



IDEMNITY BOND/EMPLOYEE UNDERTAKING

**Badabon Sangho**, registered with NGO Affairs bureau and having its head office, vill: Katamari, Post: Vakotmari, Upazila: Rampal, Bagerhat herein after called the Organisation.

AND

Employee Full Name, Permanent Address, Present Address, Mobile Phone Number

WHEREAS

1. The employee joined with on 18 October 2019 and is under permanent employment with the organization
2. The organization nominated and accordingly the Employee willfully agreed to undergo a foreign training/course/seminar/workshop to enhance her knowledge and skills as her functional requirement which incurs a partnership and funding involvement of the Organisation of approximately BDT. 50,000.00 (approx.)
3. The employee agrees to guarantee the obligations undertaken by him and to indemnify the organization for the above said amount in the event of default being committed by her carrying out the terms and conditions of his bond.

Now, therefore, it is hereby agreed and declared by and between **Badabon Sangho** and employee as follows:

1. In consideration of the agreement, the Badabon Sangho hereby agrees to send the Employee at Nepal for the period of 02 August – 10 August, 2019 for attending the international training organized by Asia Pacific Forum on Women, Law and Development (APWLD).
2. The organization agreed to receive fund and defray the expenses related to the training/course/seminar/workshop including travel, food, accommodation, VISA processing fees, daily allowance and incidental charges as per organisation's policy for the said training/course/seminar/workshop period.

  
Lipi Rahman  
Executive Director  
General Secretary, Executive Committee  
Badabon Sangho

  
Gulshan Ara  
Chairperson  
Executive Committee  
Badabon Sangho



3. The Employee agrees and undertakes to devote all her time, attention and efforts to acquire the knowledge in the subject of the said professional training/course/seminar/workshop.
4. The Employee agrees and undertakes to generally conduct himself in an honorable manner in all affairs, obey/observes all directions that may be given to him/her time to time by organisation during the training/courses/seminar/workshop period.
5. The Employee agrees at on completion of her training/course/seminar/workshop, he/she shall remain under the act/service with the organisation for a minimum period of three (3) years which will start from the date of completion of the training/course/seminar/workshop. The bond period three (3) years must not include any leave without pay.
6. The Employee agrees that in the event of his/her involuntary separation from the organisation during the training/course/seminar/workshop period or within the stipulated period mentioned in clause no. 5, he/she shall repay the organisation, without any cavil or argument, the full amount of the total cost.
7. The organisation at its discretion, reserve the right to itself to return the employee to Bangladesh at anytime even before completion of the training/workshop/seminar/course for organisation's own purpose.
8. The Employee further agrees that in case of his failure to settle the claim of the organisation under clause 6,7 and 8, the organisation shall be at liberty to adjust their duties against his due salary, other benefits etc. and to realize the balance amount, if any through the process of law.
9. This agreement shall be terminated and shall have no effect in the circumstances as below:
  - a) Death of the Employee before expiry of her service period for the stipulated period as per clause 5.

  
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- b) Notice of waiver approved by the Management in writing
10. The agreement shall come into effect from the date of commencement of the aforesaid training/course/seminar/workshop
11. This agreement shall not be modified orally/and may only be modified in writing signed by both the **Badabon Sangho** and Employee upon consensus.

In presences of following witnesses, the Employee hereby undertakes that her/she have fully read the terms and conditions of is true, taking and confirm his/her full acceptance thereof and willingness to perform this undertaking with knowledge and lawful business practice.

	Name of Employee Designation: NID: Phone number:
Witness:	
Designation: NID: Phone number:	
Designation: NID: Phone number:	

  
লিপি রহমান  
নির্বাহী পরিচালক ও সাধারণ সম্পাদক  
নির্বাহি কমিটি  
**Lipi Rahman**  
Executive Director  
General Secretary, Executive Committee  
Badabon Sangho

  
গুলশান আরা  
চেয়ারপার্সন  
নির্বাহি কমিটি  
**Gulshan Ara**  
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