

# MINUTES OF INTEGRITY BUILDING COMMITTEE

Meeting held: 25.09.2024

Sl. No.	Agenda	Discussions	Responsibilities Conferred	Decisions
1	<i>Integrity award</i>	Integrity award to be given in accordance with Bangladesh Bank guideline.	HRD	Award for 2023-24 will be decided in due course
2	<i>Integrity Poem</i>	Integrity poem to be published on quarterly basis on newspaper also has to submit the same to BB as proof.	PRD	Will continue to publish as required by BB
3	<i>CMMS entry</i>	Entry in the Corporate Memory Management Service (CMMS) is required to be given as per regulatory requirement against the banker who has committed any financial crime in their respective bank.	HRD	HRD reporting for required cases
4	<i>Training</i>	Training to be conduct with presence of branch and sub-branch official.	HRD & Ethics Committee	Training for 2023-24 already completed
5	<i>Citizen Charter</i>	Citizen Charter needs to be reviewed time to time.	Ethics Committee	Review has been done office note to be issued
6	<i>Financial Literacy</i>	Core points of financial literacy to be discussed with customer meeting	CO&SD, AML, RDD, ICCD	Awareness related matter will be prepared jointly for various operational unit
7	<i>Whistle Blowing Policy</i>	Whistle blowing policy to be formulated for the betterment of the financial sector.	HRD	HRD has published circular
8	<i>Branch Level NIS committee</i>	Bangladesh Bank audit has raised an observation in few branches to form branch level integrity committee, which will take integrity building initiatives at regular interval.	HRD and CO&SD	Already branch are inform and working accordingly, also foundation training shall include the subject
9	<i>Miscellaneous</i>	<ul style="list-style-type: none"> <li>Update on NIS work plan 2024-25</li> <li>Thanks to Ethics Committee member</li> </ul>	Ethics Committee	Meeting concluded with thanks

  
Md. Zahid Hossain

Deputy Managing Director (Chairman)