Leave opportunities for the employees of Islami bank Bangladesh limited

Sakir, Md. Abu
Daffodil International University

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Internship Report

on

Leave Opportunities for the Employees of Islami Bank
Bangladesh Limited

SUBMITTED TO

Dr. F. A. Sobhani
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Department of Business Administration
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SUBMITTED BY

Md. Abu Sakir
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Major: Human Resource Management
Department of Business Administration

Date of Submission: 16th April 2018
Student Declaration

I, the undersigned, hereby declare that I have completed my internship program under the supervision of Dr. F. A. Sobhani, Professor, Department of Business Administration, Faculty of Business & Economics, Daffodil International University (DIU), Dhaka, Bangladesh.

I have prepared a report on “Leave Opportunities for the Employees of Islami Bank Bangladesh Limited.” that is my own work.

Neither part of this report is copied from elsewhere nor submitted before for any academic qualification, certification, diploma or degree to any other university.

Name: Md. Abu Sakir
ID No: 171-14-2375
Program: MBA (R)
Major: Human Resource Management
Department of Business Administration
Daffodil International University (DIU)
Letter of Acceptance

This is to certify that Md. Abu Sakir, ID No. 171-14-2375, MBA (R) Program, Major in Human Resource Management, Department of Business Administration, Daffodil International University (DIU) has successfully completed his internship program under my supervision.

His internship report on “Leave Opportunities for the Employees of Islami Bank Bangladesh Limited.” is accepted for consideration.

I wish him a total success in life.

Prof. Dr. F. A. Sobhani
Department of Business Administration
Faculty of Business & Economics
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Acknowledgements

First of all, we express our deep gratitude to the almighty Allah who created and nurture us in this transitory world. I have put my heartfelt respect and gratitude for the kindness and cooperation that was provided to us to complete my dissertation assigned report on the topic “Leave Opportunities for the Employees of Islami Bank Bangladesh Limited.”

In preparing my report i have taken great assistance and support from some persons of Islami Bank Training and Research Academy (IBTRA) and Tongi Branch at IBBL.

Finally, sincere thanks to my dissertation advisor Dr. F. A. Sobhani, Professor, Department of Business Administration, Faculty of Business & Economics, Daffodil International University (DIU), for his appropriate suggestions, moral support and valuable co-operation from time to time in completing the dissertation paper.

However, I try my best; I tried very hard and worked very sincerely on this report to make an informative one.
Executive Summary

This report is based on forty-five days practical experience in Islami Bank Bangladesh Limited (IBBL) at Tongi Branch in Gazipur. This report undertakes a study of financial institution in “Islami Bank Bangladesh Limited” (IBBL). To discuss the report topic on specifically “Leave Opportunities for the Employees of Islami Bank Bangladesh Ltd.” I tried to discover how the bank provides international banking services in Islamic Shari’ah approved methods and holds the first position in terms of banking businesses system.

First of the discuss about introduction chapter consists of objectives, methodology of the report and also limitations of the study. Second of Corporate overview of IBBL the discuss about background of the study of IBBL, banking system, objectives, goals, mission, vision, products, management structure, & corporate structure, and business principles. Provides brief idea about the functions of IBBL Defines of the background, objectives and Islamic Banking system. Third of the discuss about focused on Leave rules and regulations at IBBL expressing its leave system. Leave opportunities for the employees of Islami Bank Bangladesh Limited. Fourth of the discuss about the summary and conclusion of this chapter concludes the report with some important Findings and significant Recommendations for the topic on Leave opportunities for the employees of Islami Bank Bangladesh Limited.

Most of the bank expansion is the Islamic Banking system in the country, a number of micro and macro issues pose serious threats to the Islamic banks and carefully solve the problem. The report based on the suggest for recommendations on the different development of issues. IBBL has money market, activation of Islamic Shari’ah supervisory boards, of a full-fledged Islamic banking Act, development of new financial era by the Islamic Shari’ah, and intention of investment of Islamic banks. The report based on the Leave Opportunities for the Employees of Islami Bank Bangladesh Limited. To suggest the different leave facility and their various leave opportunity of the bank.
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Chapter One

Introduction

1.1 Background of the Study

Bank is the most important financial institutions in a modern economy. We know Banks are an interaction part of modern economy now a day. Banks are playing a pivotal role in the development of a country. Banks help to accelerate the pace of development system by their securing of financial resources to people appoint in lots of economic activities. Most of the bank is comparable to the main system doing in the human body. Banks play main role of financial midlist. For example collect deposit and through invest their client.

IBBL start the major function of banking was to usages savings and transfer them to entrepreneurs, Most of the time banks has come to perform a number of financial functions are well. Bank are always offering to their services for safe care of money, and other valuables, they also provide good facilities deposits for their client, clients are easy transfer of money, letters of guarantees, collection of utility bills, and loans for usage strong and loan investment. Bank of the need to develop like as credit cards, ATMs, M-Cash etc it’s very easy to make payments of bank to their client. Now a day in a modern economy IBBL biggest part of current incomes is deposit collection of the bank. IBBL given facilities most of the people are always deserved to get their money increased when investment and once to withdraw except when their need money. The wonder enables the banks to scene money out of money. Banks are always help to the financial resources from store units to surplus units and, hence, helps within the pace of development by secured uninterrupted supply of financial resources to people appoint in economic activities.

Most of the strong development of the world economy has highly experienced in the end of the first of twentieth century was gambling by different factors among which of the growing institutional supply of loan able funds must have played the pivotal role in the banking industry. Most of the bank is comparable to main roadmap system in the affairs. Most of the commercial banks and other development financial organization provide long-term, medium-term and short-term sell on to businesspersons, business person who are taken the risk of economic development. IBBL provide Islamic different scholars have the theoretical stone of the banking activities with a find to alternative.
1.2 Significance of the Study

Most of the important study to know the banking activities. I find out my analysis readers can know about “Leave opportunities for the employees of Islami Bank Bangladesh Ltd.” is the start; Islami Bank Bangladesh Limited to play a vital role in the modern economy of this country. IBBL mainly focused on all key areas covering advance, clearing, foreign remittance, deposit collection and cash with the competitive commercial demand. Most of the time trying to develop for future growth of the banking industry of IBBL.

1.3 Scope of the Study

IBBL has two months internship program in Tongi Branch, Islami Bank Bangladesh Limited, trying to all the desks have been observation of the intern period. The report covers based on the banking performance, Leave opportunities for the employees of IBBL, background of the study, objectives, functions corporate overview of IBBL, and the foreign exchange system and performance of the bank. The main topic is to leave opportunities for the employee’s facility of IBBL. The study of the acquiesce the Leave opportunities of IBBL, banking system & the services it provides to the customers. IBBL given offer the common & usual services as like as Islamic shari,ah banks. The study will show how their banking activities in Islamic Shariah.

