor and Working Conditions	Yes	Bangladesh Factories Act (1965); Bangladesh Labor Act, 2006; Bangladesh Labor Rules (2015), Bangladesh Children's Act 2013; ILO Conventions 29, 87, 98, 100, 105, 111 and 182
Explanations: PS2 is triggered in this project; as during all phases of the project labor force will be needed and mobilized to carry out various duties to construct and operate the project. It is therefore necessary for the Project to maintain appropriate labor and working conditions.			
3.	Performance Standard 3: Resource Efficiency and Pollution Prevention	Yes	ECA95 and amendments, ECR 97 and amendments; Noise Pollution (Control) Rules 2006, International Convention for the Prevention of Pollution of the Sea by Oil, London, 1954 (Ratified 1981); The Ground Water Management Ordinance, 1985; Basel Convention on the Control of Trans-boundary Movements of Hazardous Wastes and their Disposal, Basel, 1989 (Ratified 1993); Montreal Protocol on Substances that Deplete the Ozone Layer, Montreal, 1987 (Ratified 1990), (London Amendment, 1990) (Ratified 1994).

Explanations: PS3 is triggered in this project; as it will involve use of a lot of resources both raw, semi-manufactured, manufactured components and energy. Thus, pollutants will be produced and these need to be minimized to comply with standards; resources and energy conservation are also prime needs.			
4.	Performance Standard 4: Community Health, Safety, and Security	Yes	The Fertilizer Regulation Order, 1995; Disaster Management Act 2012; Motor Vehicle Ordinance 1983; Bangladesh Private Security Regulations Act, 2006 etc.
Explanations: PS4 is triggered in the project. There is considerable number of households, villages and local communities within 3km impact zone around the site. With increased activities in the project area following construction of various industries, there will be influx of workers and service providers, which will add to the local communities; who will be impacted by the activities in the industries within the site. Although the project is likely to be beneficial to entrepreneur and stakeholders, some beneficial impacts are also expected to the community e.g. employment as well as negative impacts e.g. fire and explosion risks, accidents, etc.			
5.	Performance Standard 5: Land Acquisition and Involuntary Resettlement	Yes	Acquisition and Requisition Ordinance, 1982
Explanations: PS5 will be triggered in the project. The concerned Deputy Commissioner, upon receiving the land acquisition request from BEZA, started land acquisition process and served to the landowners. After the completion of all actions guided by the ARIPO-1982, finally, The Deputy Commissioner handed over the acquired land (1041.43 acre) to the SEZL.			
6.	Performance Standard 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources	NO	<i>Bangladesh Wild Life (Preservation) Act, 1974; National Biodiversity Strategy and Action Plan (2004); Fish Act and Rules, Bangladesh Water Act 2013; National Water Bodies Protection Act 2000, National Conservation Strategy, 1992, ECA95, National Water Policy, 2000; National Water Management Plan, 2001; International Plant Protection Convention, Rome, 1951 (Ratified 1978); Convention on Wetlands of International Importance, especially as Waterfowl Habitat, Ramsar, 1971; the Ramsar Convention (Ratified 1992); Convention on International Trade in Endangered Species of Wild Fauna and Flora, Washington, 1973 (CITES Convention) (Ratified 1982); Agreement on the network of Aquaculture Centers in Asia and Pacific (NACA), 1988;</i>

			Convention on Biological Diversity, Rio de Janeiro, 1992 (Ratified 1994); International Convention to Combat Desertification, 1994.
Explanations: PS6 is not triggered in the project. The project area was previously agricultural land which did not support any critical habitat and no endangered species thrives on this land. No significant biological or ecological issues were found in the area, therefore PS is not triggered.			
7.	Performance Standard 7: Indigenous Peoples	NO	Chittagong Hill Tracts Regional Council Act, 1998.
Explanations: PS7 is not triggered in the project. There are no indigenous people in the impact zone of the project			
8.	Performance Standard 8: Cultural Heritage	NO	Antiquities Act, 1968; Convention Concerning the Protection of the World Cultural and Natural Heritage, Paris, 1972 (World Heritage Convention) (Ratified 1983).
Explanations: PS8 is not triggered as there is no cultural heritage site around the project site which might be impacted due to construction or operation of this project.			

C.4 Equator Principles Financial Institutions (EPFIs) Guidelines

Equator Principles are a set of principles aiming towards promotion of responsible environmental stewardship and socially responsible development, including fulfilling responsibility to respect human rights by undertaking due diligence.

Principle 1: Review and Categorization

Using categorization, the EPFI's environmental and social due diligence is commensurate with the nature, scale and stage of the Project, and with the level of environmental and social risks and impacts. The categories are:

Category A – Projects with potential significant adverse environmental and social risks and/or impacts those are diverse, irreversible or unprecedented;

Category B – Projects with potential limited adverse environmental and social risks and/or impacts that are few, generally site-specific, largely reversible and readily addressed through mitigation measures; and

Category C – Projects with minimal or no adverse environmental and social risks and/or impacts.

Principle 2: Environmental and Social Assessment

For all Category A and Category B Projects, the EPFI will require the client to conduct an Assessment process to address, to the EPFI's satisfaction, the relevant environmental impacts of

the proposed Project. The Assessment Documentation should propose measures to minimize, mitigate, and offset adverse impacts in a manner relevant and appropriate to the nature and scale of the proposed Project.

Principle 3: Applicable Environmental and Social Standards

The Assessment process should, in the first instance, address compliance with relevant host country laws, regulations and permits that pertain to environmental and social issues. Bangladesh being a Non-Designated Country, the Assessment process evaluates compliance with the then applicable IFC Performance Standards on Environmental and Social Sustainability (Performance Standards) and the World Bank Group Environmental, Health and Safety Guidelines (EHS Guidelines).

Principle 4: Environmental and Social Management System and Equator Principles Action Plan

For all Category A and Category B Projects, the EPFI will require the client to develop or maintain an Environmental and Social Management System (ESMS). Further, an Environmental and Social Management Plan (ESMP) will be prepared by the client to address issues raised in the Assessment process and incorporate actions required to comply with the applicable standards.

Principle 5: Stakeholder Engagement

The EPFI will require the client to demonstrate effective Stakeholder Engagement as an on-going process in a structured and culturally appropriate manner for all Category A and Category B Projects. The client will conduct an Informed Consultation and Participation process. The consultation process will be tailored to the risks and impacts of the Project; the Project's phase of development; the language preferences of the Affected Communities; their decision-making processes; and the needs of disadvantaged and vulnerable groups.

To facilitate Stakeholder Engagement, the client will, commensurate to the Project's risks and impacts, make the appropriate Assessment Documentation readily available to the Affected Communities, and where relevant Other Stakeholders, in the local language and in a culturally appropriate manner.

Principle 6: Grievance Mechanism

For all Category A and, as appropriate, Category B Projects, the EPFI will require the client, as part of the ESMS, to establish a grievance mechanism designed to receive and facilitate resolution of concerns and grievances about the Project's environmental and social performance.

Principle 7: Independent Review

For all Category A and, as appropriate, Category B Projects, an Independent Environmental and Social Consultant, not directly associated with the client, will carry out an Independent Review of the Assessment Documentation including the ESMPs, the ESMS, and the Stakeholder

Engagement process documentation in order to assist the EPFI's due diligence, and assess Equator Principles compliance.

Principle 8: Covenants

For all Category A and Category B Projects, the client will covenant the financial documentation:

- To comply with all the relevant host country social and environmental laws, regulations and permits in all material respects;
- To comply with Action Plan (where applicable) during construction and operation of the Project in all material aspects;
- To provide periodic reports in a format agreed with EPFIs (frequency to be agreed, but not less than annually) that documents compliance against APs, as well as against local laws and permits; and
- To decommission the facilities in accordance with an agreed decommissioning plan.

Principle 9: Independent Monitoring and Reporting

To ensure ongoing monitoring and reporting over the life of the Project, the EPFIs will, for all A Category Projects and where appropriate Category B, require appointment of an independent environmental and/or social expert, or require that the borrower retain qualified and experienced external experts to verify its monitoring information, to be shared with the EPFIs.

Principle 10: Reporting and Transparency

Each EPFI is committed to issuing periodic public reports about Project implementation processes and experience with due regard for appropriate Project confidentiality

C.5 Fundamental Conventions of ILO

The ILO Governing Body has identified eight “fundamental” Conventions, covering subjects that are considered to be fundamental principles and rights at work: freedom of association and the effective recognition of the right to collective bargaining; the elimination of all forms of forced or compulsory labor; the effective abolition of child labor; and the elimination of discrimination in respect of employment and occupation. These principles are also covered by the ILO Declaration on Fundamental Principles and Rights at Work (1998). As of 1st January 2019, there were 1,376 ratifications of these Conventions, representing 92 per cent of the possible number of ratifications. At that date, a further 121 ratifications were still required to meet the objective of universal ratification of all the fundamental Conventions.

1. Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87)
2. Right to Organize and Collective Bargaining Convention, 1949 (No. 98)
3. Forced Labor Convention, 1930 (No. 29) (and its 2014 Protocol)
4. Abolition of Forced Labor Convention, 1957 (No. 105)
5. Minimum Age Convention, 1973 (No. 138)

6. Worst Forms of Child Labor Convention, 1999 (No. 182)
7. Equal Remuneration Convention, 1951 (No. 100)
8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

Government of Bangladesh has ratified 5 conventions, namely Nos. 87, 98, 29, 105 and 111 in the year 1972. Also, the conventions No. 100 and 182 were ratified in years 1998 and 2001, respectively. Although the Government of Bangladesh has ratified the convention on Worst Forms of Child Labor (No. 100) it is yet to ratify the convention No. 138 (Minimum Age Convention)⁴. The Governing Body of the International Labor Office met in its Thirty-first Session on 17 June 1948 and decided to adopt, in the form of a Convention, certain proposals concerning freedom of association and protection of the right to organize. The Constitution of the International Labor Organization declared "recognition of the principle of freedom of association" to be a means of improving conditions of labor and of establishing peace. The Declaration of Philadelphia reaffirmed that freedom of expression and of association are essential to sustained progress. The International Labor Conference unanimously adopted the principles which should form the basis for international regulation.

Part I of the Convention No. 87 is "Freedom of Association which ensures the rights of laborers to join organizations of their own choosing without previous authorization which is depicted through Articles 1 through 10. Part II of the Convention No. 87 is Protection of the Right to Organize. Article 11 states that each member of the International Labor Organization for which this Convention is in force undertakes to take all necessary and appropriate measures to ensure that workers and employers may exercise freely the right to organize.

Right to Organize and Collective Bargaining Convention, 1949 (No. 98)

The Governing Body of the International Labor Office met in its Thirty-second Session on 8 June 1949, and decided to adopt certain proposals concerning the application of the principles of the right to organize and to bargain collectively. Details of this Convention are given through Articles 1 through 16. The predominant condition is that workers shall enjoy adequate protection against acts of anti-union discrimination in respect of their employment. It states that such protection shall apply more particularly in respect of acts calculated to:

- a) Make the employment of a worker subject to the condition that he shall not join a union or shall relinquish trade union membership;
- b) Cause the dismissal of or otherwise prejudice a worker by reason of union membership or because of participation in union activities outside working hours or, with the consent of the employer, within working hours.

Forced Labor Convention, 1930 (No. 29) (and its 2014 Protocol)

The Governing Body of the International Labor Office met in its Fourteenth Session on 10 June 1930, and decided upon the adoption of certain proposals with regard to forced or compulsory

⁴ Ref.:https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:10011:::NO:10011:P10011_DISPLAY_BY,P10011_CONVENTION_TYPE_CODE:1,F

labor, which is included in the first item on the agenda of the Session. Details of this convention are provided in Articles 1 through 33. It primarily states that Each Member of the International Labor Organization which ratifies this Convention undertakes to suppress the use of forced or compulsory labor in all its forms within the shortest possible period. With a view to this complete suppression, recourse to forced or compulsory labor may be had, during the transitional period, for public purposes only and as an exceptional measure, subject to the conditions and guarantees hereinafter provided.

Abolition of Forced Labor Convention, 1957 (No. 105)

The Governing Body of the International Labor Office met in its Fortieth Session on 5 June 1957 and considered the question of forced labor and noted the provisions of the Forced Labor Convention, 1930, and noted that the Slavery Convention, 1926, provides that all necessary measures shall be taken to prevent compulsory or forced labor from developing into conditions analogous to slavery and that the Supplementary Convention on the Abolition of Slavery, the Slave Trade and Institutions and Practices Similar to Slavery, 1956, provides for the complete abolition of debt bondage and serfdom.

It also noted that the Protection of Wages Convention, 1949, provides that wages shall be paid regularly and prohibits methods of payment which deprive the worker of a genuine possibility of terminating his employment, and decided upon the adoption of further proposals with regard to the abolition of certain forms of forced or compulsory labor constituting a violation of the rights of man referred to in the Charter of the United Nations and enunciated by the Universal Declaration of Human Rights, and determined that these proposals shall take the form of an international Convention. Details of this convention are provided in Articles 1 through 10. It primarily states that, each Member of the International Labor Organization which ratifies this Convention undertakes to suppress and not to make use of any form of forced or compulsory labor:

- a) as a means of political coercion or education or as a punishment for holding or expressing political views or views ideologically opposed to the established political, social or economic system;
- b) as a method of mobilizing and using labor for purposes of economic development;
- c) as a means of labor discipline;
- d) as a punishment for having participated in strikes;
- e) as a means of racial, social, national or religious discrimination.

Minimum Age Convention, 1973 (No. 138)

The Governing Body of the International Labor Office met in its Fifty-eighth Session on 6 June 1973 and decided upon the adoption of certain proposals with regard to minimum age for admission to employment. The terms of the Minimum Age (Industry) Convention, 1919, the Minimum Age (Sea) Convention, 1920, the Minimum Age (Agriculture) Convention, 1921, the Minimum Age (Trimmers and Stokers) Convention, 1921, the Minimum Age (NonIndustrial

Employment) Convention, 1932, the Minimum Age (Sea) Convention (Revised), 1936, the Minimum Age (Industry) Convention (Revised), 1937, the Minimum Age (NonIndustrial Employment) Convention (Revised), 1937, the Minimum Age (Fishermen) Convention, 1959, and the Minimum Age (Underground Work) Convention, 1965, and Considering that the time has come to establish a general instrument on the subject, which would gradually replace the existing ones applicable to limited economic sectors, with a view to achieving the total abolition of child labor and determined that these proposals shall take the form of an international Convention.

Details of this convention are provided in Articles 1 through 18. It primarily states that, each Member for which this Convention is in force undertakes to pursue a national policy designed to ensure the effective abolition of child labor and to raise progressively the minimum age for admission to employment or work to a level consistent with the fullest physical and mental development of young persons.

Each Member which ratifies this Convention shall specify, in a declaration appended to its ratification, a minimum age for admission to employment or work within its territory and on means of transport registered in its territory; subject to Articles 4 to 8 of this Convention, no one under that age shall be admitted to employment or work in any occupation.

Worst Forms of Child Labor Convention, 1999 (No. 182)

The Governing Body of the International Labor Office met in its 87th Session on 1 June 1999 and considered the need to adopt new instruments for the prohibition and elimination of the worst forms of child labor, as the main priority for national and international action, including international cooperation and assistance, to complement the Convention and the Recommendation concerning Minimum Age for Admission to Employment, 1973, which remain fundamental instruments on child labor. It also considering that the effective elimination of the worst forms of child labor requires immediate and comprehensive action, taking into account the importance of free basic education and the need to remove the children concerned from all such work and to provide for their rehabilitation and social integration while addressing the needs of their families.

Details of this convention are provided in Articles 1 through 18. It primarily states that, each Member which ratifies this Convention shall take immediate and effective measures to secure the prohibition and elimination of the worst forms of child labor as a matter of urgency. For the purposes of this Convention, the term child shall apply to all persons under the age of 18. For the purposes of this Convention, the term the worst forms of child labor comprises:

- a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including forced or compulsory recruitment of children for use in armed conflict;
- b) The use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances;

- c) The use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;
- d) Work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

Equal Remuneration Convention, 1951 (No. 100)

The Governing Body of the International Labor Office met in its Thirty-fourth Session on 6 June 1951 and decided upon the adoption of certain proposals with regard to the principle of equal remuneration for men and women workers for work of equal value. Details of this convention are provided in Articles 1 through 14.

For the purpose of this Convention:

- a) The term **remuneration** includes the ordinary, basic or minimum wage or salary and any additional emoluments whatsoever payable directly or indirectly, whether in cash or in kind, by the employer to the worker and arising out of the worker's employment;
- b) The term equal remuneration for men and women workers for work of equal value refers to rates of remuneration established without discrimination based on sex.

Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

The Governing Body of the International Labor Office met in its Forty-second Session on 4 June 1958 and decided upon the adoption of certain proposals with regard to discrimination in the field of employment and occupation and determined that these proposals shall take the form of an international Convention. It also considered that the Declaration of Philadelphia affirms that all human beings, irrespective of race, creed or sex, have the right to pursue both their material well-being and their spiritual development in conditions of freedom and dignity, of economic security and equal opportunity. In addition, discrimination constitutes a violation of rights enunciated by the Universal Declaration of Human Rights. Details of this convention are provided in Articles 1 through 14.

1. For the purpose of this Convention the term **discrimination** includes –

- a) Any distinction, exclusion or preference made on the basis of race, color, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation;
- b) Such other distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation as may be determined by the Member concerned after consultation with representative employers' and workers' organizations, where such exist, and with other appropriate bodies.

2. Any distinction, exclusion or preference in respect of a particular job based on the inherent requirements thereof shall not be deemed to be discrimination.

3. For the purpose of this Convention the terms *employment* and *occupation* include access to vocational training, access to employment and to particular occupations, and terms and conditions of employment.

C.6 Policies, Act and Regulations Related to Economic Zones

C.6.1 Assessment of Policies

For rapid economic development of Bangladesh through industrialization, Employment generation, upgrading the production level, earning foreign currency by expanding the export it was an unavoidable necessity to establish an Authority to control and manage the setting up and operation of economic zones planned to be developed and maintained on Public-Private Partnership basis, by private sectors and Government initiatives. With that view, Bangladesh Economic Zones Act, 2010 (the Act) was enacted with provision, among others, for establishing an authority naming Bangladesh Economic Zones Authority, popularly known as BEZA. The BEZA was established under Section 17 of the Act. For smooth administration and proper management of the activities in respect of Economic Zones, BEZA framed rules and formulated policy. Also, for widening the scope of its activities, the Act and rules have been amended. For attracting the investors, a competitive incentive package has been declared. The BEZA has always been striving to bring improvement in the existing provisions of laws and rules-regulations. It also persevered to formulate new rules and policies for meeting the needs of the day, for protection of rights and interest of the investors and for facilitating proper performing its regulatory functions.

C.6.2 Bangladesh Economic Zones Act, 2010 (amendment 2016)

Establishment of Economic Zone: For the purpose of the Act, the government may, with a view to encouraging rapid economic development in potential areas including backward and underdeveloped regions of the country through increase and diversification of industry, employment, production and export and to implement the social and economic commitments of the State, establish any of the following categories of economic zones, such as:

- i) Economic Zones establishment through public and private partnership by the local and foreign individuals, body or organizations;
- ii) Private Economic zones established individual or jointly by local non-resident Bangladesh or foreign investors, body, business organization or groups;
- iii) Government Economic Zones established and owned by the Government;
- iv) Special Economic Zones established private or by public private partnership or by the Government initiatives for the establishment of any kind of specialized industry or commercial organization;
- v) Government 2 Government Economic Zone by any foreign government

Site Selection and Declaration of Economic Zone: (1) For the purpose of the Act, the Government may, by notification by official Gazette, select any specific land areas as economic zone and declare it as an economic zone. (2) The Schedule of Gazette notification issued for the

above shall contain specific description of the land declared as an economic zone. (3) No economic zones should be declared on any land within City Corporation, Municipality or Cantonment Board area.

Acquisition of Land for Economic Zone: Government may acquire any land under the Acquisition and Requisition of immovable Property Ordinance 1982 of required for an economic zone or for infrastructure thereof such as roads bridges etc.

Divisions of Economic Zones in several Areas: The Authority may issue necessary order to prepare a master plan for the land connected with any economic zone dividing it into following areas:

- i) Export Processing Area: Specified for export processing areas
- ii) Domestic Processing Area: Specified for industries to be established to meet the
- iii) demand of the domestic market
- iv) Commercial Area: Specified for Business organizations, Banks, warehouses, offices
- v) and any other organization.
- vi) Non-Processing Area: Specified for residence, health, education amusements, etc.

Appointment of Economic Zone Developers: The authority may appoint economic zone developers in such manner as prescribed.

One Stop Service Act

According to Section 12 of the Bangladesh Economic Zones Act the Authority has a responsibility to make arrangements to facilitate the economic zone developers and industrial units in respect of legal documents which include permission for Economic zone site selection, declaration of economic zones, clearances, certificates, certificate of origin, permits

for repatriation of capital and dividends, resident and non-resident visa, work permit, construction permit etc. through One Stop Service Office.

Building Construction Rules

Sensing the necessity of ensuring the quality construction in developing the Economic Zones a set of regulatory rules have been drafted in the name —Bangladesh Economic Zones (Construction of Building) Rules keeping in view the special requirements for construction of building and other infrastructure. The rules have been enacted in March, 2017 through SRO No. 46-Law/2017. Expectedly these rules will guide the Developers and the Authority in construction of building and infrastructure according to the international standard.

C.6.3 Bangladesh Private Economic Zones Policy 2015

The Policy entitled —Bangladesh Private Economic Zones Policy, 2015 was published in April, 2015 by S.R.O No. 82-Law/2015. Its English Text was published by S.R.O No.354- Law/ 2015 in November, 2015. In the Policy, emphasis has been given, among others, to the provisions relating to application procedure, principle to be followed in declaring Private Economic Zones and

awarding License to the applicant, rights and obligations of the Licensee, Developer, Operator, User and Residents, causes for cancellation of License, providing all necessary Permits, Clearances etc. through one Stop Service Office, Environmental Protection, Safeguards of Rights of the Workers etc. This Policy has been facilitating the prospective applicants willing to establish Private Economic Zones in properly following the process and, on the other hand, indicating the appropriate ways to the concerned officials of the BEZA to perform their regulatory functions in respect of Private Economic Zone under the set policy and procedure. The Bangladesh Private Economic Zones Policy, 2015 was formulated and then published by notification in the official Gazette by the governing board of the Bangladesh Economic Zones Authority (established under section 17 of The Bangladesh Economic Zones Act, 2010) in exercise of the powers conferred by the Sub-section 1(a) of the Section 22 of the Bangladesh Economic Zones Act, 2010 regarding development, operation, management and control of economic zones.

Chapter two of the policy deals with the establishment of private economic zones, etc. in its Article 3, The content of this article is that according to the provision of sub-section 3 of section 5 of the Bangladesh Economic Zones Act, 2010, private economic zones can be established on any suitable private land of Bangladesh except on any land within the city corporation, municipality or cantonment board area to meet the purpose of the section 4(b)- (d) of the Bangladesh Economic Zones Act, 2010. Selecting land for any private Economic Zone, fallen, barren and underdeveloped or awkward area will get priority. And a license for establishing a private economic zone will be treated as an administrative grant. This article further added that no organization will undertake or initiate any sort of operations or activities as a developer or operator or a developer and operator in a private economic zone or will not appoint any developer or operator or developer and operator for the development, design, funding, design, constructions, operation, maintenance and expansion in the private economic zone.

Also Articles 18, 19 and 20 of the Bangladesh Private Economic Zones Policy have laid down a narrative guidelines for ensuring all kinds of services for the Private Economic Zones by the One Stop Service Office to be established by the Authority at its Head office and Branch Offices. With a view to provide time-bound accelerated services as required by the Act and Policy by One Stop Service Office, a draft One Stop Service Act has already been prepared and it is in the Process of finalization. Hopefully this Act, will diminish the unreasonable delay in getting necessary permissions and clearances needed for setting up, operation, maintenance and expansion of the Economic Zones.

C.6.4 Bangladesh Economic Zones (Workers Welfare Fund) Policy, 2017

The Bangladesh Economic Zones (Workers Welfare Fund) Policy, 2017 was promulgated in December, 2017 through SRO No, 339-Law/2017. The activities required under this policy includes:

Creation of Fund:

1. The Authority shall create the Bangladesh Economic Zone Workers Welfare Fund for

ensuring the welfare of economic zone workers.

2. The Fund shall comprise of the subscription contributed by the enterprise.
3. The rate of subscription shall be as per Schedule: Provided that the Executive
4. Chairman may vary the rate of subscription for an enterprise considering its financial condition.
5. The Authority shall issue subscription bill to every enterprise at the early part of last week of each month.
6. The enterprise shall contribute to the Fund according to the subscription bill.

Use of Fund: The fund shall be used for the following purposes, namely:-

1. pay and allowances of the Arbitrator, Conciliator and Counselor;
2. implementation and management cost of the SDI project;
3. implementation and management cost of the Dormitory Scheme and other facilities in economic zone;
4. administrative cost for security management including setting up of digital security system in economic zone;
5. information, education and communication campaign, social awareness campaigning and training program for economic zone workers; and
6. taking up any other welfare measures for moral uplift, life skill and occupational training, safety and social empowerment of the economic zone workers.

