

BRB HOSPITALS LTD.
77/A, East Rajabazar, West Panthapath
Dhaka - 1215, Bangladesh

30 September, 2020

Ref No: BRBHOS-05/1247

To,
All Concern

Sub: Duty Roster.

Dear Colleagues,

1. This is for your information that the subject Roster schedule (Existing) have been practiced for long time having 26 shifts. This has been evaluated, reviewed and in principle agreed that there shall be less number of shifts in the Roster Schedule and shall not be changed frequently considering individual piece of business or any other ground. The reviewed duty roster is prepared as per direction of the Management of the hospital is attached herewith as "**Annexure-A**" for strict adherence and execution please.
2. The revised Roster Schedule shall be effective from 01 October, 2020. There shall not be any frequent changes of Roster Schedule without prior written permission from the Hospital Management.
3. All are requested to co-operate for the better interest of the hospital.



(Dr. Ahmed Shafiqul Haider)
Chief Executive Officer

Copy To:

1. Hon'ble Chairman, for kind information.
2. Respected Managing Director, for kind information.
3. General Manager (Admin).
4. General Manager (Finance).
5. Assistant director, Medical Service (ADMS).
6. All Department Heads.
7. Office Copy.
8. Master file


BRB Hospitals Limited
77/A, East Rajabazar, West Panthapath, Dhaka-1215


Proposed Roster Schedule

Annexure - A

Sl. No	Shift	Shift Code	Time	Remarks
1	General	G	9 am - 6 pm	
2	Morning	MH	7 am - 3 pm	
3		M 1	8 am - 4 pm	
4		MI	8 am - 8 pm	
5	Evening	E	3 pm - 10 pm	
6		EH	2 pm - 10 pm	
7	Night	NI	8 pm - 8 am	
8		NH	10 pm - 7 am	

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