In this internship time, i covered three major areas of IBBL. These list are given below and described all the key areas of report:

- General banking section of IBBL.
- Investment section of IBBL.
- IBBL has Foreign exchange and Foreign trade section.
- IBBL has different social responsibilities
1.4 Objectives of the Study

The Objectives of the Study are as follows:

- To know the leave policy of the IBBL;
- To analyze the various leave opportunities of IBBL;
- To find out some problems leave opportunities of IBBL;
- To offer recommendations for further development of leave opportunities of IBBL;

1.5 Methodology

The report based on the collecting information on the primary as well as the secondary form of information is used. Here is information sources are given below:

**Primary Sources:**

Primary data are collected by the survey or study for specific built. I have collected some primary data are given below:

- Face to Face conversation employees of the bank.
- Practical work experience in different desks of the branch.
- Practical experiences to maintain how officials system of the bank.
- Collection of different information from various departments of the bank.

**Secondary Sources:**

Secondary data are collected from the following two sources are given below:

1. **Internal Sources**-
   - Collects bank's annual reports.
   - Collect brochures of Islami Bank Bangladesh Limited.
   - Collect IBBL previous internal records.
   - Collected different desk report of the departments.
   - Islami Bank Training and Research Academy sheets provided us.
   - Website of the IBBL.
2. **External Sources**-

- Collect some banks record books information, journals, business & financial newspapers.
- Collect banking functions regarding of publications.
- Collects Bangladesh Bank report.
- Collect reports on newspapers.
- Collect the information from different websites.
- Different Loan and Advances Act & Order to collect data.

**Data collecting instruments:**

- **In-depth interview**-
  - Collect of this study report, in-depth interviews were conducted with the principle Officers, officers, probationary officers and customers of the bank.

1.6 **Limitations**

I complete the internship program and prepare the report due to time I have faced the following limitations.

- Islami Bank compliance, as an internee i were able to indispensable experiences of different departments.
- For this security purpose most of the services of Islami Bank Bangladesh Limited have been skipped during my internship period, such different type of restrictions.
- I have collected some of information of my intern report. I have restricted access lot of information of the bank. I was unable and not authorized to use that information due to legal restrictions.
- This report based on the experience of two months in IBBL, the findings of this report based on the topic.
Chapter Two

Corporate Overview of IBBL

2.1 Background

Everyone knows Bangladesh is one of the largest Muslim countries in the world. Most the people of this country are deeply religious faith to Islamic way of life as enshrined in the Holy Qur'an and the Sunnah. This remains a deep cry in their hearts to their economic lives in accordance with the precepts of Islam. Islami Bank Bangladesh Limited establishment on March 13, 1983, is the true reflection of this inner urge of its people, Islami Bank Bangladesh started functioning with effect from March 30, 1983. Islami Bank is the first of its kind in the Southeast Asia. Islami Bank has committed to conduct all banking and investment activities on the basis of interest-free profit-loss sharing system. Islami Bank Bangladesh new horizon and ushered in a new silver lining of hope towards materializing a long cherished dream of the people of Bangladesh for doing their banking transactions in Islam. Islami Bank is active co-operation and participation of Islamic Development Bank and some other Islamic banks, financial institutions, government bodies of the Middle East and the Gulf countries, Islami Bank has by now earned the unique position of a leading private commercial banking industry in Bangladesh.

2.2 History

Islamic Development Bank of establishment by the OIC member states in the year 1975 has been proved to be a through in the expansion of Islamic Shari’ah based on finance and specially banking of the world. Founder member of IDB, the Government of Bangladesh also had the commitment to establish Islamic banks, then the reflected in different steps of taken by the governments of the country. OIC members are consented to the proposals to introduce the Islamic economy and banking in their respective countries in the foreign ministers’ conferences in 1978 and 1980 at Dhaka and Islamabad.

In 1981, OIC in its 3rd summit held in Makkah approved the proposition submitted by Bangladesh to introduce by the separate banking system of Islamic banking. The decision of the government sent representatives to the Middle Eastern countries to learn the Islamic banking systems in those countries.
Private sector of the Islamic Economics Research Bureau (IERB) was the first organization that took active initiative in this regard. Islamic Economics Research Bureau arranged a national seminar on Islamic Economics and banking in the year 1979 and inspired by the discussion and the papers presented in the seminars, some local bankers formed ‘Islami Bank Working Group’. Islamic Economics Research Bureau again arranged an international seminar in 1980. After the seminar, Dhaka based on ‘Muslim Businessman Society’ under the leadership of renowned industrialist Abdur Razzaque Lasker, took initiative to establish an Islamic bank and applied to the government for permission. The government provided necessary to permission in the year 1983 and at last ‘Islami Bank Bangladesh’ was registered under Company Act in which 19 Bangladeshi national, 4 Bangladeshi institutions and 11 banks, financial institutions and government bodies of the Middle East and Europe including IDB and two eminent personalities of the Kingdom of Saudi Arabia joined hands together.

2.3 Growth and expansion of IBBL

Islami Bank Bangladesh is maintaining their growth in terms of profitability coverage. Bank may be termed as 80s ‘Foundation Stage; during the 90s, the bank passed its early growth stage and during the first decade of the 21st century, Islami Bank Bangladesh’ ‘Rapid Growth’. The growth fact file from 1983 – 2008 is given here under:

Table-01: Growth and expansion of IBBL

<table>
<thead>
<tr>
<th>Date</th>
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<td>13-03-1983</td>
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<td>30-03-1983</td>
<td>- Inauguration of 1st Branch (Local Office).</td>
</tr>
<tr>
<td>12-08-1983</td>
<td>- Formal inauguration.</td>
</tr>
<tr>
<td>1984</td>
<td>- Establishment of Islami Bank Training and Research Academy (IBTRA).</td>
</tr>
<tr>
<td>1985</td>
<td>- Listed with Dhaka Stock Exchange (DSE) and issue IPO.</td>
</tr>
<tr>
<td>1988</td>
<td>- Introduction of ‘Executive Development Program’.</td>
</tr>
<tr>
<td>1991</td>
<td>- Opening of the 50th Branch. – ‘Sadaqa Tahabil’ converted to form Islami Bank Foundation as a separate entity.</td>
</tr>
<tr>
<td>1994</td>
<td>- Introduction of annual award for Dhaka University students. – Implementation of BEXIBANK as the banking software.</td>
</tr>
<tr>
<td>Year</td>
<td>Events</td>
</tr>
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<tr>
<td>1995</td>
<td>- Launched Rural Development Scheme. - First IBBL representative abroad (KSA).</td>
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<tr>
<td>1996</td>
<td>- Listed with Chittagong Stock Exchange (CSE). - 2\textsuperscript{nd} Rights Share Issue.</td>
</tr>
<tr>
<td>1997</td>
<td>- Opening of the 100\textsuperscript{th} Branch.</td>
</tr>
<tr>
<td>1998</td>
<td>- Introduction of Diploma in Islamic Banking at IBTRA.</td>
</tr>
<tr>
<td>2000</td>
<td>- 3\textsuperscript{rd} Rights Share Issue. - CSE declared IBBL as one of CSE – 30 companies. - Head Office shifted to new location (own premises). - ‘Global Finance’ named IBBL as the best bank of the country.</td>
</tr>
<tr>
<td>2001</td>
<td>- DSE declared IBBL as one of 20 ‘Blue Chip’ companies. - Introduction of ATM service. - All the branches are computerized. - IBTRA shifted to its own premises at Mohammadpur. - eIBS project started.</td>
</tr>
<tr>
<td>2002</td>
<td>- New Organ gram was implemented.</td>
</tr>
<tr>
<td>2003</td>
<td>- 4\textsuperscript{th} Rights Share Issue.</td>
</tr>
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<td>2004</td>
<td>- LAN has been set up at all the branches. - Opening of the 150\textsuperscript{th} Branch. - Joining / Agreement with CDBL.</td>
</tr>
<tr>
<td>2006</td>
<td>- Introduction of Online banking.</td>
</tr>
<tr>
<td>2007</td>
<td>- Introduction of Mudaraba Perpetual Bond. - ICMAB announced IBBL as the ‘First in Best Corporate in the Banking Sector (Local)’.</td>
</tr>
<tr>
<td>2008</td>
<td>- Starting brokerage house operation.</td>
</tr>
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## 2.4 Distinguishing between of Conventional Vs. IBBL