Management of Fund:

1. There shall be a separate bank account for the Fund and the money of the Fund shall be deposited in a Scheduled Bank.
2. Explanation: For the purpose of this clause Scheduled Bank means a Scheduled Bank as is defined in Article 2 (j) of the Bangladesh Bank Order, 1972(P.O. No. 127 of 1972). The bank account shall be operated by at least two authorized officers of the Authority Books of accounts and record keeping: The Authority shall maintain a set of books of accounts with sufficient records, both manual and digital.
3. The annual balance sheet and income and expenditure account shall be prepared at the end of every financial year.

Audit of accounts: In addition to regular and continuous audit by the Authority's Internal Audit Department, the Fund shall be audited by a Chartered Accountant as is defined in Article 2 (1) (b) of the Institute of Bangladesh Chartered Accountants Order, 1973 (President's Order No. 2 of 1973) at the end of each financial year.

C.7 Categoriaztion as per IPFF II

A. Project Back Ground

1. Name of Proposed Project	Sirajganj Economic Zone Limited
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2. Location	Sirajganj
3. Project objective	Development of Economic Zone
4. Capacity or size of the Project	415 Acres
5. Proposed date of commencement of work	2019
6. Proposed construction period	36 months
7. Sector	Economic Zone
8. Executing Agency	Sirajganj Economic Zone Limited.

B. Activities on E&S List of Excluded Activities

Sl.	Screening Questions	Yes	No	Comments
1.	Is there a possibility of activities under the project that constitute excluded activities?		✓	
2.	If yes, can they be eliminated through adequate application of the provisions of the World Bank Performance Standards?			

C. International Waterways and Disputed Territories

Sl.	Screening Questions	Yes	No	Comments
1.	Is there a possibility of activities supported by the project that have impacts on international waterways?		✓	
2.	Is the project site located in disputed territory?		✓	

D. Environmental and Social Screening of Sub-Project

Sl.	Screening Questions	Yes	No	Comments
(a) Potential Environmental Impacts				

Sl.	Screening Questions	Yes	No	Comments
1.	Will the renovation work disturb other commercial/community/residential activities?	✓		Currently an unpaved local road crossing the project boundary is used by local community for communication activity which is likely to be affected by the project. The construction activities are likely to disturb the resident the adjacent community.
2.	Project's siting: Is the project site adjacent to or within any of the following sensitive receptors?			
i.	Cultural heritage site		✓	
ii.	Natural habitats and/ or legally protected areas (wetlands, forests, estuary, buffer zones, nature reserves); if yes, is there possibility of a critical habitat present?		✓	
iii.	Fragmentation of habitat of flora and fauna?		✓	
iv.	Are rivers and reservoirs present in direct proximity to project site?	✓		Jamuna river flows adjacent (≈1.km) to the project site. However, Branch of Jamuna river flows just beside the project (Phase I) boundary.
v.	Are canals and irrigation systems present in direct proximity to project site?	✓		Local farmers mainly use ground water for irrigation purpose. However, farmers adjacent to the branch of Jamuna river use surface water for irrigation as well.
vi.	Is the proposed site located on agricultural land?	✓		The proposed project site is located on agricultural land. Land use of the proposed site (5 km AOI) is dominated by agricultural land.
3.	Will the project potentially cause?			If select " yes", please describe and briefly assess impact's level
i.	Encroachment on historical/cultural areas		✓	

Sl.	Screening Questions	Yes	No	Comments
ii.	Impacts on natural resources that constitute livelihoods of community (e.g. water resources, fishing or hunting)		✓	Small scale of fishing activity is conducted in the branch of Jamuna River which is likely to be impacted during construction of the project. It is envisaged a minor impact on natural resources that constitute livelihood.
iii.	Disfiguration of landscape?	✓		Due to implementation of the project, landscape of 415 acres of land is likely to be disfigured. As the existing landscape of the project is not very diverse, the impact is likely to be minor.
iv.	Change of surface water quality or water flows?	✓		It is anticipated that, during construction work the water flow and water quality of surface water is likely to be impacted. It is envisaged to dredge nearby sandbar of the river and use it for land filling. Plausibly surface water flow will increase in the area. Surface water quality is likely not be changed significantly as waste water will be discharged after proper treatment. The discharged water will be monitored regularly before discharge.
	v. Increase in waste generation?			
	Increase water turbidity due to run-off and erosion?		✓	
	Waste water from camping sites to be directly discharged to the surface water resources or not?		✓	
	Construction waste directly discharged to the surface water?		✓	
(b) Potential Community and Occupational Health and Safety Impacts				

Sl.	Screening Questions	Yes	No	Comments
4.	Will the project create major noise/vibration?	✓		Noise and vibration will be generated due to different construction activities. In operation phase, installed machineries (few) will create noise and vibration.
5.	Will it create dust problem around the sites?	✓		It is envisaged that land filling and construction activity plausibly will create dust problem. However, in the operation phase the project is likely not to create significant dust problem.
6.	Will it temporarily stop the water supply and sanitation system?		✓	
7.	Will any refrigeration/air conditioning units be removed/ disposed?		✓	
8.	Will any liquid waste, or an item containing liquids (including oils), need to be transported off-site for reuse, recycle or disposal?		✓	
9.	Are explosive and hazardous chemicals used within the project?	✓		In construction phase, no hazardous chemicals will be used. However, in the operation phase different industries (garments, leather) may use various hazardous chemicals as per requirement.
10.	Will equipment containing polychlorinated biphenyls (PCB's) be removed (i.e. transformers, capacitors, hydraulic and heat transfer systems, etc.)?		✓	
11.	In the past, there was any accident incurred due to landmines or explosive materials remaining from the war?		✓	
12.	Will project's construction cause disturbance to the transportation in the project's site?	✓		Currently, there is no transportation in the project site. A new approach road is being constructed. However, transportation of the construction material likely to cause minor disturbance in the adjacent transportation system.

Sl.	Screening Questions	Yes	No	Comments
	13. Will building materials containing asbestos be removed/disposed?		✓	
	14. Will any building materials be removed/disposed that are coated with lead-based paint?		✓	
	15. Will any building materials be removed/disposed that contain lead, silver or chrome?		✓	
	16. Will batteries be removed/disposed (lead-acid or nickel-cadmium batteries from emergency lights and other battery-powered or battery-backup items)?		✓	
	17. Will mercury-containing devices (switches, gauges, thermostats) be removed/disposed?		✓	
	18. Will an emergency generator set or other aboveground storage tank (AST) be installed or removed?	✓		There will be a provision to use generator in the construction period only. However, AST will not be installed.
	19. Will the workers be provided protective equipment, devices and clothing and be ensured those are used?	✓		
	20. Will there be substantial migrant labor required? If so, what are the potential impacts on local communities?		✓	Non skilled labor will be recruited from local area. However, based on requirement, skilled labor may be required to recruit from outside of the project area. During operation phase, potentials impacts includes but not limited to residential accommodation, burden on local civic facilities, local economy structure, social norms etc.
	21. Is there any risk of disease dissemination from construction workers to the local peoples (and vice versa)?		✓	As it is envisaged to engage local worker in the construction period there is no risk of disease dissemination. However, in the operation phase some workers outside of the project area may be required to recruit. There is

Sl.	Screening Questions	Yes	No	Comments
				minor risk of disease dissemination from outside worker to local people and vice versa.
	22.Is there any potential for conflict between construction workers and local peoples (and vice versa)?		✓	
(c) Potential Social Impacts				
	23.Permanent land acquisition	✓		Land acquisition requirement is 415 acres. BEZA identified the land and requested for acquisition 21-03-2016. Prime Minister office approved the acquisition dated 24-03-2016. Furthermore, district land allocation committee approved the land requirement proposal of SEZL dated 13-04-2016. After completing all internal procedures, the Deputy Commissioner declared acquisition notice U/s : 3 on 21- 08-2016. The land selected for the project categorized as public land. The Bangladesh Economic Zones Authority (BEZA) has awarded the final license for setting up the Sirajganj Economic Zone to a consortium of 11 companies on 3 October 2018
	24.Temporary land acquisition		✓	
	25.Impacts on livelihoods/ economic displacement?	✓		As per list of affected households provided by DC Office, 439 Nos of households are likely to be displaced due to implementation of the project. Impact on livelihood and income may be anticipated for the affected people. However, resettlement plan and a

Sl.	Screening Questions	Yes	No	Comments
				resettlement site are likely to be prepared.
26.	Is there any household need to be relocated?	✓		As per list of affected households provided by DC Office, 439 households will need to be relocated or resettled elsewhere.
27.	Would the resettlement site be environmentally and/or culturally sensitive?		✓	
28.	Project's construction will cause any damage to the existing local roads system?		✓	
29.	Will soil excavation during project's construction cause soil erosion?			As it is planned to collect soil from sand bar during the construction phase, it is most likely that it will not cause soil erosion.
30.	Will project need to open new access roads?	✓		4.8 KM new access road need to be constructed which will connect the project with national highway N405. The approach road is already under construction.
31.	Will project cause impact on air transportation?		✓	

E. List of Environmentally and Socially Sensitive Activities

Sl.	Screening Questions	Yes	No	Comments (In the case select "yes", provide detailed information)
1.	Activities involving large-scale physical and/or economic displacement resulting from land- related transactions defined in World Bank PS 5 (paragraph 5)?	✓		A total 753 will be for total project area (Phase I & II) However, 439 households (as per affected household list provided by DC Office for phase I).
2.	Activities in/or near critical habitats and/or legally protected areas?		✓	
3.	Activities involving adverse impacts on tribal peoples and/or small ethnic communities?		✓	

4. Activities involving significant adverse impacts on critical cultural heritage areas?

✓

C.8 Applicable Environmental Standards

As per local and international laws and guidelines the applicable standards for this project is given in the following tables.

Table C 3: Applicable standards for Ambient Air Quality

Pollutant	Time Weighted Average	Concentration in Ambient Air	
		National Industrial, Residential, Rural and other Areas ($\mu\text{g}/\text{m}^3$) (ECR'97)	WHO Guideline Value in $\mu\text{g}/\text{m}^3$
Sulfur Dioxide (SO_2), $\mu\text{g}/\text{m}^3$	Annual	80 $\mu\text{g}/\text{m}^3$ (0.03 ppm)	
	24 hours	365 $\mu\text{g}/\text{m}^3$ (0.14 ppm)	125 (Interim target-1) 50 (Interim target-2) 20 (guideline)
	10 minutes	----	500 (guideline)
Nitrogen Dioxide (NO_2), $\mu\text{g}/\text{m}^3$	Annual	100 $\mu\text{g}/\text{m}^3$ (0.053 ppm)	40 (guideline)
	1 hour	-----	200 guideline
Particulate Matter (size less than 10 μm) or PM10, $\mu\text{g}/\text{m}^3$	Annual	50 $\mu\text{g}/\text{m}^3$ (ii)	70 (Interim target-1) 50 (Interim target-2) 30 (Interim target-3) 20 (guideline)
	24 hours	150 $\mu\text{g}/\text{m}^3$ (iii)	150 (Interim target-1) 100 (Interim target-2) 75 (Interim target-3) 50 (guideline)
Particulate Matter (size less than 2.5 μm) or PM2.5, $\mu\text{g}/\text{m}^3$	Annual	15 $\mu\text{g}/\text{m}^3$	35 (Interim target-1) 25 (Interim target-2) 15 (Interim target-3) 10 (guideline)
	24 hours	15 $\mu\text{g}/\text{m}^3$	75 (Interim target-1) 50 (Interim target-2) 37.5 (Interim target-3) 25 (guideline)

Pollutant	Time Weighted Average	Concentration in Ambient Air	
		National Industrial, Residential, Rural and other Areas (µg/m ³) (ECR'97)	WHO Guideline Value in µg/m ³
Ozone (O ₃), µg/m ³	8 hrs.	235 µg/m ³ (0.12 ppm)	
	1 hrs.	157 µg/m ³ (0.08 ppm)	
Carbon Monoxide (CO), mg/m ³	8 hr	10 mg/m ³ (9 ppm)(i)	
	1 hours	40 mg/m ³ (35 ppm)	
Suspended Particulate Matter (SPM)	8 hr.	200 µg/m ³	

Table C 4: Primary Water Quality Criteria for Designated-Best-Use-Classes

Parameters	Unit	Inland Surface Water Quality Standards
Temperature	°C	40
Biochemical Oxygen Demand (BOD ₅) at 20°C	mg/L	50
Chemical Oxygen Demand (COD)	mg/L	200
Dissolve Oxygen (DO)	mg/L	4.5-8
Total Dissolved Solids (TDS)	mg/l	2,100
pH	-	6-9
Suspended Solid (SS)	mg/L	150
Nitrate	mg/L	10.0
Arsenic	mg/L	0.2
Lead	mg/L	0.1
Chloride	mg/L	600
Iron	mg/L	2
Manganese	mg/L	5
Copper	mg/L	0.5
Oil & Grease	mg/L	10

Table C 5: Treated Sewage Discharge Guideline as per WBG

SL.	Parameter	Guideline Value
1	pH	6-9
2	BOD5	30 mg/l
3	COD	125 mg/l
4	Total Nitrogen	10 mg/l
5	Total Phosphorus	2 mg/l
6	Oil and Grease	10 mg/l
7	Total Suspended Solids	50 mg/l
8	Total Coliform bacteria	400 MPN/100 ml

Table C 6: Bangladesh standards for sound level (GoB, 2006)

Locations	Noise level (dBA)at day	Noise level (dBA)at night
Silent zone	50	40
Residential area	55	45
Mixed area	60	50
Commercial	70	60
Industrial area	75	70

Table C 7: Noise Level Guidelines (Guidelines for Community Noise, WHO, 1999)

Receptor	One Hour LAeq (dBA)	
Daytime 07:00 – 22:00	Nighttime 22:00 – 7:00	
Residential, institutional, educational	55	45
Industrial, commercial	70	70

Note: For acceptable indoor noise levels for residential, institutional, and education settings refer to WHO (1999)

Table C 8: Noise Limits for Various Working Environments

Location/ activity	Equivalent Noise LAeq, 8h	Maximum LAmax, fast
Heavy Industry (no demand for oral communication)	85 dB(A)	110 dB(A)
Light Industry (decreasing demand for oral communication)	50 – 65 dB(A)	110 dB(A)
Open offices, control rooms, service counters or similar	45 – 50 dB(A)	--
Individual offices (no disturbing noises)	40 – 45 dB(A)	--
Classrooms, lecture halls	35 – 40 dB(A)	--

Hospitals	30 – 35 dB(A)	40 dB(A)
-----------	---------------	----------

Note: For acceptable indoor noise levels for residential, institutional, and education settings refer to WHO (1999)

Table C 9: OSHA Noise Exposure Limits for the Work Environment (in dBA)

Noise Levels	Permissible Exposure
85	16 hrs
87	12 hrs 6 min.
90	8 hrs
93	5 hrs 18 min
96	3 hrs 30 min
99	2 hrs 13 min
102	1 hr 30 min
105	1 hr
108	40 min
111	26 min
114	17 min
115	15 min
118	10 min
121	6.6 min
124	4 min
127	3 min
130	1 min

Note: Exposure above or below the 90 dBA limit have been time weighted to give what OSHA believes are equivalent risks to a 90 dBA 8 hr. exposure (Marsh, 1991, p.322).

C.9 Compliance of Legal Register

From starting of the process to still now, SEZL authority has taken NOC and other concern from many local and national authorities for the development of the EZ. Still few legal issues are still not aligned, but under process to align. All the legal copies are attached in this part.

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (স্থানীয় সরকার বিভাগ)
বিশেষায়িত বাণিজ্যিক কার্যক্রম

১০নং সয়দাবাদ ইউনিয়ন পরিষদ কার্যালয়
উপজেলা ও জেলা সিরাজগঞ্জ।

ট্রেড লাইসেন্স

বই নং-
লাইসেন্স নং- ৩৬/১০১০-২০

এস, আর, ও নং- ৩৩২ - আইন/২০০৩ The Local Government (Union Parishads) Ordinance 1983 (ord Li. of 1983) এর Section 55 এ প্রদত্ত ক্ষমতা বলে সরকার ইউনিয়ন পরিষদ সমূহের জন্য যে আদর্শ কর তফসীল ২০০৩ (Model Tax Schedule 2003) প্রণয়ন করেছে তার প্রেক্ষিতে অত্র ইউনিয়নের সীমানার মধ্যে ব্যবসা, পেশা, বৃত্তি চালানোর নিমিত্তে ২০১০ - ২০২০ পর্যন্ত বছরের জন্য এই ট্রেড লাইসেন্স ইস্যু করা হইল। ইহা ৩০ মে জুন ২০২০ ইং পর্যন্ত বলবৎ থাকিবে।

নাম/প্রতিষ্ঠানের নাম : **সিরাজগঞ্জ ইকোনোমিক-জেড লিমিটেড**
প্রোডাক্টের : **সোডা ও পানীয়**
পিতার নাম : **মুহাম্মদ হুসেইন খান**
ঠিকানা : **সোডা ও পানীয়, সিরাজগঞ্জ**
ব্যবসার ধরণ : **সোডা ও পানীয়**
লাইসেন্সের মূল্য/করের পরিমাণ : **টাকা=২০০০/-**
কথায় : **দুই হাজার টাকা মাত্র**

(স্বাক্ষর)
১০নং সয়দাবাদ ইউনিয়ন পরিষদ

[স্বাক্ষরিত চাক্ষুণিক কর পরিশোধ করে প্রাপ্ত লাইসেন্স গ্রহণ করুন]

Figure C 2: Trade License from Soydabad Union Parishad



Figure C 3: Economic Zone License from BEZA

Government of the People's Republic of Bangladesh
Bangladesh Economic Zones Authority
Prime Minister's Office
Abdul Monem Business District
North & South Tower, Level-12
111 Bir Uttam CR Datta Road, Dhaka-1205

PRIVATE ECONOMIC ZONE LICENSE

Bangladesh Economic Zones Authority, hereinafter referred to as the Authority, in exercise of the powers conferred by Sub-article (3) of Article 7 of the Bangladesh Private Economic Zones Policy, 2015, hereinafter called the Policy, hereby issue this Private Economic Zone License to **Sirajganj Economic Zone Ltd., I/10 Block-K, Rupnagar I/A, Mirpur, Dhaka-1216**, hereinafter referred to as the Licensee, on this 4th day of October, 2018 for the purpose and under the terms and conditions, as follows:

1. This License is issued to the Licensee for the purpose of establishment, development, operation, maintenance and promotion of **Sirajganj Economic Zone** on 1035.93 acres of land located at Mouza: Saidabad, Boroshimul Ponchosona, Khas Boroshimul, Birhati, Chakboira, Boira Masum, Boro Berakharua, Upazila: Sirajganj Sadar & Belkuchi of District: Sirajganj more specifically described in Annexure-I.
2. Subject to other applicable conditions, this License shall remain valid for 15 years from the date of its issuance.
3. If the performance of the Licensee in respect of establishment, development, operation, maintenance and promotion of the Economic Zone, to the estimation of the Authority, is found satisfactory and the Authority finds reasons to consider that the license requires to be renewed, this License may be renewed for 10 years after expiry of 15 years and thereafter for more durations of 10 years after expiry of each 10 years upon payment of renewal fees as may be prescribed by the Authority.
4. The Licensee shall not sell or transfer any part or whole of this License.
5. The Licensee shall complete the work of establishing the Economic Zone according to the Master Plan (Annexure-II). All approved activities shall be completed phase-wise as set out in the timetable for execution of such activities (Annexure-III) within the specific time as scheduled in Annexure-IV.
6. The Licensee shall obtain prior approval from the Authority for -
 - (a) the planned activities to be carried out in the Sirajganj Economic Zone;
 - (b) providing utility and basic services;
 - (c) fixing up-
 - (i) the charges for providing utility and basic services; and
 - (ii) rental to be charged from the industrial units and other users; and
 - (d) for any other activities as may be required under the Policy.

7. The Licensee shall have the right, subject to the Bangladesh Economic Zones Act, 2010, hereinafter called the Act, the Policy and all other applicable laws, rules, regulations and government orders, to carry out and allow to be done by any Private entity or Private Economic Zone Resident any lawful economic activity. which-

- (a) shall not be contrary to the policies relating to public morality, order, public safety, or public health;
- (b) shall not violate environmental laws or policies;
- (c) shall not endanger health or life of human, animal or plant;
- (d) shall not violate any intellectual property rights;
- (e) are not prohibited, restricted or excluded under any other applicable laws.

8. The Licensee shall not undertake or carry out or allow, by any kind of delegation, contract or sub-contract or arrangements, any other enterprise, entity or person or group of persons to undertake or carry out any prohibited or restricted activity as described in Schedule-1 of the Policy (Annexure-V).

9. Subject to the Act, the policy and applicable laws, rules, regulations and this License, the Licensee shall enjoy the following rights-

- (a) establishment, development, operation, promotion and preservation of the designated area of the Sirajganj Economic Zone;
- (b) appointment of Developer or Operator or Developer and Operator; and
- (c) issuance of License or Permit to any other Enterprise through any sub-contract or any legal arrangement for development, operation, promotion and maintenance of any part or whole of such area.

10. The Licensee shall bear the ultimate legal responsibilities for development, operation, promotion and maintenance of Sirajganj Economic Zone, regardless of whether any part or whole of such responsibilities is delegated to any other Enterprise and in such case, all the Enterprises affiliated to the licensee shall be liable jointly and severally.

11. Where a Licensee delegates any part or all of its rights and obligations for development, operation, promotion and maintenance of the designated area to any other enterprise, the Licensee, by virtue of a sub-contract, shall hold such a level of control over such Enterprise that enables the Licensee to discharge all of its legal responsibilities under the Act, the Policy, this License and other applicable laws, rules, regulation and Government orders.

12. The provision of Clauses 10 and 11 shall be applicable also to sale or transfer of any land of the Sirajganj Economic Zone by a Licensee to any other Enterprise for carrying out the activities of development, operation, promotion and maintenance under the Act and the Policy.



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
(স্থানীয় সরকার বিভাগ)
২নং রাজাপুর ইউনিয়ন পরিষদ কার্যালয়

ডাকঘরঃ রাজাপুর, উপজেলাঃ বেলকুচি, জেলাঃ সিরাজগঞ্জ।

মোছাঃ ছনিয়া সবুর

চেয়ারম্যান

মোবাইলঃ ০১৭১১২৩৬৩১৯

www.rajapurup.sirajganj.gov.bd



স্মারক নং : ইউপি/রাজাপুর/বেল/সিরাজ/১৭/১১০

তারিখঃ- ০৮/০৫/১৭

অবস্থানগত/পরিবেশগত ছাড়পত্রের জন্য স্থানীয় কর্তৃপক্ষ কর্তৃক প্রদেয় অনাপত্তি পত্রের ছক

- ১। আবেদনকারীর নাম : বে সরকারি অর্থনৈতিক অঞ্চল "সিরাজগঞ্জ ইকোনমিক জোন" লিঃ পক্ষে পরিচালক, শেখ মনোয়ার হোসেন।
- ২। পিতা/ স্বামী/ স্বীর নাম : প্রযোজ্য নহে।
- ৩। আবেদনকারীর ঠিকানা : ১/১০, ব্লক- কে, রূপনগর, আই/এ, মিরপুর, ঢাকা-১২১৬।
- ৪। কারখানা/ প্রকল্পের অবস্থানগত ঠিকানা : (১) মৌজা-বয়রা মাসুম (২) বড় বেড়াখারশা।
ইউনিয়ন- রাজাপুর, উপজেলা- বেলকুচি, জেলা- সিরাজগঞ্জ।

- ৫। কারখানা / প্রকল্পের তফসিল : তফসিল
- (১) মৌজা- বয়রা মাসুম, জে এল নং ১৬, উপজেলা- বেলকুচি, জেলা- সিরাজগঞ্জ।

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
১ পূর্ণ	১৩৯.৮৩ একর	--	--	--	--

- (২) মৌজা- বড় বেড়াখারশা, জে এল নং ১৭, উপজেলা- বেলকুচি, জেলা- সিরাজগঞ্জ।

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
১ পূর্ণ	২৯৫.৫৯ একর	--	--	--	--

সর্ব মোট জমির পরিমাণ = ৪৩৫.৪২ একর

- ৬। কারখানা/প্রকল্পের উৎপাদিত/উৎপাদিতব্য পণ্যের নাম : রঙানীঘোষা পণ্যপ্রবাহি

উপরোক্ত তথ্যাদির আলোকে বে সরকারি অর্থনৈতিক অঞ্চল "সিরাজগঞ্জ ইকোনমিক জোন" লিঃ কারখানা/ প্রকল্পের নিম্ন বর্ণিত শর্তসাপেক্ষে অনাপত্তি পত্র প্রদান করা হলো।

শর্তাবলী :

১. প্রকল্প/ কারখানা স্থাপন ও পরিচালনার ক্ষেত্রে পরিবেশ সংরক্ষণ আইন ও বিধি বিধায়কভাবে অনুসরণ করতে হবে।
২. পরিবেশ অধিদপ্তর হতে বিধি দ্বারা নির্ধারিত পদ্ধতিতে ছাড়পত্র গ্রহণ করতে হবে।
৩. কর্মরত শ্রমিকদের পেশাগত স্বাস্থ্য ও নিরাপত্তা নিশ্চিত করতে হবে।
৪. উপর্যুক্ত অগ্নি নির্বাপক ব্যবস্থা রাখতে হবে এবং অগ্নিকাণ্ড কিংবা অন্য কোন দুর্ঘটনার সময় জরুরি নির্গমন ব্যবস্থা থাকতে হবে।
৫. বায়ু ও শব্দদূষণ করা যাবে না।
৬. কারখানা/ প্রকল্প সৃষ্ট তরল বর্জ্য অপরিশোধিত অবস্থায় বাইরে নির্গমন করা যাবে না।

উল্লেখিত যে কোন শর্ত লঙ্ঘন করলে যথোপযুক্ত কর্তৃপক্ষ কর্তৃক কারখানা/ প্রকল্পের বিরুদ্ধে আইনানুগ ব্যবস্থা নেয়া যাবে।

তারিখ : -----খ্রি.

