

# **COAST Foundation**

## **Principal Office**

### **"Office Order"**

For the information of all concerned, it is hereby informed that, as per the COAST Human Resources and Administrative Management Policy, the signature of the Executive Director is required for issuing certificates and other letters in the name of the Foundation's departing employees/officials, but it is noticed through different means into the COAST Foundation authority that, these rules are not being followed. That's why, the COAST Foundation is giving an office order which is as follows:

### **Clearance from the Foundation**

No Objection Certificate/Reference Check/Visa Request Letter/Pay Slip/Salary Certificate/Job Experience Certificate/Certificate of recommendation for participation in various levels of training/higher education/meeting/seminars could not be treated official either signed by any personnel of the Foundation except the Executive Director otherwise the mentioned certificates/letters will be considered as illegal.

A clearance certificate will be issued stating that the departing employee has no financial liabilities with the Foundation. This clearance will be issued with the signature of the Executive Director. It is to be noted that if any ex-employee of COAST Foundation previously received the letter/certificate without the signature of the Executive Director, it will be considered null and void. It is to be noted here that if anyone has such a certificate/letter, they are specifically requested to verify through writing to [info@coastbd.net](mailto:info@coastbd.net). However, any ex-employee can also apply to the Executive Director for a new certificate/letter as per the rules.

On behalf of the COAST Foundation

**Khaled Masud Majumder**

Advocate

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