The distinguishing features of the conventional banking vs. IBBL are shown below:

Table-02: Distinguishing between of Conventional Vs. IBBL

<table>
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<th>Conventional Banks</th>
<th>IBBL</th>
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<tr>
<td>Most of the banks are operating modes of conventional banks are based on manmade principles.</td>
<td>IBBL has the based on the principles of Islamic Shariah.</td>
</tr>
<tr>
<td>Here the conventional banks are doing investor is assured of rate of interest.</td>
<td>IBBL has sharing between provider of capital and the user of funds.</td>
</tr>
<tr>
<td>Conventional banks are aims to maximizing profit without any restriction.</td>
<td>IBBL has aim to maximizing profit but their principle to based on Islamic Shariah.</td>
</tr>
<tr>
<td>Conventional banks they do not maintain of the Islamic Shari,ah.</td>
<td>Now a day IBBL has become one of the service-oriented functions of the bank to collect and distribute for zakat.</td>
</tr>
<tr>
<td>Conventional banks are getting it back with interest is the fundamental function of their system.</td>
<td>IBBL has business is the fundamental function.</td>
</tr>
<tr>
<td>Conventional banks are activities of narrower than compared with IBBL.</td>
<td>IBBL activities are wider when compared with the other conventional bank.</td>
</tr>
<tr>
<td>Conventional banks are always additional charge of money. Ex. Additional extra rate of interest.</td>
<td>IBBL has no provision to charge any extra money from their respective client.</td>
</tr>
<tr>
<td>Conventional banks are own interest system prominent. They make no effort to ensure growth with equity.</td>
<td>IBBL are given due to importance rate of public interest. IBBL aim to ensure growth with equity.</td>
</tr>
<tr>
<td>Most of the commercial banks are interest-based on borrowing from the money market is relatively easier.</td>
<td>IBBL has comparatively difficult to borrow money from the money market.</td>
</tr>
</tbody>
</table>
### 2.5 Corporate information of IBBL

**Table-03: Corporate information of IBBL**

(As on December 2017)

<table>
<thead>
<tr>
<th>Name of the Company</th>
<th>Islami Bank Bangladesh Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Status</td>
<td>Public Limited Company</td>
</tr>
<tr>
<td>Company Registration Number</td>
<td>C-10589/485</td>
</tr>
<tr>
<td>Bangladesh Bank License Number</td>
<td>BL/DA/4290/83</td>
</tr>
<tr>
<td>Tax Payer Identification Number (TIN)</td>
<td>210-200-0887</td>
</tr>
<tr>
<td>VAT Registration Number</td>
<td>9015000857</td>
</tr>
<tr>
<td>Date of Incorporation</td>
<td>13th March 1983</td>
</tr>
<tr>
<td>Inauguration of 1st Branch (Local office, Dhaka)</td>
<td>30th March 1983</td>
</tr>
<tr>
<td>Formal Inauguration</td>
<td>12th August 1983</td>
</tr>
<tr>
<td>Authorized Capital</td>
<td>Tk.20,000.00 million</td>
</tr>
<tr>
<td>Paid-up capital</td>
<td>Tk.16,099.91 million</td>
</tr>
</tbody>
</table>

**Share of Capital**
<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Local Shareholders</td>
<td>32.39%</td>
</tr>
<tr>
<td>b. Foreign Shareholders</td>
<td>67.51%</td>
</tr>
<tr>
<td>Zones</td>
<td>14</td>
</tr>
<tr>
<td>Branches (Including SME/Agriculture)</td>
<td>332</td>
</tr>
<tr>
<td>Equity</td>
<td>Tk.46,051.53 million</td>
</tr>
<tr>
<td>Deposits</td>
<td>Tk.551,330 million</td>
</tr>
<tr>
<td>Investments</td>
<td>Tk.552,341 million</td>
</tr>
<tr>
<td>Foreign Exchange Business</td>
<td>Tk.702,154 million</td>
</tr>
<tr>
<td>Manpower</td>
<td>13,349</td>
</tr>
<tr>
<td>Number of Shareholders</td>
<td>33,686</td>
</tr>
<tr>
<td>Number of Shared ATM Booths</td>
<td>2,000</td>
</tr>
<tr>
<td>Number of own ATM Booths</td>
<td>414</td>
</tr>
<tr>
<td>Employees</td>
<td>12,980</td>
</tr>
<tr>
<td>Directors</td>
<td>15</td>
</tr>
</tbody>
</table>
2.6 Strategic Posture

2.6.1 Vision of IBBL

“Islami Bank Bangladesh Limited vision is to always strive to achieve superior financial performance to be considered a leading Islamic bank by reputation and performance.”

- Islami Bank Bangladesh Limited to establish and maintain the modern banking techniques, to ensure the soundness and development of the financial system based on Islamic principles and to become the strong and efficient organization with highly motivated professionals, working for the benefit of people, based upon accountability, transparency and integrity in order to ensure stability of financial system.

- Always try to encourage savings in the form of direct investment in customer

- IBBL always try to encourage investment particularly in projects that’s more likely to lead to higher employment.

2.6.2 Strategic Objectives of IBBL

- To ensure the welfare oriented banking system.
- To ensure the customers’ satisfaction to their bank.
- IBBL has succession and technological changes to ensure the development of an Islamic bank.
- Islami Bank has to published a healthier & stronger bank at the top of the banking sector.
- To ensure the different types of investment by sector, size, economic purpose & geographical location and expand need based retail, sme and micro financing of the bank.
- Islami Bank Bangladesh Limited are invests in the thrust and previous sectors of the economy.
- Islami bank has choice and teaches develop talent in a performance of their culture.
- IBBL to pay more in human resources systems are financial capital.
2.6.3 Core Values of IBBL

- IBBL Trust in Almighty Allah.
- IBBL has strict observance of Islamic Shari’ah.
- They believe highest standard of honesty, integrity & morale.
- Islami Bank has welfare oriented banking system.
- IBBL has justice and equity.
- Always try to consciousness.
- Based on personalized service of the transaction.
- They are trying to changed technology.
- IBBL has to proper delegation, transparency and accountability for their respective client.