স্থানীয় কর্তৃপক্ষের স্বাক্ষর ও সীল :

মোছাঃ ছনিয়া সবুর
চেয়ারম্যান
২নং রাজাপুর ইউনিয়ন পরিষদ
বেলকুচি, সিরাজগঞ্জ

Figure C 4: NOC from Rajapur Union Parishad

Figure C 5: NOC from Soydabad Union Parishad



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (স্থানীয় সরকার বিভাগ)

১০নং সয়দাবাদ ইউনিয়ন পরিষদ কার্যালয়

ডাকঘরঃ সয়দাবাদ, উপজেলাঃ সিরাজগঞ্জ সদর, সিরাজগঞ্জ।

মোঃ নবীদুল ইসলাম

চেয়ারম্যান

মোবাইল : ০১৭১২-৩৫১৯৩০



স্মারক নং- ২৫/পি/ম/ঢ/২০০৭/৩০

পাতা নং-০২

তারিখ : ০৭/০৩/২০০৭

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
২৩৩৩ আং	০.৪৮	২৪০২ পূর্ণ	০.২৮	২৬৬১ আং	০.০০৫০
২৩৩৪ পূর্ণ	০.১০	২৪০৩ আং	০.২৬	২৬৬৮ ,,	০.০৩
২৩৩৫ ,,	০.০৫	২৪০৪ পূর্ণ	০.৩৯	২৭০১ ,,	০.১০
২৩৩৬ ,,	০.০৫	২৪০৫ আং	০.২১	২৭০২ পূর্ণ	০.১৫
২৩৩৭ ,,	০.৩৭	২৪০৬ ,,	০.০৪৫০	২৭০৩ আং	০.০১
২৩৩৮ আং	০.৫৩	২৪০৭ ,,	০.০৫	২৭০৪ ,,	০.২৬
২৩৩৯ ,,	০.১৩	২৪১১ ,,	০.০০৫০	২৭০৫ পূর্ণ	০.৩১
২৩৪০ ,,	০.১৯	২৪৩৪ ,,	০.২৮	২৭০৬ ,,	০.০১
২৩৪১ ,,	০.০০৫০	২৪৩৫ পূর্ণ	০.১৪	২৭০৭ ,,	০.৪৩
২৩৪২ ,,	০.০৩	২৪৩৬ ,,	০.০৮	২৭০৮ ,,	০.২৬
২৩৪৩ ,,	০.২৬	২৪৩৭ ,,	০.১২	২৭০৯ আং	০.২৫
২৩৪৪ পূর্ণ	০.৬১	২৪৩৮ আং	০.৩২	২৭১০ ,,	০.৮০
২৩৪৫ ,,	০.২৯	২৪৩৯ ,,	০.০৯	২৭১১ পূর্ণ	০.২২
২৩৪৬ আং	০.২৭	২৬৩৩ পূর্ণ	০.২৪	২৭১২ ,,	০.৩১
২৩৪৭ পূর্ণ	০.১২	২৬৩৪ আং	০.০৬	২৭১৩ ,,	০.৭৪
২৩৪৮ ,,	০.৪০	২৬৩৬ ,,	০.০৭	২৭১৪ ,,	০.২২
২৩৪৯ আং	০.৩৩	২৬৩৭ ,,	০.১২	২৭১৫ আং	০.১৭
২৩৫০ ,,	০.০০৫০	২৬৪১ ,,	০.০১	২৭১৬ ,,	০.০৩
২৩৫১ ,,	০.০৪	২৬৪২ ,,	০.০২	২৭১৮ ,,	০.০৩
২৩৫২ ,,	০.০৪	২৬৪৩ ,,	০.০৬	২৭১৯ ,,	০.৬২
২৩৫৩ ,,	০.০৯	২৬৪৪ ,,	০.৬১	২৭২০ ,,	০.১০
২৩৫৪ পূর্ণ	০.২১	২৬৪৫ পূর্ণ	০.৫৪	২৭২১ পূর্ণ	০.২৬
২৩৫৫ ,,	০.১৭	২৬৪৬ ,,	০.২১	২৭২২ ,,	০.১৫
২৩৫৬ আং	০.০৫৫০	২৬৪৭ আং	০.২৩	২৭২৩ ,,	০.২৭
২৩৫৭ আং	০.০৭	২৬৪৮ ,,	০.০০৫০	২৭২৪ ,,	০.১২
২৩৫৮ ,,	০.০১	২৬৪৯ ,,	০.১৩	২৭২৫ আং	০.০৩
২৩৫৯ ,,	০.০০৫০	২৬৫০ ,,	০.০৬	২৭২৬ ,,	০.০৮
২৩৬০ ,,	০.১৫	২৬৫১ পূর্ণ	০.২৯	২৭২৭ ,,	০.০২
২৩৬১ ,,	০.০৫	২৬৫২ আং	০.৮৪	২৭২৮ ,,	০.১০
২৩৬২ পূর্ণ	০.০৯	২৬৫৩ ,,	০.১৭	২৮৯২ পূর্ণ	০.৩২
২৩৬৩ ,,	০.০৯	২৬৫৫ ,,	০.০৩	২৮৯৩ ,,	০.১৬
২৩৬৪ ,,	০.১০	২৬৫৬ পূর্ণ	০.১০	২৮৯৪ ,,	০.২৯
২৪০০ পূর্ণ	০.৩৬	২৬৫৭ আং	০.৮২৫০	২৮৯৫ ,,	০.৪৬
২৪০১ ,,	০.২০	২৬৫৮ আং	০.১১	২৮৯৬ ,,	০.১৪

চলমান পাতা-০৩

(মোঃ নবীদুল ইসলাম)
চেয়ারম্যান
১০নং সয়দাবাদ ইউনিয়ন পরিষদ
সিরাজগঞ্জ সদর, সিরাজগঞ্জ।

বাল্য বিবাহ প্রতিরোধ করুন



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (স্থানীয় সরকার বিভাগ)

১০নং সয়দাবাদ ইউনিয়ন পরিষদ কার্যালয়

ডাকঘরঃ সয়দাবাদ, উপজেলাঃ সিরাজগঞ্জ সদর, সিরাজগঞ্জ।



মোঃ নবীদুল ইসলাম

চেয়ারম্যান

মোবাইল : ০১৭১২-৩৫১৯৩০

স্মারক নং: ১০/উপি/মফস/২০১৭/৬০ পাতা নং-০৩

তারিখ: ১৭/০৭/২০১৭

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
২৮৯৭ পূর্ণ	০.১৮	২৯০৩ পূর্ণ	০.৩৪	২৯০৭ পূর্ণ	০.১১
২৮৯৮ ,,	০.৭১	২৯০৪ ,,	০.১২	২৯০৭ আং	০.১৩
২৮৯৯ ,,	০.০৮	২৯০৫ ,,	০.২১	২৯০৭ আং	০.০৮
২৯০০ ,,	০.৩৪	২৯০৬ ,,	০.০৯	মোট জমি=	২৯.৬২ একর

(২) মৌজা-বড়শিমূল পঞ্চসোনা, জে এল নং-২১৩, উপজেলা- সিরাজগঞ্জ সদর, জেলা- সিরাজগঞ্জ।

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
৪৯৪ আং	০.৩০	৫৩৮ আং	০.৫৫	৮৫১ পূর্ণ	০.৭৫
৪৯৫ পূর্ণ	০.১৯	৫৩৯ ,,	০.৫১	৮৫২ আং	০.৫২
৪৯৬ ,,	০.০৬	৫৪০ ,,	০.০৯	৮৫৩ পূর্ণ	০.৪৯
৪৯৭ ,,	০.৩৫	৫৫৫ ,,	০.০০৫০	৮৫৪ ,,	০.১৫
৪৯৮ ,,	০.৩৯	৫৫৬ ,,	০.০৩	৮৫৫ ,,	০.২০
৪৯৯ আং	০.২৩	৬৮০ ,,	০.০৫	৮৫৬ ,,	০.১০
৫০২ ,,	০.১০	৬৮১ পূর্ণ	০.১৮	৮৫৭ ,,	০.২০
৫০৩ ,,	০.৬২	৬৮২ ,,	০.১৫	৮৫৮ ,,	০.১৭
৫০৪ পূর্ণ	০.৮২	৬৮৩ আং	০.১১	৮৫৯ ,,	০.১০
৫০৫ ,,	০.৩৩	৬৮৪ ,,	০.৯৪	৮৬০ ,,	০.১৪
৫০৬ ,,	০.৩১	৬৮৫ পূর্ণ	০.২২	৮৬১ ,,	০.১৫
৫০৭ আং	০.৫৫	৬৮৬ ,,	০.১১	৮৬২ ,,	০.১৪
৫০৮ ,,	০.১২	৬৮৭ পূর্ণ	০.০৯	৮৬৩ ,,	০.০৮
৫০৯ ,,	০.০৮	৬৮৮ ,,	০.০৯	৮৬৪ ,,	০.১৫
৫১০ ,,	০.১২	৬৮৯ ,,	০.০৯	৮৬৫ ,,	০.১৬
৫১১ ,,	০.০৩	৬৯০ ,,	১.১২	৮৬৬ ,,	০.১৪
৫১২ ,,	০.০১	৬৯১ ,,	০.৮৭	৮৬৭ ,,	০.১০
৫১৩ ,,	০.০৩	৬৯২ আং	০.২৭	৮৬৮ ,,	০.১৩
৫২৮ ,,	০.০০৫০	৬৯৫ ,,	০.০৩	৮৬৯ আং	০.০২
৫২৯ আং	০.৩৪	৬৯৬ ,,	০.০৬	৮৭১ ,,	০.০৭
৫৩০ ,,	০.৪৮	৬৯৭ পূর্ণ	০.২৫	৮৭২ আং	০.০৭
৫৩১ পূর্ণ	০.২৮	৬৯৮ ,,	০.৫৯	৮৭৩ ,,	০.০৭
৫৩২ পূর্ণ	০.৩২	৬৯৯ আং	০.১৫	৮৭৪ আং	০.০৭
৫৩৩ ,,	০.২৪	৭০৩ ,,	০.০৫	৮৭৫ ,,	০.১৫
৫৩৪ আং	০.০৪	৭১৫ ,,	৫.১২	৮৭৬ আং	০.৪৪
৫৩৫ ,,	০.২৪	৭১৬ ,,	০.১৫	৮৭৭ ,,	০.০১
৫৩৬ ,,	০.৯৬	৭১৭ পূর্ণ	০.৩৪	মোট জমি=	২৫.৮৮ একর
৫৩৭ ,,	০.৯৪	৭১৮ আং	০.৩৮		

(মোঃ নবীদুল ইসলাম)
চেয়ারম্যান
১০নং সয়দাবাদ ইউনিয়ন পরিষদ
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বাল্য বিবাহ প্রতিরোধ করুন



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (স্থানীয় সরকার বিভাগ)

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মোঃ নবীদুল ইসলাম
চেয়ারম্যান

মোবাইল : ০১৭১২-৩৫১৯৩০

স্মারক নং- ২৬ সি/সয়দা/২০০৭/৬০
(৩) মৌজা- খাসবড়শিমুল,

জে এল নং-২১৪,

পাতা নং-০৪

উপজেলা- সিরাজগঞ্জ সদর,

তারিখ : ০৭/০৭/২০২৭
জেলা- সিরাজগঞ্জ।

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
৬৩আং	০.১৮	১১৫ পূর্ণ	০.৬৩	১৫০ পূর্ণ	০.১৭
৭৫পূর্ণ	০.৭৫	১১৬ ,,	০.৭৩	১৫১ ,,	০.৩৭
৭৬ ,,	১.৫৮	১১৭ ,,	০.৯২	১৫২ ,,	০.১১
৮২ ,,	০.৮৩	১১৮ ,,	০.১৯	১৫৩ ,,	০.৫৩
৮৩ ,,	০.৯৫	১১৯ ,,	০.৮৭	১৫৪ ,,	০.৮০
৮৬ ,,	১.০৭	১২০ ,,	০.৮৯	১৫৫ ,,	০.৩৬
৮৭ ,,	০.৪৫	১২১ ,,	০.৬৫	১৫৬ ,,	০.২৩
৮৮ ,,	১.০৮	১২২ ,,	১.৫৩	১৫৭ ,,	০.১৯
৮৯ ,,	০.৫৫	১২৩ ,,	০.৯১	১৫৮ ,,	০.৩৪
৯০ ,,	০.২৯	১২৪ ,,	০.৮৫	১৫৯ ,,	০.৪৪
৯১ ,,	০.৪৮	১২৫ ,,	১.১৭	১৬০ ,,	০.৩৭
৯২ ,,	০.৯৬	১২৬ ,,	০.২৯	১৬১ ,,	০.১৯
৯৩ ,,	০.৪১	১২৭ ,,	০.১২	১৬২ ,,	০.১৮
৯৪ ,,	০.৪৪	১২৮ ,,	০.০৯	১৬৩ ,,	০.২৬
৯৫ ,,	০.৮৭	১২৯ ,,	০.০৯	১৬৪ ,,	০.২৩
৯৬ ,,	০.৪০	১৩০ ,,	০.১৬	১৬৫ ,,	০.২০
৯৭ ,,	১.১৯	১৩১ ,,	০.০৬	১৬৬ ,,	০.২৩
৯৮ ,,	০.৩৪	১৩২ ,,	০.৪৬	১৬৭ ,,	০.৩০
৯৯ ,,	০.৩০	১৩৩ ,,	০.৩৯	১৬৮ ,,	০.৩২
১০০ ,,	০.৭৯	১৩৪ ,,	০.৩১	১৬৯ ,,	০.১৫
১০১ ,,	১.৮৫	১৩৫ ,,	০.১৫	১৭০ ,,	০.১৮
১০২ ,,	০.৭০	১৩৬ ,,	০.১৮	১৭১ ,,	০.১৭
১০৩ ,,	০.২৯	১৩৭ ,,	০.১৩	১৭২ ,,	০.১৮
১০৪ ,,	০.৫৫	১৩৮ ,,	০.১১	১৭৩ ,,	০.৬০
১০৫ ,,	০.১৬	১৩৯ ,,	০.৩৫	১৭৪ ,,	০.১০
১০৬ ,,	০.২৭	১৪০ ,,	০.৩৭	১৭৫ ,,	০.০৯
১০৭ ,,	১.৩৬	১৪১ ,,	০.৪০	১৭৬ ,,	০.০৯
১০৮ ,,	০.২৫	১৪২ ,,	০.২২	১৭৭ ,,	০.২৫
১০৯ ,,	০.৪৩	১৪৩ ,,	০.৩২	১৭৮ ,,	০.৪৩
১১০ ,,	০.৭৫	১৪৪ ,,	০.২৮	১৭৯ ,,	০.৩৯
১১১ ,,	০.৮৫	১৪৫ ,,	১.১৯	১৮০ ,,	০.৪৯
১১২ ,,	০.৮৮	১৪৭ ,,	০.২০	১৮১ ,,	০.৩০
১১৩ ,,	০.৩৭	১৪৮ ,,	০.৩৬	১৮২ ,,	০.১৮
১১৪ ,,	০.৯৩	১৪৯ ,,	৩.৬২	১৮৩ ,,	০.২০

(মোঃ নবীদুল ইসলাম)
চেয়ারম্যান
১০নং সয়দাবাদ ইউনিয়ন পরিষদ
সিরাজগঞ্জ সদর, সিরাজগঞ্জ।

❖❖❖ বাধ্য বিবাহ প্রতিরোধ করুন ❖❖❖



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (স্থানীয় সরকার বিভাগ)

১০নং সয়দাবাদ ইউনিয়ন পরিষদ কার্যালয়

ডাকঘরঃ সয়দাবাদ, উপজেলাঃ সিরাজগঞ্জ সদর, সিরাজগঞ্জ।



মোঃ নবীদুল ইসলাম

চেয়ারম্যান

মোবাইল : ০১৭১২-৩৫১৯৩০

স্মারক নং : ২৫৮/ম/স/১৩/২০১৭/৬০

তারিখ : ১৭/০৭/২০১৭

পাতা নং-০৫

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
১৮৪ পূর্ণ	০.১৯	১৮৮ পূর্ণ	১.১৮	৫০২ আং	৬২.৫১
১৮৫ ,,	০.১১	১৮৯ ,,	০.৪০	৫০৩ পূর্ণ	২৩.৯০
১৮৬ ,,	২.৬০	১৯০ ,,	০.৫৫	৫০৪ ,,	৩০.৩০
১৮৭ ,,	১.৬৬	৫০১ আং	৯৫.৫৯	মোট জমি=	২৭১.৩৫ একর

(৪) মৌজা- বিরহাটি, জে এল নং-২১৬, উপজেলা- সিরাজগঞ্জ সদর, জেলা- সিরাজগঞ্জ।

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
১ আং	৪.৯০	--	--	--	--
১০০১ আং	৮.৫৭	--	--	--	--
মোট জমি=	১৩.৪৭ একর				

(৫) মৌজা- চকবয়ড়া, জে এল নং-২১৫, উপজেলা- সিরাজগঞ্জ সদর, জেলা- সিরাজগঞ্জ।

দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)	দাগ নং (আর এস)	অধিগ্রহণকৃত জমির পরিমাণ(একরে)
৫০ পূর্ণ	১০৯.০৯	--	--	--	--
১৭৫ ,,	১৫১.১০	--	--	--	--
মোট জমি=	২৬০.১৯ একর				

সর্বমোট জমির পরিমাণ=৬০০.৫১ একর।

৬ কারখানা/প্রকল্পের উৎপাদিত/উৎপাদিতব্য পণ্যের নাম

৭ রপ্তানীযোগ্য পণ্যদ্রব্যাদি

উপরোক্ত তথ্যাদির আলোকে বে সরকারি অর্থনৈতিক অঞ্চল “সিরাজগঞ্জ ইকোনমিক জোন” লিঃ কারখানা/ প্রকল্পের নিম্ন বর্ণিত শর্তসাপেক্ষে অনাপত্তি পত্র প্রদান করা হলো।

শর্তাবলী :

১. প্রকল্প/ কারখানা স্থাপন ও পরিচালনার ক্ষেত্রে পরিবেশ সংরক্ষণ আইন ও বিধি যথাযথভাবে অনুসরণ করতে হবে।
২. পরিবেশ অধিদপ্তর হতে বিধি দ্বারা নির্ধারিত পদ্ধতিতে ছাড়পত্র গ্রহণ করতে হবে।
৩. কর্মরত শ্রমিকদের পেশাগত স্বাস্থ্য ও নিরাপত্তা নিশ্চিত করতে হবে।
৪. উপর্যুক্ত অগ্নি নির্বাপক ব্যবস্থা রাখতে হবে এবং অগ্নিকান্ড কিংবা অন্য কোন দুর্ঘটনার সময় জরুরি নির্গমন ব্যবস্থা থাকতে হবে।
৫. বায়ু ও শব্দদূষণ করা যাবে না।
৬. কারখানা/ প্রকল্প স্ট্রিট তরল বর্জ্য অপরিশোধিত অবস্থায় বাইরে নির্গমন করা যাবে না।

উল্লেখিত যে কোন শর্ত লঙ্ঘন করলে যথোপযুক্ত কর্তৃপক্ষ কর্তৃক কারখানা/ প্রকল্পের বিরুদ্ধে আইনানুগ ব্যবস্থা নেয়া যাবে।

তারিখ : -----খ্রি.

স্থানীয় কর্তৃপক্ষের স্বাক্ষর ও সীল :

(মোঃ নবীদুল ইসলাম)
চেয়ারম্যান
১০নং সয়দাবাদ ইউনিয়ন পরিষদ
সিরাজগঞ্জ সদর, সিরাজগঞ্জ।

বাল্য বিবাহ প্রতিরোধ করুন

Government of the People's Republic of Bangladesh
Department of Environment
Head Office, Paribesh Bhaban
E-16 Agargaon, Dhaka-1207
www.doe.gov.bd

Memo No : DoE/Clearance/5325/2014/ 586

Date: 26/11/2017

Subject: Approval of Environmental Impact Assessment (EIA) Report for Proposed Sirajganj Economic Zone Project at Belkuchi and Sadar Upazila under Sirajganj district.

Ref: Your Application dated 17/10/2017 and 21/11/2017.

With reference to the above, the Department of Environment (DOE) is pleased to approve Environmental Impact Assessment (EIA) Report for Sirajganj Economic Zone Project at Belkuchi and Sadar Upazila under Sirajganj district. This approval authorizes and regulates the following activities:

1. This Environmental Impact Assessment (EIA) report is approved only for construction of Sirajganj Economic Zone Project. Any expansion or extension of this project will require obtaining further EIA approval with additional EIA Study.
2. The detail design and layout plan should be maintained as per EIA report. In case of any changes in design the proponent must obtain consent from DoE.
3. Project Proponent may undertake activities for land development and infrastructural development of the project.
4. Project Proponent may open L/C (Letter of Credit) for importing machineries for the project which shall also include machineries relating to waste treatment plant and other pollution control devices.
5. The activity under construction of Sirajganj Economic Zone Project shall not release any pollutant that affect human health or will have damaging impact on the environment or natural resources or ecosystem.
6. Proper and adequate mitigation measures shall be ensured throughout preparation and construction period of the proposed Sirajganj Economic Zone Project activities.
7. Any heritage sight, ecologically critical area, wetlands and other environmentally, religious and archeologically sensitive places shall be kept protected.
8. Environment friendly construction and development practices shall be followed that minimize loss of habitats and fish breeding, feeding & nursery sites.
9. Construction works shall be restricted to day time hours so as to avoid/mitigate the disturbance of local lives as well as implementation schedules of the works shall be notified in advance to nearby residents.
10. Proper and adequate sanitation facilities shall be ensured in labor camps throughout the proposed project period.
11. In order to control noise pollution, vehicles & equipment shall undergo regular maintenance; working during sensitive hours and locating machinery close to sensitive receptor shall be avoided.
12. No solid waste can be burnt in the project area. An environment friendly solid waste management system should be in place during the whole period of the project in the field.

