

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

BHL – 05/352

March 15, 2020

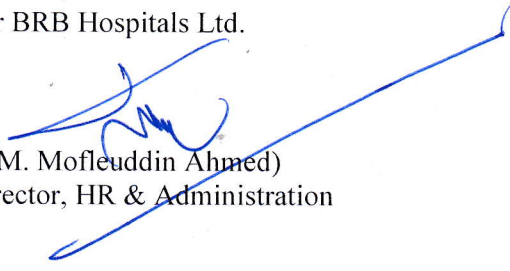
Office Order

This is for the information of all concern that the following Procedures shall have to be taken in respect of issuing Birth Certificate :

1. The Guardian of a child shall have to collect the prescribed Birth Certificate Form from Billing Counter (Level-3) by paying Tk. 500/-.
2. The Guardian of a child shall submit the Form duly filled-in with Discharge Certificate along with Money Receipt to the Administration department or Duty Manager's Room by 2.00pm.
3. Birth Certificate Form shall have to be filled-in in English with Capital letter and shall be filled-in with accurate information.
4. Additional Tk. 500/- shall be charged for any correction to be made.
5. Birth Certificate may be collected on the following day from Administration (13th floor) Department.

This order shall be effective immediately.

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 Head of the Department.
07. Office Copy.
08. Master File.