2.7.1 External Environment of IBBL

2.7.1.1 Rapid Changes in number of branch

Islami Bank Bangladesh Limited has 332 branches across the country in January 2018. In 2016 there were 302 branches. The Branches of IBBL is increasing day by day.

2.7.1.2 Rapid changes in product of IBBL

Figure-04: Rapid changes in product of IBBL
**IBBL iBanking:**

Islami Bank Bangladesh Limited has been oneself to serve its customers since inception. Islami Bank Bangladesh Limited has new services, make existing services faster and better than previous service. IBBL has capable, energetic and innovative software team has been developed all the new systems and services to the customers when their needs.

**Features of iBanking at IBBL**

- Check of view accounts
- System of iTransfer
- System of iRecharge service
- System of wimax Recharge service
- System of utility bill Pay service
- System of Khidmah Credit Card - Bill Pay service
- When needed client for account withdrawal

**Islami Bank Mcash (Mobile Banking):**

Islami Bank Bangladesh Limited mCash is the mobile banking service. Customer want to take the 24 hours of mobile banking services from anywhere in the country no need to go any branch of IBBL.

IBBL has to ensure the access of unbanked people by taking countrywide mobile network coverage; Bangladesh Bank has given the permission to start the mobile banking operation for the unbanked people who have using mobile phone.

**Islami Bank Khidmah Card:**

Islami Bank Bangladesh Limited has new IT based Shariah product. The name of “Islami Bank Khidmah Card”. Islami Bank developed by Islamic financial expertise to ensure that their products are within the maintain of Islamic Sha’riah. Islami Bank operates on the ujrah concept that is based on the fixed fee structure, meaning of that only fixed fee will be charged to the respective client. This product gives the option to the customers of either paying the entire goodwill amount a minimum amount of the goodwill balance in due date of

IBBL. Islami Bank Bangladesh Limited has Shariah compliant electronic product system to make easy our life everyday people buying and selling with lower risk at the customer.
2.7.1.3 Technological Changes at IBBL:

Islami Bank has offering different service and convenience to a respective customer. Islami Bank ITs has expansion is the relentless support of backstage. IBBL maintain good support and continuously expanding network and delivery channels to new technologies in order to continuously improve their internal and external services of the competitive industry. Islami Bank Bangladesh Limited has carried out a number of projects and enhancements in 2018. Islami Bank has using electronic Integrated Banking system is the latest technological software. Islami Bank Bangladesh Limited has capable to energetic and innovative software team who has been developed the new systems for customer.
2.7.1.4 Societal Environment: PEST Analysis of IBBL

Political Factors at IBBL
- IBBL has maintained on regulation of government.
- IBBL always identify the budget measures.
- IBBL has maintained foreign direct investment limits.
- Always try to avoid relatively unstable political environment.
- IBBL try to liberal regulatory framework.
- To maintain liberal fiscal policy and tax pay system.

Economic Factors at IBBL
- IBBL has growth and investment demand by positive and relatively for higher economy.
- They are trying to relatively unemployment and higher inflation.
- IBBL always try to unfavorable exchange rates for their customer.
- To maintain long term economy of the country.

Social factors at IBBL
- Try to understand sense of distrust among people.
- Always try to unbanked people for their banking activities.
- IBBL try to maintain opening bank account is considered by inconvenient.
- IBBL try to transaction huge population working in RMG sector to see mobile banking as an easier for the transferring money to rural areas customer.
- Islami Bank people has Islamic Shari,ah beliefs to family bonding is good.
- IBBL has considered more convenient for transferring remittance for the customer.
- To maintain success of SMEs requires to formal banking via informal system of IBBL.
- An Islami Bank person has opportunities for banking sector and changed their lifestyle.

Technological factors at IBBL
- IBBL rapid growth of mobile phone users is increasing day by day.
- Islami Bank has increasing mobile network coverage in mcash service.
- Islami Bank always tries to give security issues.
- IBBL try to protect money laundering issues.
- IBBL has huge investment into research and developments for their client.
- Islami Bank has good service and mobile banking system for the customer.
- IBBL has digitalized Automated Teller Machine.
2.7.1.5 Task Environment of IBBL:

Porter’s five forces Analysis of IBBL are given below:

1. **Threat of New Entrants:**
   Islami Bank has capital requirements and regulatory starting a new bank, between 1979 and 2005 an average of 222 new banks opened each year. Lots of new banks entering the market each year the threat of new entrants for IBBL. Most of the bank failures the average number of total banks decreases.

2. **Threat of Substitutes:**
   Islami Bank Bangladesh Ltd the threats of substitution are not from rival banks but from non-financial competitors of the organization. Banking industry does not suffer from any threat of substitutes for deposits or withdrawals of the bank. IBBL has insurances, mutual funds, and fixed income securities are some of the banking services are offered by different organization. IBBL has threat of payment method substitutes high to loans are relatively for the industry. For example of threat like as electronics, jewelers, car dealers, other organizations etc. Most of these non-banking companies offer a lower rates interest on payments and then the customer would take service from others.

3. **The bargaining power of Customers :**
   Islami Bank Bangladesh Limited is very carefully and politely bargaining power of customer. IBBL has major factor affecting the power of buyers is relatively high switching costs. One of the people has one bank that services their banking needs, mortgage, savings, checking, etc.
Their needs be a huge problem for that person to switch to another bank. IBBL always try to convince their customers to switch to their bank they will get offering lower the price for the client.

**The bargaining power of supplier:**

Islami Bank Bangladesh Limited has primary resources is capital. IBBL has four major suppliers of capital in the bank industry.

- Collect customer’s deposits.
- IBBL give facility for mortgage loans.
- IBBL give facility for mortgage securities.
- IBBL gives loans for other financial institutions.

IBBL has these four major suppliers of the bank can be sure that they have the necessary resources required to service their customers maintaining their service.

4. **Competitive Rivalry:**

Islami Bank Bangladesh Limited is consideration for highly competitive for their system. IBBL has financial services of the banking industry has been around the hundreds of years, everyone has need to good banking services. IBBL has to protect clients away from competitor of the other banks. IBBL gives offering lower financing, higher rates, investment services, and greater conveniences to their customer. Most of the bank competition is to race their client banks always give the offer the best service.

2.7.2 **Internal Environment of IBBL**

2.7.2.1 **IBBL Department**

- Operations wing of IBBL
- Investment Wing of IBBL
- International Banking Wing of IBBL
- Internal Control & Compliance Wing of IBBL
- Human Resources Division of IBBL
2.7.2.2 Corporate Structure of IBBL

Figure-07: Corporate Structure of IBBL
2.7.2.3 Corporate social responsibility of IBBL

Islami Bank Bangladesh Limited has been several of our corporate social responsibilities. IBBL has fulfilling their terms and condition maintain of the system. IBBL gives facility to providing support and resources for the various activities. Islami Bank Bangladesh Limited is help for the different societies. IBBL has another foundation named is Islami Bank Foundation. The foundation of the bank their fund of 40 million in order to conduct social-welfare activities.

2.7.2.4 Corporate Resource of IBBL:

IBBL has the organization activities it depends on the corporate resources Marketing, Finance, Human Resource and Information System (IS) departments. IBBL has the corporate resources departments are responsible to increase the organizational activities and performance of the bank.