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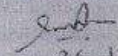
Figure C 6: EIA Approval from DoE

13. Proper and adequate on-site precautionary measures and safety measures shall be ensured so that no habitat of any flora and fauna would be endangered or destructed.
14. All the required mitigation measures suggested in the EIA report along with the emergency response plan are to be strictly implemented and kept operative/functioning on a continuous basis.
15. To control dust, spraying of water over the earthen materials should be carried out from time to time.
16. Storage area for soils and other construction materials shall be carefully selected to avoid disturbance of the natural drainage.
17. Adequate considerations should be given to facilitate drainage system for run off water from rain/tidal surge.
18. Adequate facilities should be ensured for silt trap to avoid clogging of drain/canal/water bodies.
19. There should be adequate and properly designed Central Effluent Treatment Plant (CETP) and Sewage Treatment Plant (STP).
20. Resettlement plan should be properly implemented and people should be adequately compensated.
21. Construction material should be properly disposed off after the construction work is over.
22. As described in the EIA report, environmental monitoring should be strictly followed and monitoring report should be shared with DOE to ensure the environmental management properly.
23. All activities (pre-construction, construction and post-construction stage) should be implemented according to EMP clearly listed in the EIA report.
24. A third party/independent monitoring bodies excluding project authority should be engaged immediately for monitoring of all the activities during pre-construction, construction and post construction phases as per monitoring plan of EIA report and monitoring report must be submitted to Rajshahi Divisional Office, Bogra and Headquarter of the Department of Environment simultaneously.
25. Regular monitoring of the susceptible places of surroundings for protecting ecosystem, biodiversity and forest coverage should be made using latest high resolution image for keeping ambient environment protected.
26. Air, water, soil, biological and social data should be monitored regularly with a network monitoring system with a view to assess the natural quality of the surroundings and other fragile ecosystem and report of monitoring results should be submitted to Rajshahi Divisional Office, Bogra and Headquarter of the Department of Environment simultaneously.
27. There should be regularly disclosure of the report through workshops and websites and responses should be taken care accordingly.
28. Online air and water quality monitoring system should be made functional throughout the life of the project.
29. Management Information System (MIS) are to be developed for this project. The scope of MIS services will obviously include representing the real time monitored data especially environmental parameters displaying at Rajshahi Divisional Office, Bogra and Headquarter of the Department of Environment, project office and other agencies/Ministries concerned. The MIS should be web based for accessing every individual to show the real time monitored records.
30. The project authority should provide all sort of logistics support to DOE and other relevant agencies for monitoring environment related items/events
31. Conduct stakeholder meetings on regular basis for better performance the project as a whole

32. Additional environmental baseline data to be collected as suggested in the EIA report and conveyed to DOE and other authorities concerned.
33. The Environmental Management Plan under the EIA study shall strictly be implemented and kept functioning on a continuous basis.
34. The project authority shall submit a detail work plan with time schedule of development activities at least 7 (seven) days ahead of the work commences in the field to the Rajshahi Divisional Office, Bogra and Headquarter of the Department of Environment simultaneously.
35. Environmental Monitoring Reports according to specific format specified in the EIA Report shall be made available simultaneously to DOE Rajshahi Divisional Office, Bogra and Headquarter on a quarterly basis during the construction period of the project.
36. The following records must be kept in respect of any samples required to be collected for the purposes of environmental monitoring activities :
 - (a) the date(s) on which the sample was taken;
 - (b) the time(s) at which the sample was collected;
 - (c) the point at which the sample was taken; and
 - (d) the name of the person who collected the sample.
37. The results of any monitoring required to be conducted under this EIA report must be recorded.
38. In case of any emergency, the following information shall immediately be reported to Rajshahi Divisional Office, Bogra and Headquarter of the Department of Environment (DOE) simultaneously
 - a) Nature of incident (fire, accident, collision, land slide etc.)
 - b) Personnel affected (injured, missing, fatalities, etc.)
 - c) Emergency support available and its location (standby transport, medical facilities, etc.)
 - d) Weather conditions
 - e) Current operations (abandoning the site, fire fighting, etc.)
39. The project authority or its employees must notify the Department of Environment of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident.
40. All pollution incidents shall be reported immediately and simultaneously to the Rajshahi Divisional Office, Bogra and Headquarter of the Department of Environment (DOE) in Dhaka.
41. Appropriate permission would require to be obtained from the Forest Department in favor of cutting/felling of any plant/tree/sapling forested by any individual or government before doing such type of activity.
42. No activity of cutting/razing/ dressing of hill or hilly land is endorsed under this approval without due permission/clearance of the concerned authority of the Government of Bangladesh.
43. Re-vegetation and replantation under green belt activities shall be undertaken in consultation with the Forest Department according to those mentioned in the EIA report.
44. Climate Change impacts and maximum storm surge height (if necessary) shall have to be considered at the design and construction phase.
45. A separate hydrological study shall have to be conducted for ground water extraction to develop sound environmental management plan.
46. A full-fledged institutional setup for Environment, Health & Safety (EHS) and Corporate Social Responsibility (CSR) must be put in place before operation of the project.
47. The project authority shall extend active cooperation to DOE officials to facilitate their visit to the site as and when necessary.

48. Any injunction on this project from the Honourable High Court Division or Appellate Division of the Supreme Court shall render this approval void.
49. Without installation of Central Effluent Treatment Plant (CETP), Sewage Treatment Plant (STP), online air and water quality monitoring system and other pollution control equipment and obtaining Environmental Clearance Certificate the proponent shall not start operation of the project.
50. This EIA approval is valid for one year from the date of issuance and the project authority shall apply for renewal to the Rajshahi Divisional Office, Bogra with a copy to Headquarter of the DOE in Dhaka.
51. Violation of any of the above conditions shall render this approval void.

This EIA approval has been issued with the approval of the appropriate authority.


26-11-2017

(Syed Nazmul Ahsan)
Director (Environmental Clearance)
Phone # 02-8181673

Managing Director
Sirajganj Economic Zone Ltd.
B-111, Civil House
Mohakhali DOHS, Dhaka-1208.

Copy Forwarded to :

- 1) PS to Secretary, Ministry of Environment and Forests, Bangladesh Secretariat, Dhaka.
- 2) Director, Department of Environment, Rajshahi Divisional Office, Bogra.
- 3) Assistant Director, Office of the Director General, Department of Environment, Head Office, Dhaka.

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জেলা প্রশাসকের কার্যালয়, সিরাজগঞ্জ
ভূমি অধিগ্রহণ শাখা
(www.sirajganj.gov.bd)

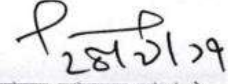
স্মারক নং-৩১.৪৩.৮৮০০.০১৯.৩২.০৮৮.১৬-৮১৩

তারিখ : ২৪ সেপ্টেম্বর ২০১৭ খ্রি.

বিষয় : সিরাজগঞ্জ জেলার ০১/২০১৬-১৭ নং এল এ কেসে অধিগ্রহণকৃত ১০৩৫.৯৩ একর ভূমির ১৯৮২ সনের ।। নং অধ্যাদেশ এর ১১(২) ধারা মোতাবেক অধিগ্রহণ সংক্রান্ত ঘোষণা পত্রের গেজেট বিজ্ঞপ্তি প্রকাশনা প্রসঙ্গে ।

সিরাজগঞ্জ জেলার সদর ও বেলকুচি উপজেলাধীন (১) সয়দাবাদ (২) বড়শিমুল পঞ্চসোনা (৩) খাসবড়শিমুল (৪) বিরহাটি (৫) চকবয়ড়া (৬) বয়রা মাসুম ও (৬) বড় বেড়াখারুয়া মৌজায় বেসরকারি অর্থনৈতিক অঞ্চল “সিরাজগঞ্জ ইকোনমিক জোন স্থাপন” প্রকল্পের জন্য ০১/২০১৬-১৭ নং এল, এ কেসে ১০৩৫.৯৩ একর ভূমি অধিগ্রহণ করা হয় । অধিগ্রহীত ভূমির গেজেট বিজ্ঞপ্তি প্রকাশনার নিমিত্ত ১৯৮২ সনের স্থাবর সম্পত্তি অধিগ্রহণ ও হুকুম দখল অধ্যাদেশ (১৯৮২ সনের ।। নং অধ্যাদেশ) এর ১১(২) ধারা মোতাবেক “ঘ” ফরমের ০২ (দুই) সেট যথাযথভাবে পূরণ করে এ সঙ্গে প্রেরণ করা হলো । উক্ত অধিগ্রহণ সংক্রান্ত ঘোষণাটি একটি বিধিবদ্ধ ঘোষণা হওয়ায় তা বাংলাদেশ গেজেটের ৬ষ্ঠ খণ্ডে প্রকাশ অন্তে প্রকাশিত বিজ্ঞপ্তির ১০ (দশ) কপি এ কার্যালয়ে প্রেরণ করার জন্য অনুরোধ করা হলো ।

সংযুক্ত : ৪ বর্ণনামতে ফরম ঘ-০২ সেট=১০ (দশ) পাতা ।



(মুহাম্মদ কামরুল হাসান)
অতিরিক্ত জেলা প্রশাসক (রাজস্ব)
সিরাজগঞ্জ ।

উপ-পরিচালক
বাংলাদেশ সরকারি মুদ্রণালয়
তেজগাঁও, ঢাকা ।

অনুলিপি সদয় জ্ঞাতার্থে/জ্ঞাতার্থে ও কার্যার্থে:-

- ০১। নির্বাহী চেয়ারম্যান, বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ, বিডিবিএল ভবন, লেভেল-১৫, ১২, কারওয়ান বাজার, ঢাকা-১২১৫ ।
- ০২। উপজেলা নির্বাহী অফিসার, সিরাজগঞ্জ সদর/বেলকুচি, সিরাজগঞ্জ ।
- ০৩। সহকারী কমিশনার (ভূমি) সিরাজগঞ্জ সদর/বেলকুচি, সিরাজগঞ্জ ।
- ✓ ০৪। পরিচালক, সিরাজগঞ্জ ইকোনমিক জোন লিঃ, ১/১০, ব্লক-কে, রূপনগর, আই/এ, মিরপুর, ঢাকা-১২১৬ ।
- ০৫। ইউনিয়ন ভূমি সহকারী কর্মকর্তা, সয়দাবাদ/রাজাপুর ইউনিয়ন ভূমি অফিস, সিরাজগঞ্জ সদর/বেলকুচি, সিরাজগঞ্জ ।

সংযুক্ত : ৪ যথাযথভাবে পূরণকৃত ফরম - ঘ - ০১ (এক) সেট ।

Figure C 7: Land Acquisition Gazette

ডায়েরী নং :.....৩৪.....

তারিখ : ০২/০৩/১৭

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পানি সম্পদ মন্ত্রণালয়
উন্নয়ন-৩ শাখা
বাংলাদেশ সচিবালয়, ঢাকা
www.mowr.gov.bd

2/2/17 Please for it

নং-৪২.০০.৬০০০.০৩৬.১৪.০১০.১৫-১২০

তারিখ: ০১ পৌষ ১৪২৩
১৫ ডিসেম্বর ২০১৬

বিষয়: সিরাজগঞ্জ অর্থনৈতিক অঞ্চল সংলগ্ন বেড়ীবাঁধ নির্মাণ।

উপর্যুক্ত বিষয়ে বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষের ০১ ডিসেম্বর ২০১৬ তারিখের ০৩.৭৭২.১৪.০০.০০.০৪৪.২০১৬-২০১৯ সংখ্যক পত্রের ছায়াছবি (সংযোজনী-১) এবং প্রধানমন্ত্রীর কার্যালয়ের ০৫ নভেম্বর ২০১৬ তারিখের সভার কার্যবিবরণী (সংযোজনী-২) অত্রসাথে প্রেরণ করতঃ উক্ত পত্রে বর্ণিত সিদ্ধান্তের বিষয়ে জরুরি ভিত্তিতে পরবর্তী প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি : বর্ণনা মোতাবেক-০৫(পাঁচ) প্রস্থ।

(মো: নজরুল ইসলাম)
সহকারী সচিব
পরিচিতি নং-১১২৭৬
দুরালাপনী : ৯৫৭৬৫০৮
ই-মেইল-dev3@mowr.gov.bd

মহাপরিচালক
বাংলাদেশ পানি উন্নয়ন বোর্ড
মতিঝিল, ঢাকা।

অনুলিপি :

- ১। নির্বাহী চেয়ারম্যান, বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ (বেজা), বিডিবিএল ভবন, লেভেল-১৫, ১২ কাওরান বাজার, ঢাকা-১২১৫ [দৃঃ আঃ জনাব মোঃ মোশতাক হাসান এনডিসি, অতিরিক্ত সচিব, মহাব্যবস্থাপক (পরিকল্পনা ও উন্নয়ন)]।
- ২। সিনিয়র সচিব মহোদয়ের একান্ত সচিব, পানি সম্পদ মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

Figure C 8: Consent Letter for Site Embankment

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
প্রধানমন্ত্রীর কার্যালয়
তেজগাঁও, ঢাকা।

বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ (বেজা)-এর আওতাধীন পিপিপি ও বেসরকারি অর্থনৈতিক অঞ্চলসমূহ এবং
বঙ্গবন্ধু হাই-টেক সিটি, কালিয়াকৈর এর চলমান কাজের বাস্তবায়ন অগ্রগতি পর্যালোচনা সভার কার্যবিবরণী।

সভাপতি : মোঃ আব্দুল কালান আজাদ সভার তারিখ : ০৫ নভেম্বর, ২০১৬ খ্রিস্টাব্দ
মুখ্য সচিব, প্রধানমন্ত্রীর কার্যালয় সময় : বিকাল ৩:৩০ ঘটিকা
উপস্থিতি : পরিশিষ্ট 'ক' স্থান : প্রধানমন্ত্রীর কার্যালয়ের সভাকক্ষ (২য় তলা)

উপস্থিত সকলকে বাগত জানিয়ে সভার কার্যক্রম শুরু করা হয়। অতঃপর সভাপতির অনুমতিক্রমে নির্বাহী চেয়ারম্যান, বেজা গত ৩০/১১/২০১৫ তারিখে অনুষ্ঠিত সভার সিদ্ধান্ত বাস্তবায়ন অগ্রগতিসহ বেজা'র সামগ্রিক কার্যক্রম সভায় উপস্থাপন করেন। বিস্তারিত আলোচনাতে সর্বসম্মতিক্রমে নিম্নরূপ সিদ্ধান্ত গৃহীত হয়ঃ

ক্রম	সিদ্ধান্ত	বাস্তবায়ন
১	ক) বেজা কর্তৃক প্রেরিত অগ্রাধিকার ভিত্তিক গ্যাসের চাহিদার আলিকনুবারী জালানী ও বনিজ সম্পদ বিভাগ অর্থনৈতিক অঞ্চলে সরবরাহযোগ্য ন্যূনতম গ্যাসের পরিমাণ নির্ধারণ করতে দ্রুত একটি সভার আয়োজন করবে। খ) তিতাস গ্যাস ডিস্ট্রিবিউশন কোং লিমিটেড বেসরকারি অর্থনৈতিক অঞ্চলসমূহে (আমান অর্থনৈতিক, মেঘনা ইন্ডাস্ট্রিয়াল ইকোনমিক জোন, আরিশা অর্থনৈতিক অঞ্চল, আকিজ অর্থনৈতিক অঞ্চল এবং বে অর্থনৈতিক অঞ্চলে) গ্যাস পাইপ লাইন স্থাপনের জন্য সমঝোতা স্মারক স্বাক্ষর করবে। গ) সভার গ্যাস সরবরাহ আলিকা প্রান্তের পর প্রাথমিকভাবে মেঘনা ইন্ডাস্ট্রিয়াল ইকোনমিক জোন, আমান অর্থনৈতিক অঞ্চল, আরিশা অর্থনৈতিক অঞ্চল, আকিজ অর্থনৈতিক অঞ্চল এবং বে অর্থনৈতিক অঞ্চলের পক্ষ থেকে গ্যাস সংযোগ লাইন স্থাপনে ভিন্ন ভিন্ন অনুযায়ী অর্থ জমা প্রদান করবে এবং তিতাস গ্যাস এন্ড ডিস্ট্রিবিউশন কোং লি: গ্যাস সংযোগের লাইন স্থাপন ও গ্যাস সরবরাহের প্রয়োজনীয় উদ্যোগ গ্রহণ করবে। পর্যায়ক্রমে অন্যান্য বেসরকারি অর্থনৈতিক অঞ্চলসমূহে একইভাবে গ্যাস সরবরাহ করতে হবে।	১। জালানী ও বনিজ সম্পদ বিভাগ ২। বেজা ৩। পেট্রোবাংলা ৪। তিতাস গ্যাস এন্ড ডিস্ট্রিবিউশন কোং লি:
২	বেসরকারি অর্থনৈতিক অঞ্চলসমূহে প্রকল্পভিত্তিতে বিদ্যুৎ সংযোগ প্রদান করতে হবে। অর্থনৈতিক অঞ্চলসমূহে Commercial Captive Power Plant নির্মাণ করতে পারবে এবং ফার্নেস অয়েল আমদানী ও বিদ্যুৎ বিক্রয়ের ক্ষেত্রে সরকারের ঘোষিত সব ধরনের সুবিধা ভোগ করতে পারবে।	১। বিদ্যুৎ বিভাগ ২। জাতীয় রাজস্ব বোর্ড ৩। বেজা ৪। পিছিসি ৫। পল্লী বিদ্যুতায়ন বোর্ড ৬। যিপিডি
৩	বেসরকারি অর্থনৈতিক অঞ্চলসমূহ বাস্তবায়নে স্থানীয় প্রশাসনের সম্পৃক্ততার ক্ষেত্রে সি চর্চিত করে ব্যবস্থাপনা পরিচালকবৃন্দ বেজাকে অবগিত করবে। প্রাথমিকভাবে বেজা সমন্বয়সমূহ সমাধানের উদ্যোগ গ্রহণ করবে।	১। বঙ্গবন্ধু, পরিচালক (সকল) ২। বেজা
৪	সোনালগাঁও অর্থনৈতিক অঞ্চল ও জয়দা অর্থনৈতিক অঞ্চল সংশ্লিষ্ট গ্যাসের কাজের দায়িত্ব সড়ক (আনুষঙ্গিক ও বি.সি.) সচিবসহ সড়ক পরিবহন ও মহাসড়ক বিজ্ঞান অংশী ৩১ মাসের মধ্যে একটি চিঠিপি প্রদান করবে ও বাস্তবায়নে প্রয়োজনীয় উদ্যোগ গ্রহণ করবে।	১। সড়ক পরিবহন ও মহাসড়ক বিজ্ঞান অংশী ২। সড়ক ও উদ্যোগ অধিদপ্তর ৩। বেজা

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জেলা প্রশাসকের কার্যালয়, সিরাজগঞ্জ
(এস.এ শাখা)
www.sirajganj.gov.bd

স্মারক নং ৩১.৪৩.৮৮০০.০১৮.০১.০৩৩.১৩- ৫২৪ তারিখ- ২১/০৪/২০১৯ খ্রি.

বিষয় : সিরাজগঞ্জ ইকোনমিক জোন লিমিটেড কর্তৃক সিরাজগঞ্জ বেসরকারি অর্থনৈতিক অঞ্চলের জমিতে মাটি/বালু ভরাটের নিমিত্ত যমুনা নদী থেকে মাটি/বালু উত্তোলনের অনুমতি প্রদান প্রসঙ্গে।
সূত্র : ভূমি মন্ত্রণালয়ের স্মারক নং ৩১.০০.০০০০.০৫১.৩৭.০২৯.১৭-২৩, তারিখ- ০৮/০২/২০১৯ খ্রি.।

উপর্যুক্ত বিষয় ও সূত্রোক্ত স্মারক পত্রের পরিপ্রেক্ষিতে নিম্নবর্ণিত শর্তে সিরাজগঞ্জ ইকোনমিক জোন লিমিটেডকে বেসরকারি অর্থনৈতিক অঞ্চলের ১,০৩৫.৯৩ (এক হাজার পঁয়ত্রিশ দশমিক নয় তিন) একর জমিতে মাটি/বালু ভরাটের নিমিত্ত যমুনা নদী হতে বালু উত্তোলনের জন্য নির্দেশক্রমে অনুমতি প্রদান করা হলো:

- (১) সিরাজগঞ্জ ইকোনমিক জোন লিমিটেড একটি বাণিজ্যিক সংস্থা বিধায় সরকারি রাজস্ব আদায়ের স্বার্থে জেলা প্রশাসক, সিরাজগঞ্জ বরাবর বালুর মূল্য বাবদ = ৫১,৩৫,৫৬৬.০৮ (একান লক্ষ পয়ত্রিশ হাজার পাচ শত ছিষট্টি টাকা আট পয়সা) টাকা, ১৫% ভ্যাট বাবদ ৯,৬২,৯১৮.৬৪ (নয় লক্ষ ষাষটি হাজার নয়শত আঠার টাকা চৌষট্টি পয়সা) টাকা এবং ৫% আয়কর বাবদ ৩,২০,৯৭২.৮৮ (তিন লক্ষ বিশ হাজার নয়শত বাহাত্তর টাকা আটশি পয়সা) টাকা পৃথক পৃথকভাবে মূল্য পরিশোধ করবেন।
- (২) প্রাপ্ত জমিতে ১ কোটি ৩০ লক্ষ ঘনমিটার এর বেশি বালু উত্তোলন করা যাবে না;
- (৩) বালুমহাল ও মাটি ব্যবস্থাপনা আইন, ২০১০ এর ৫ ধারা অনুযায়ী নদীর তলদেশ হতে মাটি বা বালু উত্তোলনের ক্ষেত্রে জাঙ্কন রোধে যথাযথ ঢাল সংরক্ষণ সাপেক্ষে সুইং করে নদীর তলদেশ সুস্বচ্ছ স্তরে খনন করা যায় এইরূপ ডেজার ব্যবহার করতঃ এ সংক্রান্ত বিধি দ্বারা নির্ধারিত পদ্ধতিতে মাটি/বালু উত্তোলন করতে হবে;
- (৪) বালু ও মাটি উত্তোলনে বাধা হেড বা বলগেট ডেজার ব্যবহার করা যাবে না;
- (৫) গড়ে ৪ মিটার গভীরতার বেশি বালু উত্তোলন করা যাবে না;
- (৬) বালু উত্তোলনের পূর্বে অবশ্যই বিজাইভরিটিটিএ/পানি উন্নয়ন বোর্ড এবং পরিবেশ অধিদপ্তরের ছাড়পত্র গ্রহণ করতে হবে;
- (৭) প্রাপ্তি প্রকল্প ব্যতীত অন্য কোন উদ্দেশ্যে বালু/মাটি ব্যবহার করা যাবে না;
- (৮) সংশ্লিষ্ট উপজেলা নির্বাহী অফিসার/সহকারী কমিশনার (ভূমি) বালু উত্তোলন কার্যক্রম নিয়মিত তদারকী করবেন;
- (৯) IWM এর প্রতিবেদন অনুসরণপূর্বক বালি উত্তোলন করতে হবে;
- (১০) ডেজিং করে বালু উত্তোলনের ফলে ঐ স্পটে সিরাজগঞ্জ পল্লী বিদ্যুৎ সমিটি-২ এর কোন লাইন/খুঁটি স্থানান্তর/অপসারণ কিংবা অন্য কোন সরকারি প্রতিষ্ঠানের কোন স্থাপনা স্থানান্তর/অপসারণের প্রয়োজন হলে উক্ত কাজে যে অর্থ ব্যয় হবে তা সংশ্লিষ্ট উপকারভোগী প্রতিষ্ঠানকে বহন করতে হবে;
- (১১) সিরাজগঞ্জ ইকোনমিক জোন জেলা প্রশাসন সিরাজগঞ্জের সাথে বর্ণিত শর্ত প্রতিপালন করবেন মর্মে ৩০০/- (তিনশত) টাকা নন-জুডিশিয়াল স্ট্যাম্প চুক্তিপত্র স্বাক্ষর করবেন।

(অনিন্দা গুহ)
রেভিনিউ ডেপুটি কালেক্টর
সিরাজগঞ্জ
ফোন : ০৭৫১-৬২১৫৮ (অফিস)

চেয়ারম্যান
সিরাজগঞ্জ ইকোনমিক জোন লিমিটেড
১/১০,রক-ফে,রূপনগর বা/এ
ঢাকা-১২১৬।

অনুমোদিত সদয় অবগতির জ্ঞান্য :
০১। সচিব, ভূমি মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
০২। বিভাগীয় কমিশনার, রাজশাহী বিভাগ, রাজশাহী।
০৩। জেলা প্রশাসক, সিরাজগঞ্জ।

Figure C 9: Permission Letter for Land Filling



SIRAJGANJ ECONOMIC ZONE LIMITED
House - 351, (5th floor)
Road - 27, Mahakhali New DOHS
Dhaka - 1206, Bangladesh
Phone : +88029847828-31
Mobile : +8801844478111
E-mail : info@sezbd.com
Website : www.sezbd.com

SEZL/Admin/ 2905

Date: August 20, 2019

To:
Mr. Md. Ashraf Hossain
Joint Director (C & P)
Bangladesh Inland Water Transport Authority (BIWTA)
Sirajganj

Subject: Issue of NOC (No Objection Certificate) on favour of Sirajganj Economic Zone Limited (SEZL)

Dear Sir,

Sirajganj Economic Zone Limited (SEZL) is one of the 100 private economic zones that has been established to support decentralized economic activity specially closed to the marginalized people. SEZL is owned by a consortium comprised of 11 renowned business groups/persons like Knit Asia Ltd., Rising Holdings Ltd. Mahmud Fashion, Ratul Knitwear, S.M Holdings, Paragon Feed, Textown Ltd.

Bangladesh Economic Zones Authority (BEZA) under PM's office issued the final license to SEZL on 4th October 2018 to establish, develop and operate an Economic Zone over 1041.43 acres of clean titled land in different mouza of Sirajganj Sadar and Belkuchi Upazila of Sirajganj district.

SEZL will be a "Green Economic Zone" and is committed to create best in class facility to attract the prospective global/local investors to create employment opportunity for around 500,000 people, generate export revenue and ensure significant contribution in the GDP.

At the moment the development work is going on full swing specially the sand filling on the land of first phase over 415 acres.

An independent organization EQMS has been conducting Environmental and Social Impact Assessment (ESIA) of Sirajganj Economic Zone Limited (SEZL) - Phase 1 in connection with availing a World Bank Loan in favour of SEZL. They require an NOC (No Objection Certificate) from your reputed organization in this respect please.

You are requested to issue an NOC (No Objection Certificate) and oblige thereby.

Sincerely yours,

 20/08/19
Md. Shahidur Rahman
GM - HR & Admin

Copy to: Directors of SEZL



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Figure C 10: Application for NOC to BIWTA

SEZL/Admin/ 2905

Date: August 20, 2019

To:
The Managing Director (MD)
Pashchimanchal Gas Company Limited (PGCL)
Sirajganj

Subject: Issue of NOC (No Objection Certificate) on favour of Sirajganj Economic Zone Limited (SEZL)

Dear Sir,

Sirajganj Economic Zone Limited (SEZL) is one of the 100 private economic zones that has been established to support decentralized economic activity specially closed to the marginalized people. SEZL is owned by a consortium comprised of 11 renowned business groups/persons like Knit Asia Ltd., Rising Holdings Ltd. Mahmud Fashion, Ratul Knitwear, S.M Holdings, Paragon Feed, Texttown Ltd.

