

Memo: 35.01.0000.165.25.113.21-427

Date: 29 December, 2021

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 **06 January 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 06 January 2022** for the said training programme.

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

**Date: 06 January 2022**

**Time: 09:00am - 5:00pm.**

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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:** 06 January 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	ID No	Designation	Place of Posting
1.	A.N.M. Moniruzzaman Ansari	400301	LDA cum Typist, RHD	Barishal-2 (Sub Division Office)
2.	Md. Mofazzal Hossain	300786	Office Assistant-Cum-Computer Operator, RHD	Sherpur (Bogura) (Sub Division Office)
3.	Nittananda Mollik	055691	Office Assistant-Cum-Computer Operator, RHD	Jashore-2 (Sub Division Office)
4.	Md. Zakir Hossain	400887	Office Assistant-Cum-Computer Operator, RHD	Patuakhali (Sub Division Office)
5.	A.B.M. Tofayel Uddin	400400	Computer Operator, RHD	Rangamati-1 (Sub Division Office)
6.	Kazi Md. Dalwer Hossain	300510	LDA cum Typist, RHD	Noakhali (Division Office)
7.	Md. Abul Morshed	500462	Draftsman, RHD	Chattogram [Division Office]
8.	Md. Farid Uddin Ahmed	301070	Work Assistant, RHD	Vitikandi (Sub Division Office)
9.	Ismail Hossain	800245	Computer Operator, RHD	Moulvi Bazar (Division Office)
10.	Md. Tamizuddin Talukder	056148	LDA cum Typist, RHD	Bhatipara (Sub Division Office)
11.	Md. Abul Hashem	100530	UDA, RHD	Chandpur (Division Office)
12.	Md. Salim	400464	Steno Typist, RHD	Cumilla (Division Office)
13.	Md. Sanowar Hossain		Computer Operator, RHD	Pabna (Division Office)
14.	MD. Shohel Rana	800208	Computer Operator, RHD	Meherpur (Division Office)
15.	Md. Mehdi Hasan Panna	800210	Computer Operator, RHD	Khulna [Circle Office]
16.	Md. Monzurul Haque Chowdhury	800212	Computer Operator, RHD	Khulna [Division Office]
17.	Md. Shoriful Islam	800211	Computer Operator, RHD	Jhenaidah [Division Office]
18.	Md. Rabiul Alam	055596	Work Assistant, RHD	Rajbari (Sub Division Office)
19.	Md. Mamun Khan		Computer Operator, RHD	Khulna [Division Office]
20.	Shekh Zakir Hossain	800195	Computer Operator, RHD	Planning & Design Division, Dhaka Zone, Dhaka