

Welcome to One Stop Service (OSS)



Welcome to One Stop Service

BHTPA One Stop Service (OSS) Portal (ossbhtpa.gov.bd)

ব্যবহারিক নির্দেশিকা

(ওয়ার্ক পারমিট)

Work Permit

[বিনিয়োগকারীদের ব্যবহারের জন্য]

ডাফট সংস্করণ ০.১.৩

বাংলাদেশ হাই-টেক পার্ক কর্তৃপক্ষ

তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ



এসটিপি-১, বিডিবিএল ভবন (৯ম তলা), ১২ কাওরান বাজার, ঢাকা-১২১৫ ফোনঃ +৮৮০৯৬০২৬৬৭৭৬-৭, ৯১৩৪৫১০, ৯১৩৪৫১১, ফ্যাক্সঃ ৯১৪৩৬৫৬ Web: www.ba-systems.com







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১. ভূমিকা

বাংলাদেশ হাই-টেক পার্ক কর্তৃপক্ষ দেশি-বিদেশি বিনিয়োগকারীদের দ্রুত সেবা প্রদান নিশ্চিত করার লক্ষ্যে ওয়ান স্টপ সার্ভিস (ওএসএস) চালু করেছে। হাই-টেক পার্কগুলোতে দেশি-বিদেশি বিনিয়োগকারীগণকে দ্রুত হয়রানি মুক্ত বিভিন্ন সেবা প্রদান নিশ্চিতকরণের লক্ষ্যে অনলাইন ওয়ান স্টপ সার্ভিস এর মাধ্যমে সেবা প্রদান করা হবে।

৩.ওয়ার্ক পারমিট এর উদ্দেশ্য

ওয়ার্ক পারমিট হচ্ছে বিদেশে কাজ নেয়ার একটি অনুমতি পত্র। (যার মাধ্যমে এক দেশের লোক কাজের মাধ্যমে অন্য দেশে গিয়ে থাকেন। বাংলাদেশ হাই-টেক পার্কের কোনো বিনিয়োগকারী প্রতিষ্ঠান বিদেশী কোনো কর্মী বা কর্মকর্তা নিয়োগ করতে ইচ্ছুক হলে অবশ্যই ওয়ার্ক পারমিট গ্রহণ করতে হবে। এবং এই ওয়ার্ক পারমিট অনুমোদন হওয়ার পর সেটির সিকিউরিটি ক্লিয়ারেন্স নিতে হয়।

o. OSS Log in

ওএসএস সিস্টেমে লগ ইন করার জন্য <u>https://ossbhtpa.gov.bd</u> লিংকে প্রবেশ করতে হবে। BHTPA OSS Portal ব্যবহারের ক্ষেত্রে ব্যবহারকারীকে Log in/ Sign up করতে হবে।সেক্ষেত্রে OSS Log in/ Sign up এর ব্যবহার নির্দেশিকা অনুসরণ করা যেতে পারে।

৪.ওয়ার্ক পারমিট এর আবেদন

Work Permit এ new application এ ক্লিক করার পর নিমোক্ত ফর্মটি দেখতে পাওয়া যাবে।

pplication for Work Permit				
1. Basic Requirement	2. Applicant Information (Part A)	3. Applicant Details (Part B)	4. Attachments (Part C)	
5. Submit				
Project Information Approved Project Registration referer	ice no. *			
1. Basic Information				
Please provide Visa Recommendation	Reference Number *		~	
Type of Visa obtained for the Incumbe	nt Foreign Nationals *		~	
Work Permit Type *			~	
Save as Draft			Previo	ous Next

3





উক্ত ফর্মটির Project Information এর Approved Project Registration reference no: এই Field এ approved project registration no. প্রদান করে Load Project Registration Data বাটনটি Click করতে হবে। এরপর ফর্মটিতে Project Registration এর Data গুলো Load হয়ে যাবে।

Basic Information:

Please Provide Visa Recommendation Reference Number: Dropdown থেকে Select করতে হবে।

Type of Visa obtained for the Incumbent Foreign Nationals:

Dropdown থেকে Select করতে হবে।

Work Permit Type: Dropdown থেকে Select করতে হবে।

Next বাটনটি Click করলে নিম্নোক্ত ফর্মটি দেখতে পাওয়া যাবে।

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		mation (Part A)	3. Applicant Details (Part B)	4. Attachments (Part C)
5. Submit				
. Particulars of Sponsors / Em	ployers			
Name of the Applicant			Name of park *	. ~
Company Name		~		
Full Address of Registered He	ad Office of Applicant :			
Country		~	Division *	~
District *		~	Address Line 1	
Address Line 2			Post Code	
Phone No	+880 -		Fax No	
Email		2	Website	
• Authorized Information Name of the Correspondent				
Nationality		~	Passport	
Correspondent Address & Cor	ntact Details :			
Country		~	Division *	~
District *		~	Address Line 1	
Address Line 2			Post Code	
Phone No.	+880 -		Fax No.	
Email			Website	
-				

Particulars of Sponsor/Employers

Name of Applicant: Applicant এর Name লিখতে হবে।

যেহেতু আগের পেজটিতে approved project registration no ব্যাবহার করার কারণে Project Registration এর Data গুলো Load হয়েছে সেহেতু অনেক Field এ Data ইতিমধ্যে Load হয়েছে।

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Next বাটনটি Click করলে নিম্নোক্ত ফর্মটি দেখতে পাওয়া যাবে।

5. Submit							
Particulars of Foreign Incumbent							
Name of the foreign national			Incumbe	ent Photo: *		6	2
Designation			[File Format:	*-jpg/-jpeg/-png Width 300	² X, Height 300PX]	0	
Gender	Male Female	~	Incum	bent Signature: *		10	
			Cho	ose file No file choser	OPX, Height 80PX]	6	194
Passport No.			Marital Sta	atus *	0	Married 💿 Ur	nmarried
Place of Issue			Date of Iss	ue			m
Date of Birth		m	Expiry Dat	e			
Permanent Address :							The second se
Country		~	State				
Province			Address Li	ne 1			
Contact No.			Post Code				
Email			FdX NO.				
cadomic Qualification (shows attact	orlificator) :						
canamic Quantication (prease attach o	entineatesy:			Cortificate			
ighest Degree	College / University		Result	(PDF) Maximilarite	змв) 😨		
				Choose fil	e No file chosen		
				Dpen Certi	ficate		
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Particulars of Foreign Incumbent:

Name of the foreign National: আগত বেক্তির নাম লিখতে হবে।

Company name: কর্মরত কোম্পানির Name লিখতে হবে।

Designation: পদবি লিখতে হবে৷

Nationality: জাতীয়তা লিখতে হবে।

Passport No: পাসপোর্ট নাম্বার লিখতে হবে। Gender: Male অথবা Female অপশনটি Select করতে হবে।

Marital Status: বৈবাহিক অবস্থা লিখতে হবে।

Incumbent Photo: Photo যুক্ত করতে হবে।

Incumbent Signature: Signature যুক্ত করতে হবে।

Passport Information:

Place of Issue: কোথা থেকে Issue করা হয়েছিল তা লিখতে হবে।

Date of Issue: কবে Issue করা হয়েছিল তা লিখতে হবে।

Expiry Date: কবে Expiry Date তা লিখতে হবে৷

Permanent Address:

এখানে স্থায়ী ঠিকানা লিখতে হবে। জন্মস্থান, রাজ্য লিখতে হবে।

Academic Qualification:

Highest Degree: সর্বোচ্চ অর্জিত Degree লিখতে হবে।

College/ University: প্রতিষ্ঠান এর নাম লিখতে হবে।

Result: প্ৰাপ্ত ফলাফল লিখতে হবে৷

Certificate PDF আকারে Attach করতে হবে।

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Employment Information:

Name of the post employed for (Designation): পদবির নাম লিখতে হবে।

Date of Arrival in Bangladesh: আগমন এর তারিখ লিখতে হবে।

Period of Employment: সময়কাল লিখতে হবে।

Desired Effective Date: যে দিন হতে কাৰ্যকর তা লিখতে হবে।

Desired Duration: কতদিন সময় আকাঞ্চ্চিত তা লিখতে হবে৷

End Date: সমাপ্তি এর দিন লিখতে হবে।

Brief Job Description: Job এর সংক্ষেপে বর্ণনা দিতে হবে।

Whether the post has been advertised in Bangladesh: বিজ্ঞাপিন সমপ্রচার করা হয়ে থাকলে তার PDF ফাইল Attach করতে হবে।

Justification for employment of foreign national: বিদেশি ব্যক্তির কর্মসংস্থান এর নাজ্যতার বিষয়াদি লিখতে হবে।

Compensation and Benefit:

বেতন এবং বিভিন্ন ভাতা ভিত্তিক locally এবং abroad payable টাকার amount লিখতে হবে। তাছারাও প্রান্তিক সুবিধা এবং কোন মন্তব্য থাকলে তা লিখতে হবে।

Manpower of the office:

Local এবং foreign কতজন Executive এবং Supporting stuff লাগবে তা লিখতে হবে।

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Next বাটনটি Click করলে নিম্নোক্ত ফর্মটি দেখতে পাওয়া যাবে।

Applicatio	n for Work Permit			
1. Basi	c Requirement	2. Applicant Information (Part A)	3. Applicant Details (Part B)	4. Attachments (Part C)
5. Subr	mit			
6. Requi	red Documents for attachment			
No.	Required Attachments			Attached PDF file 🚱
1*	Copy of passport (Full set) of the	Expatriate (Whole of the used part)		Choose file No file chosen
2*	Copy of Flight Schedule / Itinerar	y / Air Ticket		Choose file No file chosen
Save as	Draft			
				Previous

Copy of Passport: PDF ফাইল আকারে যুক্ত করতে হবে।

Copy of Flight Schedule: PDF ফাইল আকারে Fligh Schedule যুক্ত করতে হবে।

Next বাটনটি Click করলে নিয়োক্ত ফর্মটি দেখতে পাওয়া যাবে।

	2. Applicant Information	(Part A) 3. Applicant Details (Part B)	4. Attachments (Part C)
ð. Submit			
Service Fee Payment			
Contact name *		Contact email *	
Contact phone *	+880 -	Contact address *	
Pay amount		VAT/ TAX	
Bank Charge		Total Amount	
Doumont Status			
	s an approximate amount, it may vary base	d on the Sonali Bank system.	
. Terms and Conditions			
• Terms and Conditions	Conditions.		

9





৫. পেমেন্ট

আবেদনকারীকে তার ব্যক্তিগত তথ্যসহ পেমেন্ট এর বিস্তারিত দেখতে পাবে এবং স্বজ্ঞানে সম্মতি প্রদান করতে শর্তাবলি মেনে টিক চিহ্ন (√) দিতে হবে এবং Payment & Submit বাটন ক্লিক করতে হবে।

	2 Proposed Project (Part P)	3 Proposed Project (Part ()	4 Submit
Applicate morthation (FareA)		Si Hoposed Hoject (Fair C)	1. Subline
Service Fee Payment			
ontact name		Contact email	
ontact phone	+880 •	Contact address	
ay amount	575.00	VAT/ TAX	0.00
ank Charge	0.00	Total Amount	575.00
ayment Status	Pending		
/at/ tax and service charge is ar	a approximate amount, it may vary based on the \$	ionali Bank system.	
/at/ tax and service charge is an Terms and Conditions	n approximate amount, it may vary based on the S	ionali Bank system.	
/at/ tax and service charge is an Terms and Conditions	n approximate amount, it may vary based on the S	ionali Bank system.	