Bangladesh Economic Zones Authority (BEZA) under PM's office issued the final license to SEZL on 4th October 2018 to establish, develop and operate an Economic Zone over 1041.43 acres of clean titled land in different mouza of Sirajganj Sadar and Belkuchi Upazila of Sirajganj district.

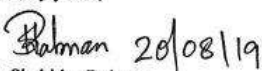
SEZL will be a "Green Economic Zone" and is committed to create best in class facility to attract the prospective global/local investors to create employment opportunity for around 500,000 people, generate export revenue and ensure significant contribution in the GDP.

At the moment the development work is going on full swing specially the sand filling on the land of first phase over 415 acres.

An independent organization EQMS has been conducting Environmental and Social Impact Assessment (ESIA) of Sirajganj Economic Zone Limited (SEZL) – Phase 1 in connection with availing a World Bank Loan in favour of SEZL. They require an NOC (No Objection Certificate) from your reputed organization in this respect please.

You are requested to issue an NOC (No Objection Certificate) and oblige thereby.

Sincerely yours,


Md. Shahidur Rahman
GM - HR & Admin

Copy to: Directors of SEZL



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Figure C 11: Application for NOC to PGCL

SEZL/Admin/ 2905

Date: August 20, 2019

To:
Mr. Md. Shafiqul Islam
Executive Engineer
Bangladesh Water Development Board (BWDB)
Sirajganj

Subject: Issue of NOC (No Objection Certificate) on favour of Sirajganj Economic Zone Limited (SEZL)

Dear Sir,

Sirajganj Economic Zone Limited (SEZL) is one of the 100 private economic zones that has been established to support decentralized economic activity specially closed to the marginalized people. SEZL is owned by a consortium comprised of 11 renowned business groups/persons like Knit Asia Ltd., Rising Holdings Ltd. Mahmud Fashion, Ratul Knitwear, S.M Holdings, Paragon Feed, Textown Ltd.

Bangladesh Economic Zones Authority (BEZA) under PM's office issued the final license to SEZL on 4th October 2018 to establish, develop and operate an Economic Zone over 1041.43 acres of clean titled land in different mouza of Sirajganj Sadar and Belkuchi Upazila of Sirajganj district.

SEZL will be a "Green Economic Zone" and is committed to create best in class facility to attract the prospective global/local investors to create employment opportunity for around 500,000 people, generate export revenue and ensure significant contribution in the GDP.

At the moment the development work is going on full swing specially the sand filling on the land of first phase over 415 acres.

An independent organization EQMS has been conducting Environmental and Social Impact Assessment (ESIA) of Sirajganj Economic Zone Limited (SEZL) - Phase 1 in connection with availing a World Bank Loan in favour of SEZL. They require an NOC (No Objection Certificate) from your reputed organization in this respect please.

You are requested to issue an NOC (No Objection Certificate) and oblige thereby.

Sincerely yours,


Md. Shahidur Rahman
GM - HR & Admin

Copy to: Directors of SEZL



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Figure C 12: Application for NOC to BWDB



SIRAJGANJ ECONOMIC ZONE LIMITED
House - 351, (5th floor)
Road - 27, Mahakhali New DOHS
Dhaka - 1206, Bangladesh
Phone : +88029847828-31
Mobile : +8801844-478111
E-mail : info@sezbd.com
Website : www.sezbd.com

SEZL/Admin/ 2905

Date: August 20, 2019

To:
Mr. Habibul Haque
Deputy Director
Department of Agriculture Extension (DoE)
Sirajganj

Subject: Issue of NOC (No Objection Certificate) on favour of Sirajganj Economic Zone Limited (SEZL)

Dear Sir,

Sirajganj Economic Zone Limited (SEZL) is one of the 100 private economic zones that has been established to support decentralized economic activity specially closed to the marginalized people. SEZL is owned by a consortium comprised of 11 renowned business groups/persons like Knit Asia Ltd., Rising Holdings Ltd. Mahmud Fashion, Ratul Knitwear, S.M Holdings, Paragon Feed, Texttown Ltd.

Bangladesh Economic Zones Authority (BEZA) under PM's office issued the final license to SEZL on 4th October 2018 to establish, develop and operate an Economic Zone over 1041.43 acres of clean titled land in different mouza of Sirajganj Sadar and Belkuchi Upazila of Sirajganj district.

SEZL will be a "Green Economic Zone" and is committed to create best in class facility to attract the prospective global/local investors to create employment opportunity for around 500,000 people, generate export revenue and ensure significant contribution in the GDP.

At the moment the development work is going on full swing specially the sand filling on the land of first phase over 415 acres.

An independent organization EQMS has been conducting Environmental and Social Impact Assessment (ESIA) of Sirajganj Economic Zone Limited (SEZL) – Phase 1 in connection with availing a World Bank Loan in favour of SEZL. They require an NOC (No Objection Certificate) from your reputed organization in this respect please.

You are requested to issue an NOC (No Objection Certificate) and oblige thereby.

Sincerely yours,

Md. Shahidur Rahman 20/08/19

Md. Shahidur Rahman
GM- HR & Admin

Copy to: Directors of SEZL



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Figure C 13: Application for NOC to DAE



SIRAJGANJ ECONOMIC ZONE LIMITED
Address: 371, (Old Road)
Dhaka 1215, Bangladesh
Phone: 8801786482831
Mobile: 8801844478111
Email: info@sezl.gov.bd
Website: www.sez.gov.bd

SEZL/Admin/ 2905

Date: August 20, 2019

To:
Assistant General Manager (AGM)
Bangladesh Rural Electrification Board (BREB)
Sirajganj



Subject: Issue of NOC (No Objection Certificate) on favour of Sirajganj Economic Zone Limited (SEZL)

Dear Sir,

Sirajganj Economic Zone Limited (SEZL) is one of the 100 private economic zones that has been established to support decentralized economic activity specially closed to the marginalized people. SEZL is owned by a consortium comprised of 11 renowned business groups/persons like Knit Asia Ltd., Rising Holdings Ltd. Mahmud Fashion, Ratul Knitwear, S.M Holdings, Paragon Feed, Texttown Ltd.

Bangladesh Economic Zones Authority (BEZA) under PM's office issued the final license to SEZL on 4th October 2018 to establish, develop and operate an Economic Zone over 1041.43 acres of clean titled land in different mouza of Sirajganj Sadar and Belkuchi Upazila of Sirajganj district.

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At the moment the development work is going on full swing specially the sand filling on the land of first phase over 415 acres.

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You are requested to issue an NOC (No Objection Certificate) and oblige thereby.

Sincerely yours,

 20/8/19
Md. Shahidur Rahman
GM - HR & Admin

Copy to: Directors of SEZL

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Figure C 14: Application for NOC to BREB



SIRAJGANJ ECONOMIC ZONE LIMITED
House - 351, (5th floor)
Road - 27, Mohakhali New DOHS
Dhaka - 1206, Bangladesh
Phone : +88029847828-31
Mobile : +8801844-478111
E-mail : info@sezbd.com
Website : www.sezbd.com

SEZL/Admin/ 2905

Date: August 20, 2019

To:
Mr. Shahed Ali
District Fisheries Officer
Department of Fisheries
Sirajganj

Subject: Issue of NOC (No Objection Certificate) on favour of Sirajganj Economic Zone Limited (SEZL)

Dear Sir,

Sirajganj Economic Zone Limited (SEZL) is one of the 100 private economic zones that has been established to support decentralized economic activity specially closed to the marginalized people. SEZL is owned by a consortium comprised of 11 renowned business groups/persons like Knit Asia Ltd., Rising Holdings Ltd. Mahmud Fashion, Ratul Knitwear, S.M Holdings, Paragon Feed, Textown Ltd.

Bangladesh Economic Zones Authority (BEZA) under PM's office issued the final license to SEZL on 4th October 2018 to establish, develop and operate an Economic Zone over 1041.43 acres of clean titled land in different mouza of Sirajganj Sadar and Belkuchi Upazila of Sirajganj district.

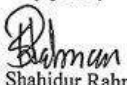
SEZL will be a "Green Economic Zone" and is committed to create best in class facility to attract the prospective global/local investors to create employment opportunity for around 500,000 people, generate export revenue and ensure significant contribution in the GDP.

At the moment the development work is going on full swing specially the sand filling on the land of first phase over 415 acres.

An independent organization EQMS has been conducting Environmental and Social Impact Assessment (ESIA) of Sirajganj Economic Zone Limited (SEZL) - Phase 1 in connection with availing a World Bank Loan in favour of SEZL. They require an NOC (No Objection Certificate) from your reputed organization in this respect please.

You are requested to issue an NOC (No Objection Certificate) and oblige thereby.

Sincerely yours,


Md. Shahidur Rahman
GM - HR & Admin



Copy to: Directors of SEZL

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Figure C 15: Application for NOC to Department of Fisheries



নর্দান ইলেকট্রিসিটি সাপ্লাই কোম্পানি লিমিটেড

Northern Electricity Supply Company Limited

(An Enterprise of Bangladesh Power Development Board)

Liaison Office: 166-167, Shaheed Syed Nazrul Islam Sarani, Al-Razi Complex (6th floor), Suit no-604, Purana Paltan, Dhaka-1000



প্রধান কার্যালয়
বিদ্যুৎ ভবন, হেতেম থা
রাজশাহী

স্মারক নং:-২৭.২৯.০০০০.০০১.১৪.১৯৭.১৯-১৯৭

তাং:-০৩/১০/২০১৯ইং

বিষয়: সিরাজগঞ্জ অর্থনৈতিক অঞ্চল লিমিটেড (SEZL) এ বিদ্যুৎ সংযোগ প্রদান প্রসংগে।

গত ৩১/০৮/২০১৯ ইং তারিখের মো: শহিদুর রহমান (মহাব্যবস্থাপক- মানব সম্পদ উন্নয়ন ও প্রশাসন), সিরাজগঞ্জ অর্থনৈতিক অঞ্চল লিমিটেড (SEZL) এর ইমেল-এ প্রেরিত পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, নেসকো লি: আপনার SEZL-এ বিদ্যুৎ সংযোগ দিতে সক্ষম। যেহেতু সিরাজগঞ্জ অর্থনৈতিক অঞ্চল লিমিটেড (SEZL) বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড এলাকাভুক্ত সেহেতু উক্ত এলাকায় বিদ্যুৎ সংযোগ প্রদানের জন্য মন্ত্রণালয়ের অনুমোদন প্রয়োজন।

এমতাবস্থায়, মন্ত্রণালয়ের অনুমোদন প্রাপ্তি সাপেক্ষে প্রয়োজনীয় ব্যবস্থা গ্রহণ করা যেতে পারে।

জাকিরুল ইসলাম
ব্যবস্থাপনা পরিচালক
নেসকো লি:

মো: শহিদুর রহমান
মহাব্যবস্থাপক- মানব সম্পদ উন্নয়ন ও প্রশাসন
সিরাজগঞ্জ অর্থনৈতিক অঞ্চল লিমিটেড।

অনুলিপি:

১. চেয়ারম্যান, নেসকো লি:।
২. নির্বাহী পরিচালক (কারিগরি ও অপারেশন/ অর্থ ও প্রশাসন), নেসকো লি:
৩. প্রধান প্রকৌশলী, বিতরণ অঞ্চল রাজশাহী, নেসকো লি:।
৪. তত্ত্বাবধায়ক প্রকৌশলী, প: ও স: সার্কেল, পাবনা, নেসকো লি:।
৫. নির্বাহী প্রকৌশলী, বিবিবি-সিরাজগঞ্জ, নেসকো লি:।
৬. অফিস কপি।

মোহাম্মাদ আবু মুজাফর
অতিরিক্ত পরিচালক (অ: দ্বা:)
কমার্শিয়াল অপারেশন
নেসকো লি:

Figure C 16: Concern Letter from NESCO

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ
প্রধানমন্ত্রীর কার্যালয়
মোনেম বিজনেস ডিস্ট্রিক্ট
১১১, বীর উত্তম সি.আর.দত্ত রোড, ঢাকা
www.beza.gov.bd

পত্র নং-০৩.৭৫১.০১৪.০০.০৫.০১১.২০১২(অংশ-৩)-৫৮৭

তারিখ : ১২ ফাল্গুন, ১৪২৫
২৪ ফেব্রুয়ারি, ২০১৯

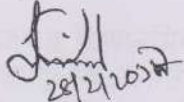
বিষয়: বাংলাদেশ রেলভয়ে পশ্চিমাঞ্চলের বঙ্গবন্ধু সেতুর পশ্চিমপাড়ে অবস্থিত রেল স্টেশনে একটি অত্যাধুনিক আইসিডি কন্টেইনার পোর্ট স্থাপন।

সূত্র: সিরাজগঞ্জ ইকোনমিক জোনের ১৭.০২.২০১৯ তারিখের আবেদন।

উপর্যুক্ত বিষয় ও সূত্রোক্ত পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, সিরাজগঞ্জ ইকোনমিক জোন লি., বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ এ আওতাধীন একটি বেসরকারি ইকোনমিক জোন। উক্ত জোন সংলগ্ন বঙ্গবন্ধু সেতুর পশ্চিম পাড়ে অবস্থিত রেল স্টেশনে একটি অত্যাধুনিক (কাস্টমস, বীমা, বন্ডেড স্টোর হাউস ক্যারিং, লোডিং, আনলোডিং) আইসিডি কন্টেইনার পোর্ট স্থাপন করার আবেদন করেছে (কপি সংযুক্ত)।

২। এ বিষয়ে বিধিমোতাবেক প্রয়োজনীয় কার্যক্রম গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: বর্ণনামতে।


(মুঃ তানভীর হাসান রুমান)
উপব্যবস্থাপক (ওএসএস)

মহাপরিচালক
বাংলাদেশ রেলভয়ে
রেল ভবন, আবদুল গনি রোড, ঢাকা-১২০৫।

অনুলিপি:

১। নির্বাহী চেয়ারম্যান এর একান্ত সচিব, বেজা (নির্বাহী চেয়ারম্যান মহোদয়ের সদয় অবগতির জন্য)।

২। ব্যবস্থাপনা পরিচালক, সিরাজগঞ্জ ইকোনমিক জো লি., হাউজ নং-৩৫১ (৫ম ফ্লোর), রোড নং-২৭, মহাখালী
নিউ ডিওএইচএস, ঢাকা-১২০০।

Figure C 17: Forwarding Letter of BEZA for ICD

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
প্রধানমন্ত্রীর কার্যালয়
বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ
বিডিবিএল ডবন (লেভেল ১৫)
১২ কারওয়ান বাজার, ঢাকা -১২১৫

পত্র নং- ০৩.৭৬১.০১৬.০০.০৪.০১৩.২০১৪- ২৫২৫

তারিখ: ১১ শ্রাবণ, ১৪২৪ বঃ
২৬ জুলাই, ২০১৭ খ্রি:

বিষয়ঃ অর্থনৈতিক অঞ্চলসমূহ জাতীয় ও আঞ্চলিক মহাসড়কের সাথে সরাসরি সংযুক্ত করা।

বাংলাদেশ অর্থনৈতিক অঞ্চল কর্তৃপক্ষ আগামী ১৫ বছরে ১০০ টি অর্থনৈতিক অঞ্চল স্থাপন, ১ কোটি লোকের কর্মসংস্থান সৃষ্টি ও আগামী ২০৩০ সালের মধ্যে প্রতি বছর অতিরিক্ত ৪০ বিলিয়ন ইউএস ডলার রপ্তানির প্রত্যাশা নিয়ে মাননীয় প্রধানমন্ত্রীর নির্দেশে কাজ করছে। অর্থনৈতিক অঞ্চলসমূহ সওজ'র জাতীয় ও আঞ্চলিক মহাসড়কের সাথে সরাসরি সংযুক্ত করা প্রয়োজন। এ অঞ্চলসমূহে বিপুল সংখ্যক মালামাল/পণ্যবাহী ভারী যানবাহন আসা যাওয়া করবে। এত বেশি ভারী যানবাহন সওজ মহাসড়কে আগমন-নির্গমন এবং উক্ত মহাসড়কে উভয়দিকে চলমান যানবাহনের নিরাপদ ও নিরবিচ্ছিন্ন গতি বজায় রাখার জন্য সড়কদ্বয়ের সংযোগস্থলের Road Design and Safety Manual অনুযায়ী যথাযথ নকশা প্রণয়ন করে সংযোগস্থলের যথাসম্ভব কাছাকাছি অবকাঠামো নির্মাণ করা প্রয়োজন। উল্লেখ্য যে, বেজা'র আওতায় বাস্তবায়নাব্যবস্থা সর্ববৃহৎ মীরসরাই অর্থনৈতিক অঞ্চলে প্রবেশ-নির্গমনের জন্য ঢাকা-চট্টগ্রাম মহাসড়ক হতে একটি সংযোগ সড়ক/ফ্লাইওভার নির্মাণ আবশ্যিক।

জাতীয় অগ্রাধিকার ভিত্তিতে বাস্তবায়নাব্যবস্থা এ সকল অর্থনৈতিক অঞ্চল এর সংযোগস্থলে At-Grade অথবা Grade Separated অবকাঠামো নির্মাণ করা যেতে পারে। এতদুদ্দেশ্যে গ্রহণযোগ্য Common Solution প্রণয়ন করে অর্থনৈতিক অঞ্চলের আকার, গুরুত্ব ও বাজেট বরাদ্দ সাপেক্ষে কিছুটা স্থান উপযোগী পরিবর্তনে সমন্বয়ের সুযোগ রেখে স্থাপনার নকশা ও নির্মাণ প্রকল্প গ্রহণ করা যেতে পারে। জাতীয় গুরুত্বপূর্ণ অর্থনৈতিক অঞ্চলসমূহের সফল বাস্তবায়নের জন্য এ সকল সংযোগস্থল এর জন্য অর্থনৈতিক অঞ্চল কর্তৃপক্ষের সাথে আলোচনাক্রমে উল্লিখিত সংযোগস্থল পৃথকভাবে অথবা সমন্বিত বাস্তব অবস্থার প্রেক্ষাপট বিবেচনা করে ডিপিপি প্রণয়ন করা যেতে পারে।

এমতাবস্থায়, ঢাকা-চট্টগ্রাম মহাসড়ক হতে মীরসরাই অর্থনৈতিক অঞ্চলে প্রবেশ-নির্গমনের জন্য সংযোগ সড়ক/উড়াল সেতু এবং অনুরূপ অন্যান্য অর্থনৈতিক অঞ্চলে প্রবেশ-নির্গমনের সুবিধাসহ সংযোগ সড়ক নির্মাণ প্রকল্পের ডিপিপি প্রণয়ন এবং বাস্তবায়নের জন্য মাঠ পর্যায় হতে উদ্যোগ গ্রহণ করার প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য বিশেষভাবে অনুরোধ করা হল।

(ড. এম. এমদাদুল হক)

অতিরিক্ত সচিব

নির্বাহী সদস্য (পরিকল্পনা ও উন্নয়ন)

সচিব

সড়ক পরিবহন ও মহাসড়ক বিভাগ

সড়ক পরিবহন ও সেতু মন্ত্রণালয়।

অনুলিপি (সদয় অবগতির জন্য):

১. মুখ্য সমন্বয়ক (এসডিজি), প্রধানমন্ত্রীর কার্যালয়।

২. সিনিয়র সচিব, প্রধানমন্ত্রীর কার্যালয়।

৩. নির্বাহী সদস্য (পরিকল্পনা ও উন্নয়ন), বেজা।

৪. প্রকল্প পরিচালক (সড়ক ও জনপথ) জাতিদপ্তর, তেজগাঁও, ঢাকা।

Figure C 18: Forwarding Letter of BEZA for Road Connectivity

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার (স্থানীয় সরকার বিভাগ)

১০নং সয়দাবাদ ইউনিয়ন পরিষদ কার্যালয়

ডাকঘরঃ সয়দাবাদ, উপজেলাঃ সিরাজগঞ্জ সদর, সিরাজগঞ্জ।

মোঃ নবীদুল ইসলাম
চেয়ারম্যান মোবাইল : ০১৭১২-৩৫১৯৩০

স্মারক নং: ইউপি/সয়দাবাদ/২০২০/ তারিখ : ০৫/১০/২০

অবস্থানগত/পরিবেশগত ছাড়পত্রের জন্য স্থানীয় কর্তৃপক্ষ কর্তৃক অনাপত্তিপত্র

১। আবেদনকারী নাম : শেখ মনোয়ার হোসেন

২। পিতার নাম : মৃত হাজী বুজরত আলী সেখ

৩। আবেদনকারীর ঠিকানা : গ্রামঃ খাঘ বড় শিমুল পঞ্চসোনা, পোষ্টঃ সয়দাবাদ
থানাঃ সিরাজগঞ্জ সদর, জেলাঃ সিরাজগঞ্জ।

৪। কারখানা/প্রকল্পের অবস্থানগত ঠিকানাঃ গ্রামঃ খাঘ বড়শিমুল পঞ্চসোনা, পোষ্টঃ সয়দাবাদ
থানাঃ সিরাজগঞ্জ সদর, জেলাঃ সিরাজগঞ্জ।

৫। কারখানা/প্রকল্পের তফসীল :

জেলার নাম	ধানার নাম	মৌজার নাম	খতিয়ান নং	দাগ নং	জমির ধরন	মোট জমির পরিমাণ
সিরাজগঞ্জ	সিরাজগঞ্জ				পতিত জয়গা	১০৪১ একর

৬। কারখানা/প্রকল্পের উৎপাদিত/ উৎপাদিতব্য পণ্যের নাম : পানি (গভীর নলকূপ)

উপরোক্ত তথ্যাদির আলোকে সিরাজগঞ্জ অর্থনৈতিক অঞ্চল প্রকল্পকে নিম্নবর্ণিত শর্তসাপেক্ষে অনাপত্তিপত্র প্রদান করা হল।

শর্তবলী :

- প্রকল্প/কারখানা স্থান ও পরিচালনার ক্ষেত্রে পরিবেশ সংরক্ষন আইন ও বিধি যথাযথভাবে অনুসরণ করতে হবে।
- পরিবেশ অধিদপ্তর হতে বিধি দ্বারা নির্ধারিত পদ্ধতিতে ছাড়পত্র গ্রহণ করতে হবে।
- কর্মরত শ্রমিকদের পেশাগত স্বাস্থ্য ও নিরাপত্তা নিশ্চিত করতে হবে।
- উপযুক্ত অগ্নি নির্বাপক ব্যবস্থা রাখতে হবে এবং অগ্নিকাণ্ড কিংবা অন্যকোন দুর্ঘটনার সময় জরুরী নির্গমন ব্যবস্থা থাকতে হবে।
- বায়ু ও শব্দ দূষণ করা যাবে না।
- কারখানা/প্রকল্প সৃষ্ট তরল বর্জ্য অপরিশোধিত অবস্থায় বাইরে নির্গমন করা যাবে না।

উল্লেখিত যে কোন শর্ত লঙ্ঘন করলে যথোপযুক্ত কর্তৃপক্ষ কারখানা/প্রকল্পের বিরুদ্ধে আইনানুগ ব্যবস্থা নেওয়া যাবে।

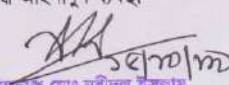

 মোঃ নবীদুল ইসলাম
 চেয়ারম্যান
 ১০নং সয়দাবাদ ইউনিয়ন পরিষদ
 সিরাজগঞ্জ সদর, সিরাজগঞ্জ।

Figure C 19: NOC from Soydabad Union Parishad for Abstracting Ground Water

C.10 HRM Policy



Human Resource Management Policy

Prepared by
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GM-HR & Administration
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SIRAJGANJ ECONOMIC ZONE LIMITED (SEZL)

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1.8 Introduction

Human Resource Policy provide generalized guidance on the approach the organization intends to adopt in managing its people and set up basic standard. HR policies assure that decision will be consistent with and contributive to organizational objectives. Actually policy guided to set up the basic standards of an organization. Policy is the baseline to run and operate any organization.

This policy summarizes all major human resources policies and procedures that are currently in force in Sirajganj Economic Zone Limited (SEZL). Any terms and conditions of employment not covered, in part or in whole, in this manual shall be subject to the provisions of labour legislation in force in Bangladesh.

1.9 Legislative Terms

The references, which have legal validation and are the guiding principles, are called Legislative Terms. These terms have been frequently used in all the succeeding chapters of this guideline. Moreover, this has guided this guideline through legal consequences. The following are the legislative terms:

1.9.1 The Organisation

The organisation refers to Sirajganj Economic Zone Limited (SEZL which is legally authorised to use these guidelines for its employees as per its legal identity, which is registered with the Joint Stock Companies and Firms of Bangladesh under the Companies Act (Act XVIII) of 1994. The registration number is C-126697/2015.

1.2.2 The Management Team

The management team refers to the selected and delegated authority of the organisation, which has been authorised by Board of Directors to take decision in operation and administrative matter and make this organisation vibrant and sustainable. The management team is managed, guided and lead by Managing

Director/ Project Director (PD)/ Chief Executive Officer (CEO) / Executive Director (ED) under direct control of the Board of Directors as a supreme authority within the organisation.

1.2.3 The Year

The year refers to the English or Gregorian methods of counting weeks, months and year. Herein year means 12 months of a calendar, which has relevancy with its Financial Management. The year starts from month of July to June of any specific year.

