



Dutch-Bangla Bank

Human Resources Division

DBBL/100/014/2024/66722

December 08, 2024

Office Order
No. 384/2024

Subject: Online Training on "Citizen's Charter of the Bank"

An online Program for the concerned officials of the bank on the captioned subject is scheduled to be held as detailed below:

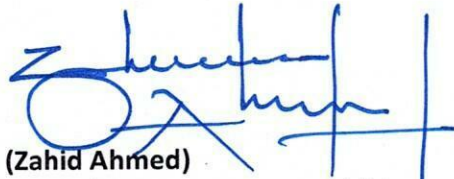
Date & Time	: December 11, 2024 (Wednesday) from 04:30 pm to 05:30 pm
Methodology	: Online Lecture/Discussion through digital platform (Zoom App).
Participants	: Concerned Officials (as per attached list).
Reporting Date & Time	: December 11, 2024 (Wednesday) at 04:30 pm

The participants (listed overleaf) are advised to attend the online program in time as per schedule mentioned above.

Instructions for Program:

1. All participants must attend the Program by maintaining a quiet environment.
2. All participants must join the Program through Laptop/PC/Smartphone with camera & microphone positively.
3. Ensure sufficient power supply & data connectivity.
4. Maintain Dress Code.

This is for kind information and meticulous compliance of all concerned.



(Zahid Ahmed)

Head of Human Resources Division

Distribution:

- i) **All CXOs.**
- ii) **Head of Division:** All Divisions of Head Office, Dutch-Bangla Bank.
- iii) **Manager:** All Branches, Dutch-Bangla Bank.
- iv) Public Relation Officer, Head Office, Dhaka for information and necessary action.
- v) PS to the Managing Director & CEO, Dutch-Bangla Bank, Head Office, Dhaka.
- vi) PS to the Deputy Managing Director- 1, 2, 3, 4, 5, 6, 7 & 8, Dutch-Bangla Bank Head Office, Dhaka.