

BRB Hospitals Ltd.
77/A East Razabazar, West Panthapath,
Dhaka-1215.

February 16, 2020

BHL - 05/ 249

Office Order

All department Head and concerned officers of the Hospital are requested to input their roster in software and to submit the hardcopy of the same duly signed to Human Resources Department (HRD) within 25th day of every month and shall be approved within last day of the month for duty schedule for the next month.

All Head of the Department and concerned officers are hereby advised to input their roster in software and submit the hard copy to HRD accordingly, failing of which, the concerned department head/officers shall be responsible for the consequences.

Once the roster is approved by the Head of the department/concerned officers shall not be changed without the interested of Hospital or any emergency.

For BRB Hospitals Ltd.

(S.M. Mofleuddin Ahmed)
Director, HR & Administration

Copy to:

01. Hon'ble Chairman, for kind information.
02. Hon'ble Managing Director, for kind information.
03. Chief Executive Officer.
04. Director, Medical Services.
05. Deputy Director – Medical services.
06. All Department Head.
07. Office Copy.
08. Master File.