1.10 Characteristics of this Policy Manual

The Policy has the following essential characteristics:

- i. The policies are built on the basis of facts and sound judgment and not in personal feelings or opportunistic decision.
- ii. The policies are reflected with the country's existing law to ensure fairness.
- iii. The policies are sufficiently comprehensive and prescribe limits and yardsticks for future action.
- iv. The policies are fair, flexible and realistic to gain acceptance and commitment from all stake holders, they are conditioned by the suggestions and reactions of those who are affected by the policy.
- v. The policies will be reviewed time to time to keep in tune with changing times, and to avoid complacency or managerial stagnation.

1.11 Code of Conduct

The Code of Conduct aims to foster and maintain public trust and confidence in the integrity and professionalism of the organization by ensuring that the employees maintain appropriate standards of conduct, develop those skills necessary for the efficient performance of their duties, maintain fairness in decision making, and maintain and enhance the reputation of the organization. This includes:

- i. Selflessness: Each of our decisions will be based on all values to benefit the community and other stakeholders, not to gain financial or other material benefits for self, family or friends.
- ii. Integrity: We shall carry out all reasonable instructions of the authority and shall act with honesty, transparently & ethically at all times.
- iii. Objective: We shall ensure that in the delivery of services, the appointment of employees or the awarding of contracts, impartiality is ensured and that choices are made on merit.
- iv. Accountability: We shall take personal accountability for achieving results and workplace actions required to achieve those results.
- v. Respect: We shall demonstrate a sense of respect, loyalty, good faith and responsibility toward one another and our beloved organization and shall remain as open as possible about all decisions and actions taken except only when implicitly demanded by the organization.
- vi. Avoid Conflict of Interest: We shall not get involved in any activities where our interest interfere with the interests of the organization.
- vii. Avoid Discrimination: We shall not involve in any kind of behavior that discriminates against or demeans others because of their age, sex, disability or religious beliefs.
- viii. Comply with the code & law: We shall follow the organizational policies & practices and shall operate within the prevailing country law.

1.12 Operational Principles

The operating principles are intended to serve as guidelines for interaction between all employees. Their purpose is to foster and preserve the spirit of the organization and promote the well-being of all concerned.

The present policy has been built keeping in view the following operational principles:

- i. Time keeping: be five minutes ahead of all time appointments.
- ii. Integrity: act with integrity and honesty in all situations.
- iii. Be responsible: take personal responsibility, no lay blame.
- iv. Sincerity: speak from your heart and with good intent.

- v. Support: always support a team mate in need.
- vi. Respect: treat everybody with respect.
- vii. A smile is always returned.
- viii. Act professionally at all times.
- ix. Positive attitude: Always be receptive to change.

1.13 Policy Amendment Process

The amendment refers to bring any changes in any of the clauses of this manual and make it more users friendly and update according to the concurrent situation and according to the changes of the law of the land. The Management team under the leadership of MD/PD/CEO/ED is the authority to recommend for the changes or make amendment of this guideline. This amendment must be approved by the Board of Directors prior to its inclusion in this manual and implementation. All amendments must be circulated among the employees through circular. Amendment could be made any time in a year.

1.14 General Declaration

Bangladesh Economic Zones Authority (BEZA) issued final license to Sirajganj Economic Zone for the purpose of establishment, development, operation, maintenance and promotion of the economic zone. His excellency President of the Peoples Republic of Bangladesh has approved Export Processing Zone (EPZ) Labour Ordinance 2019 on 14th January 2019 which was published by gazette on 15th January 2019. The law will be applicable for all EPZ and Economic Zones. So, Sirajganj Economic Zone has to follow and maintain the Export Processing Zone (EPZ) Labour Ordinance 2019 strictly. The authority of Sirajganj Economic Zone Limited (SEZL) will follow and maintain all the clause of the said policy. BEZA is the licensing authority, they will provide guidance and monitoring SEZL based on the policy mentioned above.

2.1. Employment: its definition

Employment is the methodical procedure of hiring any individual or group of individuals to work for an organisation. These individuals are called the working force and they act on behalf of the organisation to increase the productivity, bring changes through achieving the target vision and mission of the organisation, which ultimately make the organisation vibrant and sustainable in the society.

2.9 The Employees

Employees are the operative working force from top to bottom level that are hired for the existence of SEZL. These working forces will be called as Human Resources of SEZL who will skillfully work to achieve the goal and objectives of the SEZL. In return to this the organisation takes the responsibility to retain and compensate its HR and looks after their security and wellbeing.

2.10 Purpose

- a) The purpose of this policy is to ensure a timely, effective, and equitable hiring process to attract, select, and appoint competent employees in order to achieve the key objectives of the organization.
- b) This policy will apply to the recruitment, selection, and hiring of local employees other than international employees within the organization.

2.11 General Policy

- a) SEZL will promote equal opportunity in employment for all qualified persons and will build and maintain an environment of mutual understanding in which each employee knows that his or her personal contribution to the team effort is needed to achieve the organization's goals and objectives.
- b) SEZL shall not engage in or support discrimination in hiring, promotion, termination or retirement based on race, color, caste, national origin, religion, disability, gender, sexual orientation, political affiliation, or age.

- c) Persons who are over 18 years of age and below not above 60 years are eligible for employment in SEZL.
- d) All employment may be made through prior advertisement in any of the two national and widely circulated dailies of the country and / www.bdjobs.com / other online job portals.
- e) Advertisement also could be made through inter-organisational notice board circulation and external organisation notice board circulation.
- f) Women, persons from indigenous communities and persons with disability will be encouraged to apply for open positions and preference will be given to them.
- g) Any employee who has been dismissed from the services for misconduct will not be eligible for employment in SEZL.
- h) If an applicant is related by blood or by marriage to an employee working in SEZL, the employee should inform the fact to the authority before the interview is held. However, appointment of such applicants is discouraged if another equally qualified person is available.
- i) The authority concerned reserves the right to decide the special cases where necessary, although certainly this will conform to the requirements of the organization.
- j) Human Resources Department shall collect, keep and use the employment-related personal data in a lawful and prudent manner.

2.12 Types of Employment

- a) Temporary: An employee shall be called a “temporary employee” if his/her employment is for a work which is merely of temporary nature and is likely to be completed within a limited time.
- b) Casual: An employee shall be called a “casual employee” if he is appointed temporarily for a work casual in nature.
- c) Probationer: An employee shall be called a “probationer” if he/she is provisionally employed to fill a permanent position and has not completed the period of his/her probation.
- d) Permanent: An employee shall be called a “permanent employee” if he/she is employed permanently in a regular position or completes his/her probation period satisfactorily.

- e) Contractual: An employee shall be called “contractual employee” if his/her employment is under contract for a specific job at a specific rate of pay.

2.13 Categories of Employees

The categories of the employees of SEZL may namely:

Grade	Designation
A	MD/CEO
B	PD/ED
C	COX (Chief / Head of the Department)
D	General Manager (GM)
E	Deputy General Manager (DGM)
F	Assistant General Manager (AGM)
G	Manager
H	Deputy Manager
I	Assistant Manager
J	Sr. Executive / Sr. Officer
K	Executive / Officer
L	Jr. Executive / Jr. Officer
M	Office Assistant/Driver / Peon/Guard/ Messenger/Cleaner

2.14 Recruitment & Selection Process

Step 1 Identification of a vacancy

The Head of the Department will identify a vacancy for reasons that may include:

- Job separation – e.g. resignation, termination, retirement, leave; and/or
- Work requirement changes – e.g. creation of a new position.

Step 2 Send a “Request to Recruit” to HR Department

- When a vacancy occurs or a new position is created, the Head of the Department will submit a written request to the HR

Department. The written request to hire shall include Job Description and Specification.

- ii. Approvals from the PD /CEO/ED must be in place before the requisition can be submitted to the HR Department.

Step 3

Arrange and undertake the recruitment activity

- i. On receipt of an approved “Request to Recruit”, the HR Department can select one or multiple suitable methods of recruitment in consultation with the respective Department Head.
- ii. HR Department will be responsible for placing the advertisement in the appropriate advertising medium. Where appropriate, vacancies will also be posted internally on notice boards.
- iii. A copy of the advertisement should be placed on all the company notice boards for any recruitment so that the employees are informed about the recruitment process and can recommend suitable candidates, if any. Needless to state that employee recommendation is a way to search good candidates but by no means will it carry any significance in the selection process.

Step 4

Sources of recruitment

- i. The sources of recruitment may be internal or external or both.
- ii. Recruitment of candidates from internal source: Any position may be filled up by promotion of the existing staffs of the SEZL followed by promotion procedure or they may be allowed to apply through proper channel for the next higher position which is notified for employment.
- iii. In case of external source of recruitment, advertisement should embody a positive image of both the job and the organization and should specify the position title, job description, required qualification, skills and attributes of the applicants along with other relevant information.
- iv. The applicants must have at least 15 (fifteen) days’ time to submit the application from the date of publication of the notice.

Step 5 Receive and sort out the applications

- i. The HR Department will receive all applications and acknowledge applications as required.
- ii. After the closing date, applications of those who are unqualified and not fit for the job will be sorted out by the HR department. If the advertisement specifies that the applicants must possess a certain degree or that the individuals must be within a certain age range; these standards or criteria should be considered during the sorting out.
- iii. The objective of short listing is to pick out the potential employees and appraise them for the job.

Step 6 Assess short listed candidates

- i. The HR Department will contact the short-listed candidates for written test / IQ test and interviews.
 - ii. Short listed candidates will be informed the date and the venue at least 3 (three) days prior to the written test / IQ test and interviews. HR Department may use courier service/cell phone/land phone/e-mail/SMS service to communicate with the candidates selected for employment test and/or interview.
- a. Written Test: Written Test will only be applicable for junior management and non-managerial contractual positions. In exceptional cases where specific knowledge and skill areas are needed to be identified and the interview is not sufficient enough to deal with, written test can be applied as a selection tool. However, for some reason if it is not omitted through written circular, written test is mandatory for junior management and non-managerial contractual positions. On agreed basis, HR department will select the question patterns, venue and time of examination.
 - b. IQ Test: IQ Test will be applicable for all junior management and non-managerial contractual positions. However, for some reason if it is not omitted through written circular, IQ test is mandatory for

junior management and non-managerial contractual positions. HR will be solely authorized and responsible for selecting the question patterns, venue and time of examination.

- c. Interview: Before sitting for the VIVA, the board members must be agreed with the criteria to be checked according to the Recruitment & Selection Protocol signed by the concerned Department Head and the Head of HR. The VIVA Board Members will also select questions to be asked with an objective to check the criteria mentioned in the Recruitment & Selection Protocol before the VIVA. The VIVA Board Members must go through the CV, Person Specification & Job Description of the relevant position before the VIVA.

Following is the standard interview process for recruitment of competent persons of different position:

- i. Junior management and non-managerial employees: Interview will be conducted in a single phase, but before offering employment, it will require approval from Head of the Department and Head of HR. The interview board will consist of a representative from HR and a representative from the concerned department.
- ii. Mid-level management: Interview will be conducted in two phases. For the first phase, interview board will consist of a AGM/DGM level employee from HR and concerned department. For the final phase, the interview board will consist of the Head of HR and the Head of concerned department.
- iii. Senior-management: Interview will be conducted in two phases. For the first phase, the interview board will consist of the PD/CEO /ED and External sector experts and Head of HR (if not conducting recruitment in the position of Head of HR). The final interview will be made by the Executive Committee.

Step 7

Make preliminary selection

- i. Following the interview, the selection committee shall make preliminary selection of a panel of the prospective candidates and submit it to the MD/ CEO / PD / /ED/EC.
- ii. The panel will be comprised of maximum three selected candidates with the first three positions (1st, 2nd and 3rd).
- iii. The HR department will ensure that the recommendation is included into a selection report. The selection report will contain:
 - o Documentation of the short listing process;
 - o Summary of assessment against the selection criteria for each short listed candidate;
 - o Recommendation of preferred candidate(s); and Endorsement by selection committee members.
- iv. Unsuccessful candidates should be notified by the Human Resources Department, if possible.

Step 8 Get the approval and make the final selection

- i. MD/CEO/PD/EC will approve the recommendation made by the selection committee.
- ii. MD/CEO/PD/EC may even reject the recommendation made by the selection committee if there any valid reason.

Step 9 Formal written offer of employment to candidate

- i. Before sending written offer, the Head of HR will negotiate the salary with the suitable candidate whenever necessary.
- ii. The HR Department will prepare formal written offer and contract of employment and will dispatch within 7 (seven) days of receipt of the approval from the MD/PD/CEO/ED.
- iii. Head of HR will be sole signing authority for any employment letter up to Grade G-M (Manager and below), and all contractual employees if not any other person is authorized in writing for special reason.
- iv. The MD/PD/CEO/ED will be the sole authority to sign any employment letter for management grade C-F (COX to AGM).

- v. The Chairman of EC will be the sole authority to sign employment letter for MD/PD/CEO/ED by consultation with the Board of Directors.
- vi. The person who has been placed in the 1st position will be offered for the post.
- vii. In case the first selected candidate fails to join the second selected candidate will be offered and in case the 2nd candidate also fails the 3rd candidate will be offered. In case none of the three selected candidates accept the offer SEZL will re-advertise for the post.
- viii. The contact shall address compensation package details and clarify terms and conditions of appointment. This should be undertaken immediately on receiving approval of the recommendation.
- ix. When it is clear that more than one person is suitable for the applied or for other positions, a panel of suitable candidates will be compiled from which future similar vacancies can be filled reducing the cost of recruitment.

Step 10 Pre-employment Checklist

The following documents should be obtained from the candidate prior to offering the employment letter and designated person from Human Resource Department will be responsible for collecting the documents:

- i. One Signed Copy of Appointment Letter
- ii. Application for Employment
- iii. Medical Declaration Form
- iv. Copy of educational and professional certificates
- v. Copy of National Identity Card / Birth registration Certificate
- vi. Three copies of passport size photograph
- vii. Curriculum Vitae
- viii. Interview rating form/or papers
- ix. Loyalty & Secrecy Agreement

Step 11 Arrange appointment

- i. On appointment, every employee shall sign letter of acceptance of appointment, and submit copies of all educational/professional qualifications and other documents/papers as required as per terms of appointment letter.
- ii. HR Department will ensure that all appointment documentation is stored on the Personal File and the appointment is finalized.
- iii. The effective date of appointment will be the day the employee duly reports to her/his respective duty.

Step 12 Induction program

- i. The final step in the selection process is the induction or orientation of the selected candidate which will be arranged by the concerned department in association with HR Department.

2.15 Joining of New Employee(s)

- i. The joining day for the new employee will be as mentioned in the employment agreement. If he/she joins before 11:00 a.m. of a particular day this day will be treated as working day.
- ii. At the time of joining, the new employee will submit a joining letter to the HR department.

2.11 Identity Card

- i. Identity cards with specific Identity Numbers will be issued to all employees upon employment.
- ii. The ID card will be renewed upon change of position.
- iii. In case of loss or damage of the ID card, the HR department will have to be informed immediately by the employee.

2.12 Probation Period

- i. All staff unless contractual or on short-term employment must be initially employed under probationary period mentioned below:
 - Three months for experienced managerial staffs Grade A-H (Manager and above)
 - Six months for the staffs Grade below I-G (Manager and below)
- ii. The probation period may extend another three months if performance of the concerned staff did not found satisfactory/not possible to assess in the first three months from Grade C-H.
- iii. Under any circumstances probation period will not extend for more than one time.
- iv. The supervisor of the concerned staff will be responsible for appraising the staff performance and will report to Head of HRM Department.
- v. Head of HRM Department will report this to the PD/CEO/ED and final decision will be made by the MD/PD/CEO/ED regarding extension of the probation period or expiration of the employment.
- vi. The concerned supervisor must give his/her recommendation regarding probationary period well ahead, which could be minimum 15 (fifteen) days before the expiry of the probation period.
- vii. Having the feedback about the performance, MD/PD/CEO/ED will give his/her approval by next one-week and HR department will inform the concerned staff about MD/PD/CEO/ED's approval by next one week.
- viii. In case the supervisor fails to provide feedback on the performance within the timeframe (15 days ahead of expiry of the probation period) it will be taken into consideration that the concerned staff has been accepted by the Supervisor. By next fifteen days with the support of HR department PD/CEO/ED will confirm the staff. In case of any predicament the concerned supervisor will be held responsible for the case.

2.14 Records of Service

2.11.1 Employees Personal File

- i. Documents relating to the employment and service with SEZL shall be kept in a separate file, referred as personnel file, under the custody of the HR section.

- ii. The Chairman, Board of Directors, Managing Director / Project Director / Chief Executive Officer/ Executive Director shall have access to the personnel files / records of all employees of the organization.
- iii. Concerned departmental head shall have the right to access to the personnel files, as and when required, of those employees reporting to him/her.
- iv. All personnel's records shall be kept under secured and locked condition and / or in an electronic form, if available.

2.11.2 Contents of Personal File

SEZL must maintain an up-to-date personnel / confidential file in the name of each employee. The personal's file shall contain the followings:

- Job Application
- Curriculum Vitae (CV)
- National ID Card
- Birth Registration Certificate
- Passport size Photograph
- Photocopy of all relevant Certificates
- Vacancy notice
- Job descriptions
- Interview report / test Script
- Reference checks obtained from previous employers and referee
- Appointment letter duly signed and dated
- Performance appraisal report duly signed by the Supervisor and employee concerned
- Increment / Promotion letter
- Copies of letters on disciplinary action
- Termination letter
- Any other documents as may be felt necessary

2.11.3 Privacy of Employees Information

The organization recognizes and protects each employee's right to privacy. The organization adheres to the following basic principles in order to protect the privacy of the employees' personal information:

- i. The collection of employees' information is limited to the need by the organization for official and legal purpose;
- ii. The confidentiality of all personal information contained in organization's records will be protected.
- iii. Employees involved in record keeping will be required to adhere to the policies and practices of the SEZL. Violation of these policies will result in disciplinary action.
- iv. Within the organization, access to personnel file / record is limited to those staff members who are having authorization. Access may also be given to third parties, including government agencies, pursuant to the order of court or subpoena.
- v. SEZL will refuse to release personal information to outsiders without the written approval of the employee concerned, unless legally required to do so.
- vi. When an employee joins the organization, a personnel file has to be established and maintained by the HR Department.
- vii. Service records of the employees shall be maintained in a "Service Book" which will contain names & other particulars of the persons employed, date of employment, nature of work, rate of salary, leave taken & records of conduct etc.
- viii. The information will be maintained on a confidential basis and will not be disclosed to anybody without prior permission of the employees and the authority concerned.
- ix. Easy access to own personnel file will be ensured.
- x. HR Department has to retain the personal records for a period of 2 (two) years from the date of cease employment.

2.15 Involvement in any other Remunerative Activities

- i. Employees will not be allowed to work in any other organizations during his/her employment in SEZL.
- ii. No employee will be allowed to involve in any consultancies or other remunerative activities what so ever, without the prior written permission from SEZL. They will also not be allowed to utilize their leave in any remunerative activities which causes conflict of interest.

- iii. Employee who has legal business or has affiliation with any business partnership should declare about their business involvement at the time of employment. But they will not be allowed to take any advantage from SEZL in the name of their business.

2.16 Involvement in Politics and Anti-Terrorism Group

SEZL is a non-political and peaceful organization. Involvement of any employees with any political parties and terrorist group is strictly prohibited. If such connection of any employee found, s/he will be terminated without any delay.

3.1 Purpose

The purpose of this policy is to set hours of work and to make provisions to ensure discipline and punctuality among the employees in connection with daily attendance.

3.2 Daily Working Hours

- i The Staffs (Managerial and Non-Managerial) of SEZL- Head Office shall ordinarily work 09 hours including half an hour (30 minutes) interval for lunch i.e. 42.50 hours per week.
- ii The staff of project office shall ordinarily work 08 hours a day including one-hour interval for lunch i.e. 42 hours per week.
- iii The standard working time for Staffs of Head Office will be from 09.00 am to 06:00 pm.
- iv The standard working time for project site staffs will be from 09.00 am to 05:00 pm.
- v Lunch break will be from 01:00 – 01:30 pm for Head Office and 01:00 - 2:00 for project office.
- vi In case of any meeting, training, workshop, working hours will not be applicable and time and working hours will be notified earlier.

3.3 Weekly and Government Holidays

- i All employees shall be entitled to enjoy weekly holiday for two days i.e. every Friday and Saturday for SEZL Head Office.
- ii All employees shall be entitled to enjoy weekly holiday for one day i.e. Friday for SEZL site office.
- iii All employees of the security team shall be entitled to enjoy one day as weekly holiday. The security officer will prepare the duty roaster for the security team members by consultation with the HR department maintaining one-day weakly holiday for each member.

- iv Any employee may work in weekly holiday according to their job requirement. But this will not be allowed as a regular practice and will be discouraged at all levels. In that case managerial staffs will be entitled to receive holiday allowance and the non-managerial staff will be entitled to enjoy overtime benefit.
- v Working in weekly holidays will be strongly discouraged. However, for special circumstances, if decision has been taken by the highest authority or if MD/PD/CEO/ED approves work in holidays, the employee who is deprived of any of the weekly holidays, he/she shall be allowed, as soon as circumstances permit, compensatory holidays, of equal number to the holidays so deprived of.
- vi Apart from weekly holidays, SEZL will allow the staff to enjoy declared government holidays.

3.5 The Religious Context and Working Hours

- i SEZL is an organisation of equal opportunity. Therefore, all employees concerned in SEZL will be allowed to enjoy and perform their respective religious activities.
- ii All employees irrespective of any religious belief will be allowed to enjoy the declared Government holidays. But staff of respective religion will also be allowed to enjoy the optional holidays as well.
- iii Office time during religious activities as for instance Ramadan will be fixed according to the set standard rule of the country.
- iv Employees will be allowed to enjoy short break maximum up to 15 minutes to perform regular religious activities.

3.7 Attendance

- i Employees will attend their designated place of work at the assigned time and upon arrival, they will have to report by signing the attendance register or by punching in individual Identity Card / digital face detective device as applicable. Likewise, time of departure should also be reported.
- ii An attendance register (either electronic or register) will be maintained in the head office for the head office employees and all employees should record their attendance in the register.

- iii If an employee stays outside for official purposes, it should be recorded in the register. Field staffs will put their signature with time every day in the register maintained in the office before going to the field.
- iv If an employee takes leave, information about the number of days taken leave and the types of leave should be recorded in the register and also inform the HR department.
- v Every staff must have to maintain office timing and however, a grace period of 10 minutes is allowed but should not habitual delay in regular basis.
- vi The office will remain closed on the government holidays.
- vii If an employee cannot attend the office in the right time for any unavoidable circumstances s/he should inform immediately the immediate supervisor through cell phone or SMS. Arriving in the office after 12:00 p.m. will be considered as leave for that day.

3.8 Limited Working Hours for the Female Employees

- i. No female employee shall be allowed to work in the organization from 08.00 O'clock at night to 06.00 O'clock in the morning without permission of the competent authority.

Employees Benefit and Compensation

4.1 Purpose

- i. SEZL aims to provide employment which offers fair and equitable remuneration in relation to responsibility and performance. Thus, the salary policy of the organization is designed to attract, motivate and retain a high-caliber workforce.
- ii. This policy sets out the guidelines for salary administration in the organization. It should be noted that while the HR Department formulates the salary policy and oversees the salary administration, it is primarily the responsibility of Head of Division/Department to execute the policy in accordance with the principles set out.

4.2 Policy

- i A baseline salary structure will be developed by SEZL basing on Grade and position of employment structure.
- ii
- iii SEZL management will ensure equal pay structure for all its staffs according to the position and grade and salary grade and salary step will be mentioned in the job appointment letter.
- iv In any case SEZL management will not discriminate any staff while fixing the benefit and compensation.
- v The salary structure of the employee will be upgraded to the next step based on the annual evaluation of the employee's performance and achievement.
- vi The salary structure at all levels which upgraded to the next step / increase wages to be effective from 1st January of the year.
- vii Child Labour Act will be followed in every case of employment.
- viii In designing benefit and compensation package SEZL management will ensure that this has been designed keeping relevancy with other organisations within the similar industry.

ix SEZL management defines benefit and compensation in two broad categories as follows:

- Salary and allowances
- Benefits

4.3 The salary and allowances

4.3.1 Definition

The salary and allowances are the “Extrinsic” factor of benefit, which will be offered by SEZL management in terms of employment contract with any employee. And SEZL management is compelled to pay this benefit to all the staff, employed in SEZL.

According to the relevance of job and its nature SEZL management will pay the staff in the following manner:

- i Monthly basis
- ii Weekly basis and
- iii Daily basis.