Service Fee Payment:

Payment & Submit বাটন ক্লিক করার পর Sonali Payment Gateway এর মাধ্যমে পেমেন্ট সম্পন্ন করতে হবে। Sonali Payment Gateway সম্পর্কে বিস্তারিত জানতে "Sonali Payment User Manual" টি অনুসরণ করা যেতে পারে।

* business automatio



৬. আবেদনের বিভিন্ন তথ্যঃ

• Application list for (Project Clearance) থেকে View বাটন ক্লিক করতে হবে।

Application list for (Space	e Allotment)				+N	w Applicatio
List Favorite S	iearch			Space Al	lotment	
Show 10 v entries Search:						
Tracking No.	Current desk	Process type 1	Reference data 11	Status 🕸	Modified 11	Action
☆ SA-Sy-R-202201-L- 0002	Applicant	Space Allotment	Applicant Name:Antora Debnath, Company Name:Test OSSP BHTPA Ltd., Park name:Bangabandu Sheikh Mujib Hi-Tech Park,Sylhet., Industry Category:Others, Email:antoradebnath14@gmail.com, Phone:+8801713858753,	Approve	1 month ago	Wiew
☆ SA-Sy-R-202201-L- 0001	Applicant	Space Allotment	Applicant Name:Antora Debnath, Company Name:Test OSSP BHTPA Ltd., Park name:Bangabandu Sheikh Mujib Hi-Tech Park,Sylhet., Industry Category:Others, Email:antoradebnath14@gmail.com, Phone:+8801713858753,	Draft	1 month ago	C Edit
슈 SA-Sy-S-202201-L- 0002	Applicant	Space Allotment	Applicant Name:NAHIYAN KHAN, Company Name:Test OSSP BHTPA Ltd., Park name:Bangabandu Sheikh Mujib Hi-Tech	Approve	1 month ago	© View

• View বাটন ক্লিক করার পর নিম্নোক্ত উইন্ডো দেখা যাবে।

pplication for		🕮 Payment info 🚺	Download Certificate	Application Download as PDF
Tracking no. :	Date of Submission: 23.11.2021 / Cu	rrev Status : Approve	tivent Desk : Applican	1
Basic Requirement	/			
Application Validity for Land & S	pace Allotment is 1000 days. Piease Sy amit	the Land & Space Allohy in	Application before 20	130 Feb 23 -
Park where business to be set :	Sheikh Hasina Software Technology Park, Jessore			
Land Measurement Unit :	Square Meter	Space Measurement Unit	: Square Fee	et 🖌
Free Land : Required Land :	25000.00	Free Space Required Space	: 134197.00 : 200.00	
	-/			1
	/			
Payment	Info D C	ownload ertificate		Application Download as PDF





 এই উইন্ডো থেকে Payment info, Download Certificate, Application Download as PDF, Click here to load history বাটন গুলি পাওয়া যাবে।

Payment info: বাটন ক্লিক করলে আবেদনকারী Payment এর তথ্য দেখা যাবে।

Download Certificate: Download Certificate বাটন ক্লিক করলে আবেদনকারী সার্টিফিকেট ডাউনলোড করতে পারবে।

Application Download as PDF: Application Download as PDF বাটন ক্লিক করলে আবেদনকারী Application এর PDF আকারে ডাউনলোড করতে পারবে।

Click here to load history: Click here to load history বাটন এর মাধ্যমে উক্ত Application এর Process History দেখতে দেখা যাবে।

olication Proce	Click here	e to load histor			
On Desk	Updated By	Status	Process Time	Remarks	Attachme
Applicant	Lamia Akthar(MD) [Desk: Managing Director (MD)]	Approve	23-11-2021 10:26 AM	Government Fee Payment completed successfully.	
Managing Director (MD)	Lamia Akthar [Applicant]	Payment Submit	23-11-2021 10:25 AM	Government Fee Payment completed successfully.	
Applicant	Lamia Akthar(MD) [Desk: Managing Director (MD)]	Request for Payment	23-11-2021 10:23 AM	Re-submitted form applicant	
Assistant Director (AD)	Lamia Akthar [Applicant]	Re-Submitted	23-11-2021 10:19 AM	Re-submitted form applic nt	
Applicant	Lamia Akthar(AD) [Desk: Assistant Director (AD)]	Shortfall	23-11-2021 10:18 AM	Change Request	
Assistant Director (AD)	Lamia Akthar [Applicant]	Submitted	23-11-2021 10:06 AM	Service Fee Payment completed successful	у.