

COAST Foundation, Dhaka. Date: 21 January, 2023

Subject: COAST Transfer Policy, 2023

Any staff and volunteer working in the organization can be transferred at any time to any office for the interest of the organization. The following

1. Relocation of the position(s):

- i. Deputy Executive Director (DED) will form a committee comprising three staff.
- ii. The committee will sit with the staff and conduct an appraisal. If the performance of the staff is satisfactory then the committee will recommend for relocation.
- iii. Focal person of the programs/projects and Joint Director-Project & Development Communication (JD-PDC) will also recommend for relocation.
- iv. After the recommendations from focal, DED will approve the process and then JD-PDC (for projects) / Director-Core Program (for core program) will issue the relocation letter.

2. Project staff:

- i. Project Coordinator (PC) can transfer field staff from one office to another office under his/her project through the discussion with project focal.
- ii. JD-PDC will transfer field staff from one project to another project through discussion with respective PC, focal.
- iii. JD-PDC can transfer the Project Coordinator/PIU (Project Implementation Unit) staff from one project to another through the discussion with focal, DED and Executive Director.

3. Core Program staff:

- i. Area Manager can transfer Credit and Development Officer (CDO) from one office to another through discussion with Branch Manager and Regional Program Coordinator (RPC).
- ii. RPC can transfer Branch Manager (BM)/Branch Accountant (BA) from one office to another through discussion with RPC and Deputy Director-Core Operation (DD-CO)/Assistant Director-Core Operation (AD-CO).
- iii. DD-CO/AD-CO can transfer Area Manager (AM)/equivalent position(s) from one area to another through discussion with RPC and Director-Core Program.
- iv. Director-Core Program can transfer RPC/equivalent position(s) from one region to another through discussion with DED.

4. The staff those cannot be categorized within the above criteria, DED will issue the transfer letter.

This policy has been approved in 118th Executive Committee Meeting held on 21 January, 2023.

Proposed by



Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

Sanat Kumar Bhowmik
Deputy Executive Director
COAST Foundation

Endorsed by



Rezaul Karim Chowdhury
Executive Director
COAST Foundation

Rezaul Karim Chowdhury
Executive Director
COAST Foundation

Approved by



Professor Tofail Ahmed, Ph.D
Chairperson-Executive Committee
COAST Foundation

Dr. Tofail Ahmed
Chairperson
COAST Foundation