4.3.2 Salary Payment Procedure

- i. The salaries and allowances shall be paid through bank account transfer or account payee cheque.
- ii. In case of payment of salaries through cheque, separate cheque shall be issued to every employee in his/her name or transfer through inter-bank.
- iii. All employees will receive salaries within the seventh day of the next month through their bank accounts. On special circumstances staffs shall consider delay in payment of salary and/or salary may be paid earlier than usual dates for which approval is required from the MD/PD / CEO/ED.
- iv. SEZL shall deduct advance income tax from salary and deposit to government treasury as per rules. Income tax return submission and getting clearance is the responsibility of the respective employee(s).
- v. Supporting documents required for paying employee salary:

- Employee's valid employment contract/appointment letter to be preserved in employee's personnel file.
 - Time sheet / Attendance register
 - Monthly Salary statement from HR duly approved by the PD/CEO
 - Income tax and any other applicable deductions are done from the salary at source.
 - Bank transfer letter/ issuing cheques.
- vi. The calculation of monthly salary should be verified by the GM-HR and approved by the PD/CEO.
- vii. An employee shall be paid her/his salary for any fractional period on pro-rata basis.

4.3.3 Extra Allowance for Overtime

- i. Where an employee having no supervisory, administrative or managerial capacity works on any day in excess of 9 hours for head office and 8 hours for project office including lunch break, he/she shall, in respect of overtime work, be entitled to allowance at the rate of twice his/her ordinary rate of basic salary.
- ii. Provided that, any such employee may work in SEZL not exceeding ten hours including over time in any day.
- iii. Monthly attendance sheet/time sheet will be the supporting documents for calculation of over time payment.
- iv. Overtime allowance, the rate of which is 1.5 times of hourly basis should be paid once in a month to employee
- v. The formula of calculation of overtime pay shall be as follows:

Basic Salary

----- x 1.5 x no. of overtime hours [for HO staffs)

198

Note: 22 working days in a month X 9 hours in a day = 198 hours

Basic Salary

----- x 1.5 x no. of overtime hours [for site office staffs)

208

Note: 26 working days in a month X 8 hours in a day = 208 hours

4.3.4 Festival Allowance

- Every employee will be entitled to receive two festival bonus equivalents to one-month basic salary each which will be payable during the holy occasion of Eid-ul-Fitre & Eid-ul-Azha.
- No employee shall be entitled to receive bonus unless she/he completes probation period with SEZL.
- Festival allowance will be calculated according to previous month's salary.
- The part time staffs are not entitled to get any festival allowances.

4.3.5 Holiday Allowance

4.3.5.1 If any managerial employee works in the holiday for official need, s/he will not be entitled to receive holiday allowance.

4.3.5.2 If any staff from Junior Executive/ Junior Officer and below work in the holiday for official need, s/he will be entitled to receive at the rate of which is 1.5 times of hourly basis.

4.3.6 Annual Increment

- i SEZL may pay annual increment to all its regular employees considering performance review and rate of inflation.
- ii The rate of increment will be determined by the performance review team.
- iii Employees on contractual basis if employed for more than one year will be eligible to get annual increment after satisfactory performance which should be approved by the PD/ED/CEO.
- iv Other staff will not be covered under this policy.
- v SEZL management keeps the right to held-up annual increment of any staff depending on the annual performance and MD/D/PD/CEO will be the authorized person to take decision in consultation with the relevant line manager of the concerned staff.
- vi The annual increment will be on the basis of the joining date of the staff after completion of one year. And these will be paid in two slots i.e. staff that joined from January-June will be paid in the month of January and staff who join in July-December will be paid in month of July in the next year.

- vii Salary Review Committee will decide about the salary of the employees as well as on the increase of salary of individual staff and will be based on the performance the employee.

4.4 The benefit

4.4.1 Definition

The term benefit entails the meaning offering selected and specific advantages to the staffs other than salary and allowances. This will be offered by SEZL management for the regular employees and who are working in the organisation at least for last one year. SEZL management will provide the following benefits for its regular staffs:

- 4.4.2.1 Contributory provident funds: SEZL will ensure a reserve fund as security assurance of all its permanent staff members. This fund will be known as “SEZL Staff Provident Fund” (SEZL-CPF), which will be contributory. Both staff and organisation will equally contribute to this fund for the benefit and the security of the staff.

4.4.2.1.1 Policy

- i. The fund will encompass all SEZL permanent staffs irrespective of grade, position and gender.
- ii. Equal contribution of staff and SEZL will be ensured as soon as the staff will be confirmed in SEZL.
- iii. All employees shall subscribe to Provident Fund a sum equal to 10% of the monthly basic salary of individual employee and SEZL shall pay equal amount as contribution in every monthly.
- iv. The contributed amount of the staff will be deducted from the monthly salary of the staff.
- v. The joint amount will be kept in separate bank account in any scheduled bank of the country.
- vi. There will separate management body to maintain the fund which will be known as Trustee Board.

- vii. The Trustee Board will be formed with the equal participation of the staff and management of the SEZL.
- viii. The Trustee Board will prepare separate policy procedures of the CPF-SEZL.
- ix. In case of expiry of the employment, staff on service, will be entitled to receive both the contribution with accrued interest no matter how long she/he has served the organisation.
- x. Staff will be allowed to take loan from SEZL-CPF on interest basis and the loan taking procedure will be guided by SEZL-CPF policy guideline.

4.4.2.1.2 Regulation of receiving money from CPF

No employee, who is a member Contributory Provident Fund (CPF), shall be deprived due to retrenchment, discharge, removal /termination or retirement of service of the benefit of the CPF including the employer's contribution thereto, if s/he is entitled to it under the rules of that fund.

4.4.2.1.3 Procedure for getting return of the CPF money

- i. To get CPF money the employee should apply to the Chairman of the Trustee Board through the proper channel by using the prescribed format.
- ii. After the approval of the application the employee get the money from the Accounts department.

4.4.2.1.4 Taking loan from the provident fund

- i. Any employee who has completed three years as employee of SEZL will be eligible to get loan from the SEZL-CPF.
- ii. For the approval of this loan the employee should apply to the Chairperson of the Trustee Board through the proper channel by using the prescribed format. The highest amount of this loan will be 80% of the total amount of the CPF money contributed by him/her.
- iii. The loanee will have to pay a flat interest rate which will be decided by the Trustee Board.
- iv. The SEZL-CPF loan along with the interest will be repaid in 12 months.

- v. The repayment of the SEZL-CPF loan will begin from the following month of loan received by loanee and will be completed in 12 equal installments.

4.4.2.1.5 Distribution of the Profit

The interest of SEZL-CPF money deposited in the Bank and the interest of the loan amount given to the employee will be treated as profit of the SEZL-CPF. The profit earning from the CPF till 31st December will be distributed among the members of the CPF in proportion of their total deposited amount.

4.4.2.2 Gratuity

SEZL management will ensure service privilege, will be known as “Staff Gratuity (SG) for all permanent or regular staffs. All permanent staff will be eligible to receive one-month basic salary on successful completion of 12 (Twelve) month in each calendar year. And this will be paid from the date of joining but shall be counted after confirmation of the service. SG will not be paid until the staff leaves the organisation and the amount will be kept in a separate Bank Account in any scheduled bank in the country.

4.4.2.3 Other Facilities

4.4.2.3.1 Transport Facilities

Grade	Designation	Types of Transport Facilities
A	MD/CEO	Full time dedicated SUV/CUV vehicle.
B	PD/ED	Full time dedicated SUV/CUV vehicle
C	COX (Chief / Head of the Department)	Full time dedicated SEDAN Car
D	General Manager (GM)	Full time dedicated SEDAN Car

E	Deputy General Manager (DGM)	• Pick and Drop Service • Official vehicle for official works • Rented Car service
F	Assistant General Manager (AGM)	
G	Manager	
H	Deputy Manager	• Official transport / rented bike for official movement
I	Assistant Manager	
J	Sr. Executive / Sr. Officer	
K	Executive / Officer	• Rented bike for official movement
L	Jr. Executive / Jr. Officer	
M	Office Assistant/Driver / Peon/Guard/ Messenger/Cleaner	• Bus / public transport for official use.

Note:

- i. In carrying of cash, official transport / rented car must be used.
- ii. In case of purposeful appointment, transport facility may be relaxed.

4.4.2.4 Mobile Phone Allowance

- i. In order to perform duties, the employees need to communicate with each other and with other stakeholders on regular basis. SEZL will provide a post-paid mobile sim for its all staffs.
- ii. The mobile phone talk time and data ceiling will be determined by the Management. The bill will be directly paid by SEZL to the mobile phone operator.

4.4.2.5 Insurance Facilities

SEZL will arrange group / individual Life Insurance coverage for each employee to meet up incident.

4.4.2.6 Salary Advance

- i. SEZL will grant an advance which not exceeding the sum equivalent to one-month basic salary. Such advance may be released in distress circumstances i.e. serious illness in the family, marriage, unexpected expenditures and subject to the approval of the MD/PD/CEO/ED. In the case of the Executive Director / Project Director, the approval of the EC will be required.
- ii. Salary advance up to 80% of the current month's salary may be allowed.
- iii. Such advance should be repaid within a six-month period starting from the second month. No advance shall be made, if there is an outstanding due payable to SEZL. No more than one advance shall be given within a twelve-month period.

4.5 Salary and Performance Review Committee

The following committee will review salary of employees from time to time in order to ensure competitive salary for the qualified staffs:

Sl. No.	Designation
1.	MD/CEO/PD/ED
2.	Chief / Head of the Department

The final approval will be taken by consultation with the Chairman of Executive Committee.

4.6 Income Tax

The company will deduct Income Tax from monthly remuneration of employee in accordance with the applicable Tax Law provisions. However, employee will remain responsible and liable for the submission of their personal tax return and for the payment of any taxes those are due in respect of their entire taxable income.

5.1 The definition

For the benefit of the organisation, the staff of any category may pay a visit to any organisation, any country or any place at any time. Staff also may visit to any place out of their own interest with their own accord. As an organisation SEZL will encourage these initiatives on the following ground:

- i. The visit must be purposeful
- ii. The purpose must serve the organisational benefit.
- iii. The visit must focus on the fame and goodwill of the organisation

5.4 Policy

- i. All field visits must be recommended by immediate supervisor or section head and to be approved by MD/ED/CEO/PD.
- ii. ED keeps the right to cancel any visit without showing any reason.
- iii. For any visit prior approval must be taken from MD/ED/CEO/PD. For short visit up to half a day supervisor will be allowed to give approval on his/her own discretion.
- iv. Any staff member may get invitation from other organisation. Prior to respond the invited staff members must get prior approval from MD/ED/CEO/PD with the recommendation from immediate supervisor. MD/ED/CEO/PD must corroborate that the visit is purposeful to organisation and will approve the visit.
- v. But if staff member responds to the invitation without the permission of MD/ED/CEO/PD in that case all the responsibilities will entirely go to the staff concerned and this will be treated as personal visit. And for any consequent situation the staff member will be responsible for that and disciplinary action will be taken against the concerned staff for such practice.
- vi. Any staff whenever will be allowed to visit any place must carry this in mind that he/she is carrying the goodwill and the fame of the organization.

Therefore, for any deviation to this staff member will have to reply for the incident.

- vii. Staff members, who are allowed to visit other organisation or place, must not give any decision until they are authorised. Any exception to this, the concerned staff member(s) will have to take the responsibility.
- viii. Staff must submit a brief written feedback to their concerned supervisor by next three days after returning from the visit and arrange to share his/her experience with the department or with the colleagues of the working place.
- ix. In case the visit is concerned with training relevant staff must give a detail training report to MD/ED/CEO/PD through proper channel and share all relevant training documents with the department or with the colleagues of the working place.
- x. When a staff visiting any place or organisation on their own accord permission is must from the MD/ED/CEO/PD. If the visit involves more than one day, staff must get release letter from the MD/ED/CEO/PD.
- xi. For all expenditures concerning the staff must submit the bill as per financial rules and procedures.
- xii. The same policy will be applicable in case of regular field visit for organisational purpose.
- xiii. Staff must claim his/her visit expenses within three days from the days s/he has returned from the visit. The weekend days are exception to this policy. If the staff concerned takes advance against visit, then same policy will be applicable.

5.5 Travel

- i. Traveler should use SEZL's transport, if available and entitled, for official travels within the country subject to approval from the concerned authority. However, convenience of the traveler and urgency of the travel shall be considered in selecting the mode of transport.

Mode of Transport

Grade	Air	Road	Railway	Waterway
A	Economy Class	Own Transport / Rented Vehicle of equal standard	First Class AC bath / compartment	First Class Cabin (AC)
B	Economy Class	Own Transport / Rented Vehicle of equal standard	First Class AC bath / compartment	First Class Cabin (AC)
C & D	Economy Class	Own Transport / Rented Vehicle of equal standard	First Class AC bath / compartment	First Class Cabin (AC)
E , F & G	Economy class	Coach (AC)	First Class (AC)	First Class Cabin (AC)
H, I, J & K	Economy class	Coach (AC)	AC - Chair	Non AC Cabin / AC Chair
L	N/A	AC Chair Coach	AC Chair Coach	Non AC
M	N/A	Non AC Chair Coach	Non AC Chair Coach	Non AC

- ii. The travelers must attach the ticket for bus/train/steamer during submission of the travel bill.
- iii. Travel Expenses have to be claimed through Travel Expense Report (TER) on completion of an authorized trip.

- iv. If the traveler intends to use official transport, he/she must request the Administration Department through Travel Itinerary (TR) at least three days before the travel commences with copy of the TR. No verbal request will be entertained in case of using office transport.
- v. Traveler has to certify the fuel bill, toll receipt, vehicle logbook while she/he is traveling by official transport.
- vi. The travel must maintain a log for any private use of official transport, which will be subsequently reimbursed by the employee concerned at the rate fixed by the SEZL.
- vii. Travel Expenses Report should be submitted to the respective supervisor within 7 (seven) days on completion of the travel. The Supervisor will forward the same to the Accounts Department immediately along with his/her comment, if any. Accounts Department will check the accuracy and entitlement and settle the claim.
- viii. The TER must be used to document all travel expenses incurred on each trip. All expenses regardless of amount must be itemized. Paid receipts, bill or similar evidences for each item, must be attached to the TER to support the claim.
- ix. Accounts Department will settle the claim and/ or adjust the advance, if any, after approval of TER.
- b. If a traveler, who was paid an advance, fails to submit TER within the time specified above, the advance so paid to him may be deducted from his / her salary.

5.4 Accommodation

Traveler shall be paid maximum lodging cost as per the policy of SEZL and shall in no case exceed the approved rate. The Travelers shall stay at the arrangement of SEZL where available. The rate of accommodation facility for the employees shall be as follows:

Grade	Lodging Rate / Day
A-B	At Actual / Arrangement by SEZL
C-D	UP TO BDT 5,000 / Arrangement by SEZL

E, F & G	UP TO BDT 3,000 / Arrangement by SEZL
H, I & J	UP TO BDT 2,000 / Arrangement by SEZL
K-L	BDT 1,200 / Arrangement by SEZL
M	BDT 500 / Arrangement by SEZL

5.5. Daily Allowance

In addition to the transportation and lodging costs, the traveler will be paid Daily Allowance to cover Meals and Incidental Expenses. The Daily Allowance shall be calculated depending upon the time covered by the travel.

Daily Allowance shall be paid to the traveler at the following rates:

Grade	Amount
A-B	BDT 3,000
C-D	BDT 2,000
E - F	BDT 1,500
G -H	BDT 1,000
I-L	BDT 800
M	BDT 400

Note: No supporting voucher / receipt is required for claiming reimbursement of daily allowance.

5.5.1 Daily Allowance Computation

5.5.1.1 Local (In country)

When traveler moves away from the duty station and stays overnight in some other areas for official business, Daily allowance shall be paid as per the following rates:

	Time of departure / Arrival	Rate of Daily allowance
For each over night stay		100%
For the departing day	if travel starts before 18:00 hours	100%
	if travel starts after 18:00 hours	50%
	if travel starts after 21:00 hours to 24:00 hours	Nil
For the returning day	if traveler arrives before 14:00 hours	50%
	if traveler arrives between 14:00 hours to 24:00 hours	100%

5.5.1.2 Overseas Daily Allowance

Sl	Particulars	Proposed Daily Allowance (US \$)				
		Grade A-B	Grade C	Grade D	Grade E-G	Others
a.	In SAARC countries	100	80	60	50	30
b.	Other Asian and African Countries	150	120	80	60	50
c.	North & South America, Europe, Japan and Australian countries	250	200	150	100	75

Note: Yearly 10% increase may be allowed as per management decision.

5.6 Other Reimbursable Expenses

In addition to reimbursement of travel expenses, accommodation at actual and per diem payment, the following expenses may also be reimbursed to a traveler subject to submission of satisfactory documentation:

- i. Local Transportation: Actual local transportation cost. Wherever possible traveler should enclose transportation bills.
- ii. Photocopying: Charges for photocopying of documents in connection with official business.
- iii. Others: Reasonable and necessary expenses like airport taxes, embarkation fee, and excess baggage charge due to carrying official documents/goods, etc. may be reimbursed subject to submission of itemized receipts.

5.8 Travel Expense Report (TER)

- a. Travel Expenses have to be claimed through Travel Expense Report (TER) on completion of an authorized Project related trip. A sample TER is enclosed in Annex
- b. Travel Expenses Report should be submitted to the respective supervisor within 7 (seven) days on completion of the travel. The Supervisor will forward the same to the Accounts Department immediately along with his/her comment, if any. Accounts Department will check the accuracy and entitlement and settle the claim.
- c. The TER must be used to document all travel expenses incurred on each trip. All expenses regardless of amount must be itemized. Paid receipts, bill or similar evidence for each item, must be attached to the TER to support the claim.
- d. Accounts Department will settle the claim and/ or adjust the advance, if any, after approval of TER.
- e. If a traveler, who was paid an advance, fails to submit TER within the time specified above, the advance so paid to him may be deducted from his / her salary.

6.1 Introduction

Promotion may be a move to a position of higher rank, responsibility and salary. Often, employees may advance to positions that don't come with higher managerial authority. Instead, these advancements may be a career or role change that helps employees develop and grow. Employees may be promoted within the same or another department or branch.

Promotion is one of the more pleasant events that are likely happen to people in an organization. Generally, it is given as recognition of a person's past performance and future promise.

6.2 Conditions for Promotion

The main conditions of promotion are:

- i. Reassignment of higher level job to an employee than what he is presently performing.
- ii. The employee will naturally be delegated with greater responsibility and authority than what he has had earlier.
- iii. Promotion normally accompanies higher pay.

6.3 Purpose of Promotion

Organizations promote the employee with a view to achieve the following purposes:

- i. To utilize the employee's skills, knowledge at the appropriate level in the organizational hierarchy resulting in organizational effectiveness and employee satisfaction.
- ii. To develop competent spirit and coach the enthusiasm in the employees to acquire the skills, knowledge etc. required by higher level jobs.
- iii. To develop competent internal source of employees ready to take up jobs at higher level in the changing environment.
- iv. To promote employee's self-development and make them await their turn of promotions. It reduces labour turnover.
- v. To promote a feeling of content with the existing conditions of SEZL and a sense of belongingness.

- vi. To promote interest in training, development programmers and in team development areas.
- vii. To build loyalty and to boost morale.
- viii. To reward committed and loyal employees.
- ix. To get rid of the problems created by the leader of workers' unions by promoting

6.5 Benefit of Promotion

- i. Promotion places the employee in a position where an employee's skills and knowledge can be better utilized.
- ii. It creates and increases the interest of the other employees in the company as they believe that they will also get their turn.
- iii. It creates among employees a feeling of content with the existing conditions of work and employment.
- iv. It increases interest in acquiring higher qualifications, in training and in self-development with a view to meet the requirement of promotion
- v. Promotion improves employee morale and job satisfaction.
- vi. Ultimately it improves organizational health.

6.5 Basis of Promotion

- i. SEZL shall follow merit based promotion followed by performance in the present job.
- ii. Considering an individual employee's skills, knowledge, ability, efficiency and aptitude as measured from educational, training and past employment record.
- iii. Recommendation for promotion by the performance evaluation team.
- iv. Promotion is mostly a "reward" for past efforts and successes.

6.6 General policy of Promotion

The following regulations shall apply in respect of promotion:

- i Promotion cannot be claimed as a matter of right. In all matters relating to promotion the decision of the Performance Evaluation / Promotion Committee shall be final.
- ii SEZL will ensure equal opportunities for promotion in all categories of jobs, departments, and regions of an organization
- iii SEZL will maintain fair and impartial policy for promotion.

- iv SEZL will not give room for nepotism, favoritism etc.

6.7 Process for Promotion of Staffs

SEZL shall establish a promotion review process end of every year i.e. December. During this process, the head of the department may consider selecting employees to move to a higher-level position, or a position that better matches their skills and aspirations. Spontaneous promotions may also occur if a business need arises. For promotion of Head of the department and above, the EC will take the decision.

Process to be followed:

- i. Meet with employees to talk about their career goals and/or aspirations for a promotion. The head of the department should create career plans for their team members.
- ii. Identify opportunities to promote one or more team members, if applicable (by either filling vacancies creating new jobs or enhancing job titles.)
- iii. Discuss the promotion with Head of HR to receive approval. The head of the departments should also ask HR about the new position's salary range and any new benefits they should present to their team member.
- iv. Arrange a meeting with the employee to determine whether they' would be happy with this career move.
- v. The respective department must keep detailed records of the process to support their decisions to promote employees. These records may also come in handy if other employees find the decision unfair or sue the company.
- vi. For promotion of Head of the Department and above, the EC will evaluate their performance and take the decision for promotion.

7.1 Leave Policy

- a. Employees of SEZL shall be entitled to leave according to their entitlement provided in this Manual.
- b. An employee desiring to take a leave of absence shall apply as per prescribed format to the concerned authority in writing and shall state therein the reason for the leave and the amount of leave time desired.
- c. If an employee, after proper explanation of leave, desires an extension thereof, he/she shall, if such leave is due to him/her, apply sufficiently in advance before the expiry of the leave to the concerned authority who shall, as far as practicable send a reply (written/e-mail/SMS) either granting or refusing extension of leave to the employee to his/her leave-address.
- d. Reasonable leave in advance of accrued entitlement may be granted on request and at the discretion of the MD/PD/CEO/ED.
- e. Before going on leave, the employee will have to hand over her/his charges to an alternative person/supervisor if necessary.
- f. Under normal circumstances, head of field office and his/her assistant would not be allowed to on leave at the same time.
- g. The HR department will maintain up-to-date leave records of all its employees in the prescribed format and employees have the right to have access to leave record maintained by the authority.

7.2 Types of Leave

Employees of SEZL are entitled to the following categories of leave:

- a) Casual Leave (CL)
- b) Annual Leave / Earned Leave (AL/EL)
- c) Sick Leave (SL)
- d) Maternity Leave (ML)
- e) Leave without Pay (LWP)

7.2.1 Casual Leave (CL)

- a. Casual Leave is granted for certain unforeseen situation.
- b. All employees shall be entitled to casual leave with full pay for 10 (ten) days in a calendar year. Such leave will be calculated on a pro -rata basis for any period of service which is less than 12 (twelve) months.
- c. Casual leave shall be enjoyed by the prior permission of the competent authority without sudden emergency like sudden death of family members, accident etc.
- d. This leave will not be granted for more than 3 (three) consecutive days at a time.
- e. Temporary, part time or contractual employee shall to entitled to enjoy such leave
- f. Admissible casual leave shall not be accumulated and carried forward to the succeeding year.

7.2.2 Annual Leave (AL)

- i. Annual Leaves are earned by the employee in the previous year and enjoyed in the preceding year. This is also known as privileged leave.
- ii. All permanent managerial employees of SEZL are entitled to enjoy 20 (twenty) days annual leave with pay after completion of one year of continuous service.
- iii. All permanent non-managerial employees of SEZL are entitled to enjoy 1day leave for every 18 working days.
- iv. Request for annual leave to be made at least two weeks before the leave prayed for.
- v. If an employee does not, in any period of 12 (twelve) months, take the leave either in whole or in part, to which he/she is entitled, such leave shall be added to the leave which he is entitled to in the succeeding period of 12 (twelve) months.
- vi. An employee shall cease to earn any annual leave, when the earned leave due to him/her amounts to 60 (sixty) days.
- vii. The SEZL management may deny a leave request due to urgency of work, provided the concerned supervisor has made the first denial.
- viii. Annual leave may be deducted/adjusted for genuine prolonged sick leave.

- ix. Any weekly holiday or public holiday falls between the approved annual leave (suffix and prefix), shall be considered as their annual leave.
- x. 50% of the balanced /un-enjoyed annual leave can be en-cashed at the rate of last drawing basic pay.
- xi. Annual leave accrued but not taken will be paid to an employee upon the termination of employment or to the employee's nominee in the event of death at the rate of last drawing salary.

7.2.3 Sick Leave (SL)

- i. Sick leave is allowed when an employee is sick and physically unfit to attend the office and carry out official assignments.
- ii. Every employee shall be allowed sick leave for a maximum of 14 (fourteen) days in a calendar year with full pay. Such leave will be calculated on a pro -rata basis for any period of service which is less than 12 months.
- iii. Sick leave shall not be accumulated and carried forward to the succeeding years.
- iv. Sickness continued beyond the entitlement shall be charged from annual leave if any.
- v. A medical certificate from a registered medical practitioner will have to be obtained when an employee is sick and absent from duty for more than 3 (three) consecutive working days.
- vi. At the end of leave concerned employee will submit joining letter to the HR department along with all medical certificates if the leave period more than 03 days.