➤ Marketing Activities

IBBL has used to print advertisements in newspapers for publicly. IBBL to take the sponsoring in the Bangladesh Premier League. IBBL has also broadcasted different types of programs in television.

➤ Human Resource:

Islami bank plans to hire, develop and retain the human resource base with the right level of good talented people to future challenges for their bank. IBBL employees are given on the job training and sent to different training program, seminar and workshop at abroad for research. Islami Bank Bangladesh Limited try to create a mutual trust and its investment in human resource development for their respective client.

➤ Information Systems (IS):

IBBL gives offering the service and convenience to wider to the customer. Now a day’s expansion is the relentless support of IBBL ITs. IBBL is committed to support and maintain to continuously expanding network and delivery to the knowledgeable and new technologies improve their internal and external services to fast-paced and competitive industry for their respective client.
2.7.3 Functions of the Organization:

2.7.3.1 Functions of IBBL

Islami Bank Bangladesh limited is banking functions are given below:

- IBBL has to maintain all types of deposit accounts.
- IBBL has to make an investment.
- Islami bank handles to the foreign exchange business to their client.
- IBBL provide extend other banking services.
- Islami Bank foundation has the social welfare activities.

2.7.3.2 Features of IBBL

Islami Bank Bangladesh Limited has their activities as per system Islami Shariah. IBBL through its progress and continuous success has earned the reputation of the leading private banking sector of the country. The distinguishing features of IBBL is given below:

- Islami Bank Bangladesh Limited activities are conducted on interest-free banking system of Islamic Shariah.
- IBBL has establishment of participatory banking instead of banking on debtor-creditor relationship to the client.
- IBBL is made their investment through different modes to maintain the Islamic Shariah.
- IBBL has income investment of the bank is shared with the Mudaraba depositors according to a ratio to ensure a reasonable their depositors of the client.
- IBBL aims are introduce to a welfare-oriented banking system and also to establish equity based economic activities of the bank.
- Islami Bank Bangladesh Limited has socio-economic and financial services to the poor, helpless and lower-income people of the economic people in the rural areas.
- Islami Bank Bangladesh Limited has played a vital role in human resource development for the unemployed people.
- IBBL is aim to achieve strong growth and development of the country their investment operations particularly in the different sectors in the developed areas of the country.
2.7.3.3 **Nature of Business at IBBL**

Islami Bank Bangladesh Limited is introducing new Shari’ah based interest free banking system in Bangladesh. IBBL has established welfare oriented banking system and to ensure equity based economic activities. IBBL activities are directed on principles of Islamic Shari’ah. Islami Bank Bangladesh Limited has Shari’ah supervisory board, which is entrusted with the responsibility for their activities of the bank. Islami bank is one of the leading first private banking sectors in Bangladesh, which provides all kinds of commercial banking sector in our country.

2.7.4 **Products & Services of IBBL**

**IBBL has Deposit products**

- Al-Wadeah Current Account
- Mudaraba Savings Account
- Mudaraba Special Notice Account
- Mudaraba Special Savings (Pension) Account
- Mudaraba Term Deposit Account
- Mudaraba Savings Bond Account
- Mudaraba NRB Savings Bond
- Mudaraba Hajj Savings Account
- Mudaraba Waqf Cash Deposit Account
- Mudaraba Monthly Profit Deposit Account
- Mudaraba Muhar Savings Deposit Account
- Students Mudaraba Savings Account
- Mudaraba Farmers Saving Account
- Mudaraba Upohar Deposit Scheme
- Non Resident Investor Taka A/C
- Mudaraba Industry Employees Savings Account.
- Foreign currency A/C
- Mudarabah Foreign currency deposit account
IBBL has investment products and schemes

- Bai-Murabaha
- Bai-Muajjal
- Bai-Istijrar
- Bai-Salam
- Bai-Salam (Pre-shipment)
- Mudaraba
- Musharaka
- Musharaka Documentary Bill (MDB) Inland
- Musharaka Documentary Bill (MDB) in Foreign Currency
- Musharaka Investment in Potato Storage
- Hire Purchase under Shirkatul Melk (HPSM)
- Murabaha Post Import (MPI)
- Murabaha Import Bills (MIB)
- Murabaha Import LC
- Murabaha Foreign Currency Investment (MFCI) under EDF
- Murabaha Foreign Currency Investment (MFCI) under Balance of MFCD A/C
- Bai-Muajjal Back to Back Bills
- Bai-as-sarf (Foreign Documentary Bill: FDB)
- Bai-as-sarf (Foreign Currency Cheques/Drafts: FCD)

IBBL has welfare oriented investment schemes

- Household Durable Scheme (HDS)
- Housing Investment Scheme (HIS)
- Transport Investment Scheme (TIS)
- Car Investment Scheme (CIS)
- Investment Scheme for Doctors (ISD)
- Small Business Investment Scheme (SBIS)
- Agriculture Implements Investment Scheme (AIIS)
- Rural Development Scheme (RDS)
- Micro Enterprise Investment Scheme (MEIS)
- Urban Poor Development Scheme (UPDS)
- Micro Industries Investment Scheme (MIIS)
- Women Entrepreneurs Investment Scheme
- Palli Griha Nirman Beniyog Prakalpa
Remittance Products & Services of IBBL

IBBL has Foreign Remittance products

- IBBL has Remittance Card
- IBBL has Foreign Demand Draft
- IBBL has Hajj Pre-paid Card
- IBBL has Travel Pre-paid Card

IBBL Foreign Remittance Services

- IBBL has Selling/Issuance of Foreign Currency note
- IBBL has Travel Pre-paid Card
- Commercial Remittance system of IBBL
- IBBL has Different Private sector Remittance

Technology Based Services of IBBL

IBBL ATM Service

- IBBL has 410 Own ATM booths and above 1265 shared ATM
- IBBL has own IDM (Islami bank Deposit Machine)
- Connectivity with OMNIBUS Network of IBBL
- IBBL has 24 hours support service for automated teller machine
- IBBL has Hajj card service
- IBBL has Debit visa Card

IBBL has ibanking Service

- IBBL has Largest Internet banking facilities for every account
- Balance check for any time from IBBL iBanking Service
- IBBL has Fund transfer system through internet from office or home.
- Recharge service is available, at IBBL so clients can recharge their mobile through internet
- IBBL has strong statement can get from own office of home
- IBBL has depositor Information can be provided in the statements
- IBBL has maintained the sale proceeds system
- IBBL client can calculate charge amount from their statement
- IBBL clients to know the own status of clearing instrument’s by iBanking service
**IBBL SMS Banking**
- IBBL client has check A/c Balance can be collected by own mobile
- IBBL client has A/c Statement can be collected by own mobile
- Client get notification Push/Pull service by SMS from mobile
- Client get notification SMS push services

**IBBL mCash Service**
- Cash in form agent outlet all over the country at IBBL
- IBBL has cash Out from agent outlet from all over the country
- IBBL client Fund transfer from one mobile wallet account to another mobile wallet
- Always Top up by Mobile airtime
- Client given Utility Bills payment
- Client pay to Corporate bill
- Client pay to Merchant bill
- IBBL client pay Tuition fee
- Client pay Foreign remittance bill
- Client pay Govt. bill

**IBBL Corporate Services**
- IBBL has Investment facilities against this A/c
- IBBL client pay to charges of ATM
- IBBL client by the Instruction facility for depositing MSS & Hajj A/c
- IBBL has existing facilities through Bangladesh Bank
- IBBL client existing BACPS service through Bangladesh Bank
- IBBL client has salary can be credited within one hour of the country

**Training Services**
- IBBL employee has get training foreign banks on Islamic banking
- IBBL employee gets training of their own Islami bank training center.
2.8 Activity system of the IBBL

IBBL has some activities in according to the Islami shariah of the bank. Islami banks to pay almost similar services to their client from other conventional banks what they are doing.

