

Memo: 35.01.0000.165.25.113.21-109.

Date: 07 April, 2022

To
The Participants as per attached list

Subject: Training Programme on "Office Management and File Management" for RHD Staffs.

This is to inform you that RHD Training Centre is going to organize the above mentioned training programme on **11 April 2022**. You have been selected as a participant for the said training programme.

You are requested to report at the **RHD Training centre, Paikpara, Mirpur, Dhaka within 09:00 am on 11 April 2022** for the said training programme.

Venue: RHD Training centre, Paikpara, Mirpur, Dhaka-1216.

Date: 11 April 2022

Time: 09:00am - 3:30pm.

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(Rehana Haque)

Id no: 001037

Superintending Engineer, (C.C.)

RHD Training Centre

Mirpur, Dhaka.

Phone: 44804201

Email: serhdtc@rhd.gov.bd

Copy forwarded for kind information to:

- 1) Chief Engineer, Roads & Highways Department, Sarak Bhaban, Tejgoan, Dhaka.
- 2) Additional Chief Engineer, RHD, Management Services Wing, Sarak Bhaban, Tejgoan, Dhaka.
- 3) Additional Chief Engineer, RHD, Mechanical Wing, Sarak Bhaban, Tejgoan, Dhaka.
- 4) Additional Chief Engineer, RHD,
- 5) Superintending Engineer, RHD, Administration & Establishment Sarak Bhaban, Tejgoan, Dhaka.
- 6) Superintending Engineer, RHD,
- 7) **Senior System Analyst, Senior System Analyst Circle. (with request for publishing this news on RHD website.)**
- 8) Chief Account's officer, Ministry of Road Transport & Bridges, Segun bagicha, Dhaka.
- 9) Executive Engineer, RHD,
- 10) Sub-Divisional Engineer, RHD,
- 11) Assistant Engineer, RHD.....
- 12) Mr./ Mrs.
- 13) Office Copy .

Subject: Training Programme on "Office Management and File Management" for RHD Staffs.

Duration: 1 Day. **Date:** 11 April 2022

Organized by: RHD Training centre

Facilitator's Venue: RHD Training centre, Paikpara, Mirpur-1, Dhaka-1216

List of the Participants (Not according to seniority):

Sl. No	Name	Designation	Place of Posting
1.	Md. Abbas Ali	Computer Operator, RHD	Planning & Maintenance Wing, Dhaka (Zone Office)
2.	Md. Anowar Hossain	Computer Operator, RHD	Dhaka Circle Alenbari, Dhaka [Circle Office]
3.	Md. Abdul Latif	Computer Operator, RHD	Material test maintenance Division
4.	Mokseda Parvin	Computer Operator, RHD	BRRL, Dhaka [Circle Office]
5.	A.K.M. Saifur Rahman	Computer Operator, RHD	Management Information Cell (Division Office)
6.	A. K. M. Abdullah Al-Masud	Computer Operator, RHD	Administration & Establishment, SE, Sarak Bhaban, Tejgaon, Dhaka (Division Office)
7.	Mohammed Jaynal Abedin	Computer Operator, RHD	Dhaka [Zone Office]
8.	Mohammad Mahbulul Alam	Computer Operator, RHD	MIS & Estates Circle, Sarak Bhaban, Tejgaon, Dhaka (Circle Office)
9.	Syed Nurus Salam	Computer Operator, RHD	Enquiry Division, Sarak Bhaban, Tejgaon, Dhaka
10.	Mohammad Ruhullah Sujon	Computer Operator, RHD	Bridge Design Division-3, Sarak Bhaban, Tejgaon, Dhaka (Division Office)
11.	Abu Bakar Siddik	Computer Operator, RHD	Bridge Design Division-2, Sarak Bhaban, Tejgaon, Dhaka (Division Office)
12.	Md. Shariful Islam	Computer Operator, RHD	Arboriculture Circle, Dhaka (Circle Office)
13.	Md. Gias Uddin	Computer Operator, RHD	Environment Division, Alenbari, Tejgaon, Dhaka (Division Office)
14.	Munshi Mamunur Rashid	Computer Operator, RHD	Road Design and Safety Circle, Alenbari, Dhaka (Circle Office)
15.	Roton Chandra Debnath	Computer Operator, RHD	Bridge Management Wing, Sarak Bhaban, Tejgaon, Dhaka (Zone Office)
16.	Nitai Chandhra Sutradhar	Computer Operator, RHD	Management Services wing Sarak Bhaban, Tejgaon, Dhaka (Zone Office)
17.	Amana Akter	Computer Operator, RHD	Monitoring & Evaluation Division, Dhaka
18.	Md. Shazzad Hussain Bhuiyan	Computer Operator, RHD	Narayanganj-2 (Sub Division Office)
19.	Parveen Akhter	Computer Operator, RHD	Quality Control Division, Dhaka (Division Office)
20.	Md. Shakib Hossain Seyam	Computer Operator, RHD	Contract Evaluation Division, Dhaka.

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