7.2.4. Maternity Leave (ML)

- a. SEZL supports the policy of promoting maternal health during pregnancy and after the child birth. An expectant mother will get all possible support from the organization throughout the pregnancy and after childbirth.
- b. Every female employee shall be entitled to maternity benefit for the period of 8 (eight) weeks preceding the expected day of her delivery and 8 (eight) weeks immediately following the day of her delivery.

- c. A woman employee shall not be entitled to enjoy such benefit unless she has worked in SEZL for a period of not less than 6 (six) months immediately preceding the day of her delivery.
- d. A pregnant employee must apply for maternity leave at least 8 (eight) weeks before the expected delivery date.
- e. No such benefit shall be payable to a female employee if at the time of her delivery she has 2 (two) or more surviving children, but in that case she may enjoy any leave which is due to her.
- f. At the end of leave, concerned employee will submit joining letter to the HR department.

7.2.5 Leave without Pay

- a. Leave without pay may be granted for genuine reasons, if an employee requests for such leave with genuine ground.
- b. Application shall be proceeding through proper channel.
- c. Such leave cannot be availed without prior approval of the PD/CEO/ED based on recommendation of line manager and HR manager.

7.3 Leave Approval Authority

The competent leave approval authority is mentioned below:

Types of Leave	Concerned Authority for Leave Approval
Casual Leave	• Respective Departmental Head will be responsible for approval of leave of concerned department's employee by informing MD/PD/CEO/ED. • Leave of application of all the Departmental Heads will be approved by MD/PD/CEO/ED. • Leave of application of MD/PD/CEO/ED will be approved by the Chairman of EC
Sick / Medical Leave	• Head of respective department for maximum three days and MD/PD/CEO/ED for above three days of medical / sick leave. • Leave of application of MD/PD/CEO/ED will be approved by the Chairman of EC

Annual / Earned Leave	• PD/CEO/ED will approve annual / earned leave of all employees • Annual / earned Leave of MD/PD/CEO/ED will be approved by the Chairman of EC.
Maternity Leave	• MD/PD/CEO/ED
All others leave	• MD/PD/CEO/ED by consultation with the EC

7.4 Absence without Permission

- a) No employee shall remain absent from duty without obtaining prior permission. The authority reserves the right to deduct salary of an employee for unauthorized absence from duty even for one day. Provided that the amount of such deduction shall, in no case, be more than the amount of salary payable to him/her for the period of absence and the deduction will be made on basic salary only.
- b) Habitual absence without leave of absence for more than 10 (ten) days at a time without obtaining leave will be considered as misconduct and disciplinary procedure will be followed accordingly after maintaining due process.

8.1. Policy

- a. SEZL shall not engage in or support the use of corporal punishment, mental or physical coercion, and verbal abuse.
- b. SEZL shall not allow behavior, including gestures, language, and physical contact, that is sexually coercive, abusive or exploitative.

8.2 List of Misconduct

The following acts and omissions shall be treated as misconduct –

- a. willful disobedience, whether alone or in combination with others to any lawful or reasonable order of a superior;
- b. theft, misappropriation, fraud or dishonesty in connection with business or property of the employer;
- c. taking or giving bribe in connection with his or any other employee's employment under the employer;
- d. habitual absence without leave of absence for more than 10 (ten) days at a time without obtaining leave;
- e. habitual late attendance;
- f. habitual breach of any law or rule or regulation applicable to the establishment;
- g. disorderliness, riot, arson or breakage in the establishment;
- h. habitual negligence in work;
- i. habitual breach of any rule relating to employment, including discipline or conduct, approved by the authority;
- j. altering, forging, wrongfully changing, damaging or causing loss to employer's official records.

8.3 Penalties

Any employees found guilty of misconduct may be awarded any of the following punishments, namely:

- a) Dismissal

- b) Reduction to a lower post, grade or scale of pay for a period not exceeding one year;
- c) Stoppage of promotion for a period not exceeding one year;
- d) Withholding of increment for a period not exceeding one year;
- e) Fine (maximum of 10% of basic salary);
- f) Suspension without salary and subsistence allowance for a period not exceeding seven days;
- g) Censure or warning.

8.4 Disciplinary Procedure

8.4.1 Preliminary Enquiry

- Preliminary enquiry may not be required for all the situations. Preliminary enquiry will be required when there is lack of enough evidence that the event has occurred. Naturally, in the event of verbal abuses, a preliminary enquiry may be required.
- A person designated by the authority shall conduct a preliminary enquiry as soon as the case is reported.

8.4.2 Issuance of Charge Sheet

When an employee is to be proceeded against for any offence, the authority shall:

- Frame a charge sheet specifying the charges brought against an employees and communicate it to the employee concerned (hereinafter called the accused) on which it is based; and
- Not less than seven days' time, from the day the charge has been communicated, shall be given to the accused to explain.
- If the accused does not submit any reply or if the authority is not satisfied with the explanation given in response to the show cause notice/charge sheet, an Enquiry Committee shall be formed to inquire into the charges brought against the accused employee.

8.4.2 Formation of Enquiry Committee

- i. The authority shall form an inquiry committee comprised of the equal number of representatives from the management (nominated by the PD/CEO) and the employee's sides (nominated by the accused) if the accused have no supervisory, administrative or managerial capacity;
- ii. In case the accused employee is a person having supervisory, administrative or managerial capacity, the authority shall constitute the inquiry committee with the person(s) of its own choice.
- iii. To act as a member of an enquiry committee, a person must meet the following criterion:
 - The person is not a witness of the reported allegations;
 - The person must be working in a senior position than the person against whom the allegations are made;
 - The persons who have not conducted the preliminary enquiry on the allegations or who have not any information about the event.
 - The person who has not any kind of enmity with the person against whom the enquiry will be conducted.
- iv. The accused can express in writing his/her reservation about any of the enquiry committee members. If the reservation is found reasonable, the authority may change the committee members.

8.4.3 Issuing Enquiry Notice

The Enquiry Committee shall issue a notice asking the accused to appear before the Enquiry Committee at a particular place stating the specific time of appearance with all documentary evidence and witnesses, if any, with a copy to the nominee of the employer/organization who will present the case in support of the charge sheet before the Enquiry Committee.

8.4.5 Procedure of the Enquiry

- i. The enquiry committee will read out the charges against the accused and explains the charges and asks the accused whether he understands the

allegation. In case the accused admits the guilt, no need to question the witnesses, but if he/she does not, proceedings will begin.

- ii. The enquiry Committee shall follow the following course of actions while conducting enquiry against any accused employee.
 - a. The accused shall be entitled to cross examine the witnesses against him/her and s/he should be allowed to present witnesses in his/her defense.
 - b. The Enquiry Committee shall record the statement of the accused and witnesses of both sides and shall obtain signature of all the witnesses in their respective statements duly read over to them in the language they understand. If the accused so agrees, his signature should be obtained in the statements of all witnesses to keep a record that the evidence of all the witnesses were taken in his presence. If the accused refuses to sign the statement at the time of enquiry, this fact should also be recorded and signed by other witnesses and the Enquiry Committee.
 - c. If the accused person admits the charge against him the Enquiry Committee will record 'Pleads Guilty' and thereafter shall give his/ its findings.
 - d. If the accused pleads 'not guilty' then all witnesses in support of the charge sheet will be examined individually in presence of the accused. No witness shall be allowed to be present during the examination of another witness.
 - e. If the accused, after being duly informed, absents him from the enquiry without proper reason or permission, the enquiry shall proceed expert.
 - f. The enquiry shall be confined to the charges and no irrelevant evidence shall be admitted by the Enquiry Committee.
- iii. The inquiry has to be completed within 60 days.

8.4.6 Submission of Reports

After conclusion of the enquiry, the enquiry officer/committee shall submit his/its report to the MD/PD/CEO/ED with his/its detail findings wherein the officer/committee must specify whether the person is found guilty or not.

8.4.7 Consideration of the Enquiry Report by the Management

- i. The MD/PD/CEO/ED will consider the enquiry report. And the authority may or may not accept the enquiry report. If the authority decided to reject the report, it must clearly set out the reasons for which the report is rejected and may order for a fresh enquiry. In that case a new enquiry officer will be selected to conduct the enquiry.
- ii. While conducting the Enquiry, the enquiry officer will comply with the procedure as mentioned in 8.4.5.

8.4.8 Award the Punishment

- The MD/PD/CEO/ED, having regard to the findings on the charges, shall pass appropriate orders.
- If the accused is found guilty, he/she may be dismissed or given any other punishment mentioned in 8.3.
- If he/she is not found guilty, he/she will be exonerated from the charges.
- In awarding punishment, the MD/PD/CEO/ED shall take into account the previous record of the employees concerned, the gravity of the misconduct, achievement and contribution in service, and any other that may exist.
- Punishment shall be consistent for all for similar offence.
- The effective date of any sort of punishment shall be the date when the final decision is made. In no circumstances, it cannot be effective from a prior date than the date when the final decision is made.

8.7 Suspension

- i. An employee against whom a disciplinary action is proposed to be taken may be placed under suspension pending enquiry into the charges and, unless the

matter is pending before any court, the period of such suspension shall not exceed 60 days.

- ii. Provided that the organization may, instead of his suspension, require him/her to proceed on such leave as may be due and admissible to him/her from such date as may be specified in that order.
- iii. If the employee concerned remains under suspension during the period of the enquiry, s/he will be paid a subsistence allowance (half of basic salary) and will be entitled to receive other allowances in full as applicable.
- iv. An order of suspension shall be in writing and may take effect immediately on delivery to the employee.
- v. If, on enquiry, an employee is found guilty of any of the charges alleged and is punished, he/she shall not be entitled to his/her salary for the period of suspension for enquiry but shall be entitled to the subsistence allowance. In the enquiry if he is found not guilty of the charges he shall be entitled to.
- vi. If the employee is not found guilty, he/she shall be deemed to have been on duty for the period of suspension pending enquiry and shall be entitled to the rest of the amount of his/her pay for the period of suspension and the subsistence allowance shall be adjusted accordingly.

8.8 Reviewing and Appealing

- In case of punishment, the employee concerned will have the right to make an appeal to the authority for reviewing the penalties imposed within 30 days from the date on which the employee was informed of the punishment order.
- The authority may overturn, modify or reinstate the punishment upon review. The severity of the misconduct or the committed offence and the prevailing circumstances will be taken into consideration while reviewing the appeal.

9.1 Classification of Separation

Termination of Services other than dismissal/removal can be of different types as:

- a) Discharge
- b) Retrenchment
- c) Termination
- d) Resignation
- e) Retirement
- f) Death

9.1.1 Discharge from Services

- i. An employee may be discharged from services for reasons of physical or mental incapability or continued ill-health certified by a registered medical practitioner.
- ii. The employee who is discharged shall, if his/her continuous service is not less than 1(one) year, be paid compensation at the rate of 30 days salary (basic) for every completed year of service (mentioned as Gratuity benefit in section 4.4.2.2)

9.1.2 Retrenchment

- i. An employee may be retrenched from service on the ground of redundancy.
- ii. An employee, who has been in continuous service for not less than one year, may be retrenched from service on the ground of redundancy under the following conditions:
 - The employee shall be given one months' notice in writing, indicating the reasons for retrenchment or the employees shall be paid in lieu of such notice, salary for the period of notice; and
 - The employee shall be paid, at the time of retrenchment, compensation at the rate of 30 days' salary (basic) for every completed year of service (mentioned as Gratuity benefit in section 4.4.2.2).

- iii. Where an employee of any particular category is required to be retrenched, the management shall retrench the employee who was the last person to be employed in that category.
- iv. When the organization intends to employ any person within a period of one year; the authority shall give an opportunity to the retrenched employees in that particular category by sending a notice to their last known addresses to offer themselves for employment, and the retrenched employees who so offer themselves for employment shall have preference over other persons, each having priority according to the length of their service.

9.1.3 Termination of Employment other than termination/dismissal ... etc.

- i. Notwithstanding anything contain herein to the contrary, this policy shall be immediately terminable by the Employer without any compensation for causes below:
 - a. Action of Employee that injures the professional reputation of the Employer;
 - b. Convicted by the court for criminal offence
 - c. Embezzlement of fund
 - d. Conviction of Employee of any felony or crime involving moral turpitude;
 - e. Substantial insubordination to the officers or the members of the Executive Board of the Employer.
- ii. The employment of a temporary employee may be terminated by *SEZL*, if it is not due to the completion, cessation, abolition or discontinuance of the temporary work for which s/he was appointed, by giving in writing 60 days' notice in lieu of 60 days' basic payment to the employee.
- iii. The employment of a permanent employee may be terminated by *SEZL*, by giving in writing 120 days' notice in lieu of 120 days' basic payment to the employee.
- iv. Where the employment of a permanent employee is terminated s/he shall be paid compensation at the rate of thirty days' basic pay for every completed year of service (mentioned as gratuity in section 4.4.2.2) in addition to any other benefit to which he may be entitled under this policy.

9.1.4 Resignation

- a. A permanent employee may resign from his service by giving to the authority in writing 30 days' notice.
- b. A temporary employee may resign from his service by giving to the authority in writing 15 days' notice.
- c. Where an employee intends to resigns from his service without any notice, he may do so by paying 30 days basic salary in lieu of the notice in case of permanent employee and 15 days for temporary employee which is required to be given to the authority.
- d. Where permanent employee resigns from his/her service under this section, s/he shall be paid by the employer compensation:
 - At the rate of fifteen days salary for every completed year of service if he has completed five years of continuous service or more but less than ten years.
 - At the rate of thirty days salary for every completed year of service if he has completed ten years of continuous service or more but less than twenty five years in to any other.
- a. Compensation mentioned in the section 'd' will be in addition to any other benefit to which s/he may be entitled under this manual.
- e. After the resignation is accepted following papers will be required to get the clearance certificate:
 - Salary advance clearance certificate
 - Clearance of any equipment, materials, files, library books or official documents, whatsoever if taken and not returned by the staff concerned.
 - Statement of any financial transaction.
- f. SEZL has the right to take legal action against any employee who after resignation shall fail to take the clearance letter from the organization.
- g. If there is any complain against any employee for dishonesty and corruption, who already applied for resignation the organization may not approve the resignation latter. In this case the organization will inform the employee before 1 month the reasons of denying the application in written or verbally.
- h. Notwithstanding anything mentioned elsewhere in this manual, if an employee remains absent from his/her work place for more than 10 (ten) days without

notice or permission, the management shall serve him/her a notice to explain the reason of his/her absent and join the service within 10 (ten) days and, in such case, if the employee does not submit any written explanation or join the service within the stipulated time, the management shall give him/her further 7(seven) days time to defend himself/herself, and thereupon if the employee does not join the service or defend himself/herself, he/she shall be deemed to have been resigned from service on and from the date of such absence.

9.1.5 Retirement

- b. An employee employed in SEZL shall, notwithstanding anything contained elsewhere in this policy, retire from employment ipso facto on the completion of 60 (sixty) years of his/her age.
- c. Voluntary retirement by an employee from service on completion of 25 years of service in SEZL shall also be deemed to be retirement. The employee will have to be served such voluntary notice before one month in writing.
- d. The authority may, if it thinks fit, employ later on a retiring employee under contract.
- e. Every retiring employee shall be paid compensation at the rate of 45 days basic salary for his /her every completed year of service, in addition to any other benefit to which s/he may be entitled under this manual.

9.1.6 Death

If an employee dies while in service for at least more than 01 (one) years continuously his/her nominee or in the absence of any nominee, his dependent shall be paid by the employer a compensation at the rate of thirty days (30) for normal death and of forty five days for an accidental death while working in the establishment or on duty for every completed year of service or any part therein excess of six months and the amount will be in addition to any other benefit to which the deceased employee would have been entitled to had s/he retired from the service.

9.2 Release Order

- i. Staff terminated, dismissed, resigned (confirmed staff) shall take clearance from the last working area and take release from the head office. The outgoing

person should formally hand over all charges including financial matters to another employee of SEZL and receive clearance.

- ii. All employees' final payment will disposal finally from the head office.
- iii. All finally released employees will receive their final payments, any other dues payable to the employees other than monthly salary, within 30 (thirty) days from the date of separation.

9.3 Grievance Procedure

- i. Any employee, including an employee who has been retrenched, discharged, dismissed, removed, or otherwise removed from employment, who has grievance in respect of any matter covered under this manual may submit his grievance to the MD/PD/CEO, in writing within thirty days of being informed of the cause of such grievance.
- ii. The MD/PD/CEO/ED shall within thirty days of receipt of such grievance, enquire into the matter, give the employee an opportunity of being heard and communicate his decision, in writing to him/her. The issue is discussed in details in Chapter 10.

9.4 Exit Interview

An employee will be invited for a confidential exit interview when s/he voluntarily quits her/his job by the Departmental Head/COO/PD/CEO/MD/EC. The purposes of such interviews are to ascertain the real reasons for the employee(s)'s leaving her/his present job and to give the employee(s) an indication of her/his future career in the organization, with a view to refraining her/him from quitting if s/he is really a competent employee.

9.5 Certificate of Service

All employees shall be entitled to receive a Certificate of Service at the time of quitting their jobs. HR department will provide such certificate.

10.1 Intent

SEZL is committed to providing a safe, healthy and inclusive environment where all employees have the opportunity to express and resolve work related grievances in accordance with the principles of natural justice. All grievances will be dealt fairly, promptly, sensitively and confidentially.

10.2 Grievance Policy

Grievance is considered as any type of problem, concern or complaint related to work or the work environment. A grievance can be about any act, behaviour, omission, situation or decision that the employee perceives to be unfair or unjustified. In dealing with grievances, the following principles are fundamental:

- a. Grievances should be discussed and resolved within a general framework of cooperation that emphasizes prevention of further disputes.
- b. Grievances should be handled within the normal reporting relationships that exist within an area's management structure.
- c. Grievances should be addressed locally at the lowest possible operational level.
- d. Grievances should be addressed as quickly as possible to avoid the negative effects of ongoing problems at the workplace.
- e. Grievances and any correspondence or documentation associated with a grievance are highly confidential and therefore all parties involved must treat such information with appropriate and adequate security and confidentiality.
- f. Details of the grievance will only be available to parties involved in the resolution process.

10.3 Procedures for Aggrieved Person

Aggrieved persons may choose to resolve their grievance either informally or formally. If it is not possible to resolve a complaint informally, a formal grievance may be lodged.

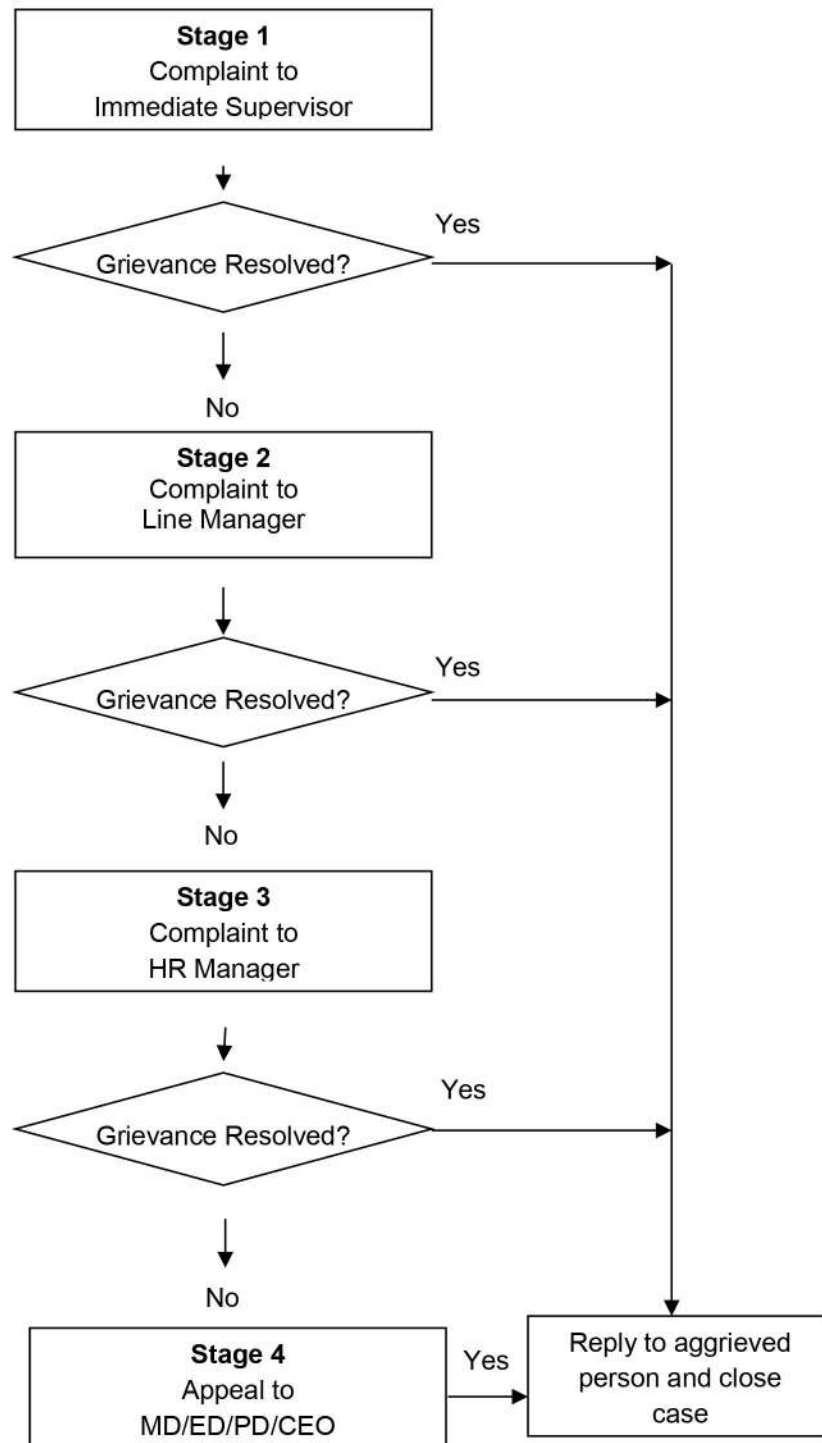
10.3.1 Informal Grievance Procedures:

- i. The aggrieved person should in the first instance attempt to resolve the grievance with the other person involved.
- ii. Where an approach to the other person is unsuccessful or impracticable, the aggrieved person may seek assistance from their supervisor.
- iii. An aggrieved employee may request a meeting with the HR Manager along with the party to the grievance (i.e. the respondent) as part of an attempt to resolve a grievance informally.

10.3.2 Formal Grievance Procedures

- iv. A grievance will be considered a formal grievance when it is submitted in writing to an employee's immediate supervisor and the supervisor forwards a copy of the complaint to the HR Manager for registration.
- v. If the grievance is referred in writing, the respondent will be provided with at least a summary of claims, within two working days of receipt of the grievance. The summary of claims will be prepared in consultation with the aggrieved employee.
- vi. The HR Manager is responsible for ensuring the actions undertaken to resolve formal complaints are monitored.

10.4 Stages Involved in Formal Grievance Procedure



10.4.1 Stage 1

- Upon receipt of a grievance, the immediate supervisor will liaise with the relevant parties and attempt to resolve the grievance.

- The supervisor shall study the grievance carefully with the least possible delay and the aggrieved person shall be given an opportunity to present his/her case in person if he/she requests for the same.
- A written reply shall be given to the aggrieved person before the end of the fifth working day, if reply is not given before the end of the fifth working day, the supervisor shall record reasons for the delay which shall be communicated to the aggrieved person.

10.4.2 Stage 2

- In case the said employee is not satisfied with the reply of the immediate supervisor, or if the supervisor fails to give a reply within the stipulated time as in first stage above, he/she shall be free to register his/her grievance in writing in the prescribed form with the line manager.
- Line manager shall, after careful study, give an opportunity to the concerned person to present his/her case before him, if the employee expresses a desire to be heard in person.
- The line manager shall study the grievance and the points brought out by the employee in the personal hearing and give a reply at the end of the fifth working day from the day of receipt of such complaint.

10.4.3. Stage 3

- If the employee is not satisfied with the decision of the line manager or if the latter fails to give any decision within the stipulated period, the employee will be entitled to lodge an appeal to the HR Manager for this purpose.
- HR Manager shall study the grievance and the points brought out by the employee in the personal hearing and give a reply at the end of the fifth working day from the day of receipt of such complaint.

10.4.4. Stage 4

- If the employee is not satisfied with the decision of the HR Manager, s/he may to lodge an appeal to the MD/PD/CEO/ED.

- The MD/PD/CEO/ED shall give a reply at the end of the tenth working day from the day of receipt of such complaint and s/he will give a decision in the matter after hearing the parties.

10.5 General

- i. If the employee intends to take his/her case from one stage to another, he shall do so before the expiry of 5 days at any Stage. If the employee is not on duty for any reason for any period, that period will not be reckoned for calculating the period.
- ii. The employee may be permitted to take the assistance of a co-employee of his/her choice at the time of personal hearing.
- iii. Acknowledgement for receipt of grievances including complaint should be given to the employee at every stage.
- iv. When a decision is made, all relevant documentation is forwarded to the HR department to be secured in a confidential storage area.

10.6 Lapsing Grievances

If an aggrieved employee fails to provide requested information or participate in the resolution process without reasonable grounds, written notification will be sent to the aggrieved employee warning him or her that the grievance will lapse. If there is no written response within 14 days of the advice, the grievance lapses.