The mainly following sections/departments are involved to perform in the banking operations are given below:

- IBBL has General Banking section
- Islami Bank has Investment section
- Islami has Foreign Exchange section system

2.8.1 General Banking section of IBBL:

Some following sections/departments are involved to perform the general banking system:

- IBBL has Account opening section
- Clearing and collection section of IBBL
- Cash section of various department
- Bill pay and remittance section of another department

2.8.1.1 IBBL has different types of Account Holders: some are given below:

- A/c opened by client by simply
- Joint account has (two or more persons)
- IBBL has different firms
- Co-operative societies of IBBL
- Government system of A/c
- Public able of IBBL
- Agents of IBBL
- Executors of IBBL
- IBBL has different Administrators
- Board of trustees of IBBL
- To pay of the client
- IBBL has to receivers to the client
- IBBL has non-nesident banking system
2.8.1.2 Closing an Account of IBBL
IBBL has to be closed either by a banker and the customer by itself.

Banker: IBBL customers do not have any transaction with the bank more than one year it may categorized as a irregular of the client. IBBL customers do not have any transaction for ten years; then the bank send the letter.

Customer: Islami bank customer as he/she wishes wants to close the account then has to write an application contact with the manager with reasons behind the of the close account.

2.8.1.3 Clearing Section of IBBL
- IBBL has cheque system bill of exchange drawn on a specified banker to be payable or not than the clients demand.
- IBBL has a cheque may be an open cheque or a crossed cheque of the client.
- Client signature picture shows a typical cheque issued by banks.
- Number of cheques of its customers is received for collection from other banks. In case of receiving cheques, should be checked very carefully of the authority.
- Client cheques should not carry a date older than the receiving date for more than six months.
- Cheques amount in balance figure words in both sides of the pay-in-slip should be same of the cheque.
- Customer needs to write name mentioned in the cheque should be same in both side in the name mentioned in the cheque.
- Customer needs to cross in cheque.

2.8.1.4 Cash Section of IBBL

Figure-08: Cash Section of IBBL
Islami bank transactions are mainly of three types. Here are given below:

- IBBL has Cash system
- IBBL has Transfer system
- IBBL has Clearing system

Islami bank cash system of the bank plays very important role in the general banking department of system. IBBL has cash department is the most wounded and sensitive department of the banking system client deals with the transaction in cash. Client needs to cash receipts and payments are made through this department system. Islami bank verified the following instructions are given below:

- Must be write date of the cheque.
- Customer must be given their signature.
- Alternative material needs to the client.
- Cheque is crossed or not must be check.
- Cheque is endorsed or not must be check.

Islami bank officer checks the cheque from the computer for strongly verification of the client history. Here the following information are given below;

- Client has sufficient balance or not.
- Customers A/c transaction is stop payment or not.
- Bank authority check there is any legal obstruction or not.

2.8.1.5 Bills Section of IBBL

Figure-09: Rapid changes in product
Islami bank remittance represents that takes place within the territory of a country for the customer. Islami Banks has a strong network of branches all over the country and offer various types of customer facilities to the different type of the client.

### 2.8.2 Investment Activities of IBBL

Islami Bank Bangladesh has three types of investment are given below:

- IBBL has Modes related of project financing.
- IBBL has Modes related of financing trade and commerce.
- IBBL has modes or specific modes system.

Most of the banks are given loans and cash credit of conventional banking system provided to working capital needs of the borrowers to the client. But Islami Banks, there are no similar modes like its conventional banking system working capital needs. Most of the conventional banking system, every advance system by a bank is a contract between the bank and their clients are systems of the activities are given below:

- Conventional Bank always try to creditor-borrower relationship is established.
- Conventional Bank always leading and borrowing is time qualifying specific date on which a certain percentage of interests system with their principal.
- Conventional Bank has income of the assets are given distribution for the customer.

Most of the financing arrangements under the Islamic system are given below:

- Islamic systems are contract between two partner’s bank and the client.
- IBBL has the contract time bounded in the sense that the client has to return the capital on/within specific date of the bank rules.
- Islami Bank shares a profit ratio expressed in percentage terms. IBBL has profit sharing ratio is profit is variable in respect of the clients actual income.
2.8.2.1 Investment Mechanism of IBBL

IBBL has three types of Investment mechanisms are given below:

- Bai-mechanism of IBBL
- Share- mechanism of IBBL
- Rent (Ijara) – mechanism of IBBL

2.8.2.1.1 Bai Mechanism of IBBL

IBBL practices of the following modes of Bai Mechanism:

- **Bai-Murabaha**: Islami bank has Bai-Murabaha contract between a buyer and seller under the seller sells certain specific goods of Islamic Shari’ah to the buyer at a cost plus agreed profit or payable in cash installments. IBBL has marked-up profit may be fixed in bank system and percentage of the goods price.

- **Bai-Muajjal**: Islami bank has Bai-Muajjal system a contract between a buyer and a seller under which the seller sells certain specific goods of Islamic Shariah to the buyer at an agreed fixed price payable in certain period by fixed installment of the bank system. Bank authority sells the goods purchased by him as per order and specification of the buyer.

- **Bai-Salam**: IBBL has Bai-Salam system a contract between a buyer and a seller under which the seller sells in advance in the certain period of time by the Islamic Shariah. Bank authority has law of the land to the buyer at a agreed price payable on planed of the said contract and their products to the buyer at a future time in alternative way of an advance price fully paid on the bank authority.

- **Bai-Istishna’a**: IBBL has Istishna’a system a contract in the price is paid in advance at the time of the contract and the product of sale is manufactured and delivered later of the bank.

- **Bai as Sarf**: Islami Bank has purchased the foreign currency value of the documents under Bai-As-Sarf: IBBL has the Foreign Documentary Bill Bai-As-Sarf system is trading mechanism. Islami bank buys foreign currency from the client of an agreed there.
2.8.2.1.2 Share Mechanism of IBBL

➤ **Mudaraba:** IBBL has the partnership where one party provides the funds while the other parties provide the expertise management system. IBBL called here the first party is Sahib-Al-Maal and another party is called Mudarib. IBBL has maintained profit accrued is shared between the two parties on a pre-agreed basis; bank capital loss is exclusively in a cart by the partner providing the capital of their own.

➤ **Musharaka:** Islami bank has Musharaka partnership established between two or more partners for the purpose of a commercial risk in the capital and management system. IBBL has different type of Musharaka profit and loss sharing partnership of the buyer.

2.8.2.1.3 Rent (Ijara) Mechanism of IBBL

- **Hire purchase under SirkatulMelk (HPSM):** IBBL has under this mode the supply goods on rental basis. Client has ownership of the goods will be bank and customer jointly portion of the Bank. IBBL has mortgage system are the investment account, but the customer must be authorized to a certain period. Customer has the completion of the installment system; there will be the owner of the goods of the customer.

2.8.2.2 IBBL has Welfare Oriented Investment Schemes

➤ IBBL has given House hold Durable Scheme
➤ IBBL has given Housing Investment Scheme
➤ Islami bank investment Real Estate
➤ IBBL investment Transport scheme
➤ IBBL given facility to buy Car Investment Scheme
➤ Islami bank investment Small Business
➤ IBBL given facility to investment Agriculture Implements
➤ IBBL has given Rural Development Scheme
➤ Islami bank has given Mirpur Silk Weavers Investment Scheme
2.8.3 Foreign Exchange Operations of IBBL

Foreign Exchange Department is divided into three sections at IBBL

![Diagram of Import, Export, Remittance]

Figure-10: Foreign Exchange Department of IBBL

2.8.3.1 Import Services of IBBL

IBBL has three types of importers

A. IBBL has Commercial Importer
B. IBBL has Industrial Importer
C. IBBL has Importers under Wage Earner Scheme

2.8.3.1.1 Letter of Credit procedures system of IBBL

Islami Bank has given the papers/documents system to the opening L/C to their customer

- IBBL has given to the client L/C application form.
- IBBL has given to the client Murabaha agreement.
- IBBL has given to the client charge documents paper.
IBBL given to the client their L/C paper must be completed to filled and signed by the customer and verified the signature.

1. IBBL requirement of document before opening L/C or importer criteria

Clients open a bank account the given criteria are given below:

- Clients need to Trade license copy
- Clients need to Value added tax copy
- Clients need to Tax identification number
  - Must be needed to Import Registration Certificate
  - Need to Tax Identification Number
  - Valid Trade License of the client.
  - Must be needed to Chamber of commerce Certificate
  - Must be needed to National ID Card

IBBL has given document to the client for applying L/C to the bank.

2. Islami Bank will supply the document system opening of the L/C.
  
  - To fill up L/C account form.
  - To apply the Application and Agreement form.
  - To fill up the IMF form.

Islami bank has given documents/papers must be completed signed and filled up in the customer to given the instruction of the banker.

3. Islami Bank verify about the Importer biodata.

IBBL verifies or collects the information about the importer that’s given instructions.

  - Islami Bank collects credit report of the applicant of the importer from the system of Bangladesh bank.
  - IBBL client to be imported must be the permission and not banned item of the product. Client must needs to fulfill to the import requirements.
  - Islami Bank will verify the market value of the item and market price of the goods product. Most of the importer misunderstanding of the Bank’s money through over the invoicing chart.
4. IBBL has maintained requirement of the head office approval to the import system. Islami bank head office given permission to the opening Letter of Credit.

5. Islami bank sent document to the head office and confirmation of the Bank: IBBL head office get the approval and given permission to the import of the Letter of Credit system.

2.8.3.2 Export Services of IBBL

2.8.3.2.1 IBBL Export Procedure system

1. **Selection of Clients of Export system:** On the basis of
   a. Customer needs to Export registration certificate.
   b. Must be needs to membership of an authorized trade organization.
   c. IBBL wants to Credit report.
   d. Needs to Export Letter of Credit.
   e. Authority must be checking and advising.
   f. IBBL has given pre shipment facility.
   g. IBBL maintains their processing for Export system.
   h. To fulfilled the planed system.

2. **Negotiation and Collection of Export system:**
   a. Clients needs to purchasing documents.
   b. Authority must be sending documents to the Letter of Credit procedures system. Client must be needed to collect of their papers procedures.

3. **Reporting of Export system:**
   a. IBBL report to the duplicate export to Bangladesh Bank.
   b. IBBL report customer relation proceeds to Bangladesh Bank.
   c. IBBL has given monthly sent report to Head office.
4. **Export under Back to Back System:**
   a. Bank authority has advising Export Letter of Credit.
   b. Islami bank has given proposal for doing L/C Bangladesh bank
   c. IBBL has checked the report.
   d. IBBL process to open Bangladesh bank L/C
   e. To maintain formalities of the system of Import and Export rules.
   f. Islami bank provide report on both parties.

5. **Lodgment of Bangladesh Bank Bills of Export system:**
   a. Charge of the shipping documents.
   b. To pay the evidencing bills.
   c. To pay goods of import bills.
   d. To pay the bill of clearance of raw materials.

6. **Negotiation of Export Bill:**
   a. Clients to pay execution of export bills.
   b. To pay the bill submission of export documents procedures.
   c. To pay the bill of checking.
   d. To pay the bill total cost of negotiation.

7. **Relation of Proceeds and Reporting of Export system:**
   a. IBBL provides their proceeds crediting A/C system.
   b. Islami bank provides of negotiation value.
   c. To pay the bills of Bangladesh bank system.
   d. IBBL provides Incentives Export bills.
   e. IBBL maintains the Export reporting proceeds.
2.8.3.3 Remittance of IBBL

2.8.3.3.1 Classification of Remittance at IBBL
IBBL has Foreign Remittance has two categories are given below:

![Diagram showing Classification of Remittance]

IBBL has **Inward Foreign Remittance**

IBBL has Foreign remittance system is received from abroad. Most of the remittance coming to our country from another country by the remitter system by the way of permission of the banking media through changeable foreign currencies is called Inward Foreign Remittance.

**IBBL has Outward Foreign Remittance**

Outward Foreign Remittance system is the remitter’s point of view. IBBL has Outward foreign remittance by the remitter has to deposit money to the applied to contains name and address of the who are payee. IBBL has outward remittance system approved by the Bangladesh Bank.
2.9 Other Activities of IBBL

**IBBL has communication and business promotion system**

Islami Bank Bangladesh maintaining to the good relations to the client most of the communications good understand. IBBL has acceptance and the cooperation by their management system and their service. IBBL management always responds to their client opinion. IBBL is the biggest banking industry in the country.

➢ Always try to publicity to their client.
➢ IBBL authorities maintain the good public relations and their motivation.
➢ IBBL always to publications of their business system.
➢ Always try to maintain good customer protection.
➢ Islami bank authority try to customer appreciation.

**Islami Bank has Foundation**

➢ IBBL has health care program
   a. Islami Bank has hospital service.
   b. IBBL has good community hospital.
   c. Islami Bank has one of the best private medical college.
   d. IBBL has charitable trust.

➢ IBBL has educational program
   a. IBBL has own technological institute.
   b. Islami Bank has different types of school, College and universities.
   c. Islami Bank has founded women madrasha.
   d. Islami bank has different types of scholarship program.

➢ Islami Bank has social welfare program
   a. IBBL donate the different cultural program
   b. Islami Bank tries to work women rehabilitation.
   c. Islami Bank search to crafts people.
Chapter Three

Leave Rules & Regulations at IBBL

3.1 Types of Leave opportunities for the employees of IBBL

1. CL-Casual Leave
2. Medical Leave
3. Maternity Leave
4. Extraordinary Leave
5. Educational Leave
6. Foreign Travel Leave
7. PL-Privilege Leave
8. Preparatory Leave
9. Festival Leave

3.2 Leave opportunities at IBBL

1. CL-Casual Leave of IBBL
   - IBBL employees get Casual Leave for 15 days per year.
   - Employees get at a time maximum 4 days. Employees apply leave to the branch manager, and then permit to grant a leave.
   - If employee not availed in leave, the calendar year leave will automatic lapse.
   - Employees always try to maintain 10 days absence should not exceed.

2. Medical Leave of IBBL
   - IBBL Medical Leave uncertain available, up to get well.
   - Employees always try to know the branch manager to his/her sickness.
   - IBBL Medical leave exceeding one month should be approved by the human resources board and for the one month or less then approved by the branch manager.
   - Islami Bank gross pay for Medical leave.
3. **Maternity Leave of IBBL**
   - Maternity leave is six months for female employees.
   - Female employees apply leave to the branch manager, and then permit to grant a leave.
   - IBBL has maternity leave system from the date of delivery.
   - Maternity Leave may be combined with any other form of leave.
   - IBBL has female employee opportunity during probation, shall be eligible for maternity leave.

4. **Extraordinary Leave of IBBL**
   - Extraordinary Leave is (Without pay unlimited).
   - Employees take leave without apply, but they didn’t get without pay.
   - IBBL Employees not eligible for during the probation period.
   - Extraordinary leave is available, but the employees need permission for grant a leave.

5. **Educational Leave of IBBL**
   - Educational Leave employees apply to head office then permit to grant a leave by head office.
   - Employee gets like PHD, research or others study, maximum get 1 year.
   - Employee needs to study leave with pay for the approved by duration of course.
   - IBBL employees study leave should be considered as the service for the purpose of promotion for the employees.

6. **Foreign Travel Leave of IBBL**
   - IBBL has Foreign Travel Leave (Maximum 15 days).
   - Employees apply leave to the branch manager, and then permit to grant a leave.
   - IBBL employees are not eligible for during the probation period for Foreign Travel leave.

7. **PL-Privilege Leave of IBBL**
   - PL-Privilege Leave is freeze. It is internal leave.
   - PL-Privilege Leave (33 days per year).
   - If employees have no need to privilege leave, if save leave 120 days then employees get half month basic salary or bonus.
Employees have no need to privilege leave, if save leave 120 days then employees get benefits after retirement.

8. **Preparatory leave of IBBL**
   - IBBL has transfer or training or superannuation for one month leave system.
   - IBBL employees get opportunity preparatory leave in order to prepare for transfer.
   - IBBL employee for joining one branch to other branch to avail the full preparatory leaves.
   - A branch manager has been approved granted by 5 days as preparatory leave before the next joining.

9. **Festival Leave of IBBL**
   - Festival Leave (As per government holidays, government rules & regulation).

3.3 **IBBL Leave opportunity application to become a employee have recipient**

Islami bank employee has annual leave the is get personal or family problem medical emergency leave must be opportunity to submit their written application to the branch manager. IBBL employee has capable to write their reason behind leave application.

3.4 **Islami bank authority has approved or disapproves of employee’s application.**

IBBL employees must write application and due to timely submitted their application to the manager or the authority, then IBBL authority to justify their leave application how their needs to leave and approve or disapproves to the authority. If IBBL authority has disapproves an application, then sent the notification to the employees why they disapprove.
3.5 **IBBL employees withdrawn from Annual Leave**

IBBL employees withdrawn from the Annual leave then purpose of the approved medical emergency leave. IBBL employees get leave without pay or to liquidate advanced annual or sick leave that fixed date by the bank authority as the beginning of the medical emergency leave.

3.6 **IBBL has different type of leave Forms**

- IBBL has general request for leave or absence forms.
- Islami bank has emergency leave request forms.
- IBBL has annual leave opportunity forms for the emergency Leave.
- Islami Bank employee's has medical or serious health issues forms.
- IBBL employees have serious problem for family matter forms.
- Islami bank employees have others leave request forms.

3.7 **Regulations of IBBL**

- IBBL employees get advanced sick leave for Serious condition of there healths.
- Islami bank employee has transfer program then need to be emergency leave.
- IBBL employee has need to simply annual leave
- IBBL authority must be paying for annual leave accrual.
- Islami bank employee has sick leave remove or minimum need to leave requirements.
Chapter Four

Summary and Conclusion

4.1 Major Findings

- IBBL has many leave opportunities for the employees.
- Casual leave is not allowed for the employees who remain in probationary period.
- IBBL employees didn’t get any salary for Extraordinary leave like related to health issues.
- Employees of the bank get maximum one year Educational Leave.
- There is Maternity Leave of six months for the female employees.
- Foreign travel leave is not allowed for the employees who remain in probationary period.
- Due to the lack of man power, IBBL employees are not able to get the leave without proper recommendation from their authority.

4.2 Recommendations

I have several frank discussions with the clients and officials, which has helped me to know about the foresaid findings and draw the following recommendation:

- In probationary period a new employee didn’t get Casual leave. In this situation it is a big problem for new employees. So IBBL has to minimize their probation period from 12 months to 06 months so that the employees will get the Casual leave benefit out of it.
- If IBBL provide minimum amount of financial benefit for Extraordinary leave related health issues then it will be better for the employees and also create a positive environment at the work place.
- IBBL has 01 year leave for educational purpose but it is not sufficient for getting PHD degree or any other courses. That’s why they can increase the duration of educational leave when it needed.
- Paternity leave may be introduced at IBBL.
- Due to the heavy work load in the IBBL, the authority may recruit some employees according to their need so that the employees will get the leave easily.
4.3 Conclusion

Bangladesh is a developing country. Developing of the country, banking industry in this country’s business sector is possible to progress rapidly. IBBL is trying to develop banking sector through welfare and servicing to the people. Islami bank Bangladesh limited is a bank which operates it’s activities according to Quaran and Sunnah. Most of the banking activities are based on profit / loss sharing. The strength of Islami bank Bangladesh limited is employee’s honesty and the based on the Islamic Shari,ah. Employees of Islami Bank Bangladesh Ltd. are honest because they strongly believe in Islamic rules and regulations. Islami Bank Bangladesh always believes people are increasing on the banking activities of Islami Bank Bangladesh limited.

In this report i focused mainly analyzed of “Leave opportunities for the employees of Islami Bank Bangladesh Ltd”. Islami Bank Bangladesh is one of the most pioneer and strong banking industries of our country. IBBL always try to corporate citizen to keep a major role for economic development of the country.

I have done my research about “Leave opportunities for the employees of Islami Bank Bangladesh Ltd”. It can be proved that Leave opportunities of IBBL are applied and fulfill their commitment in everywhere at large. IBBL always first position in the commercial banking sector of our country.
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