

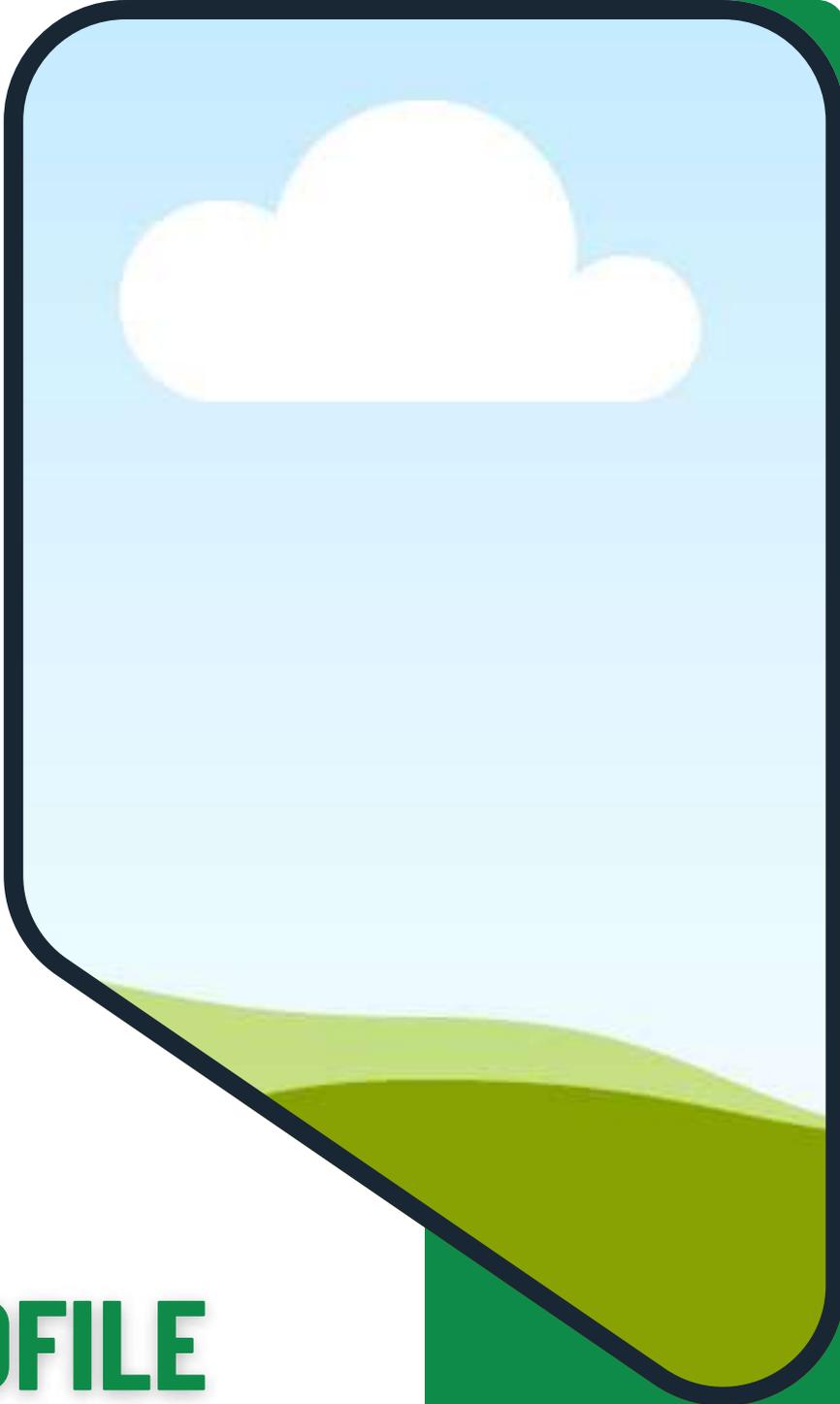
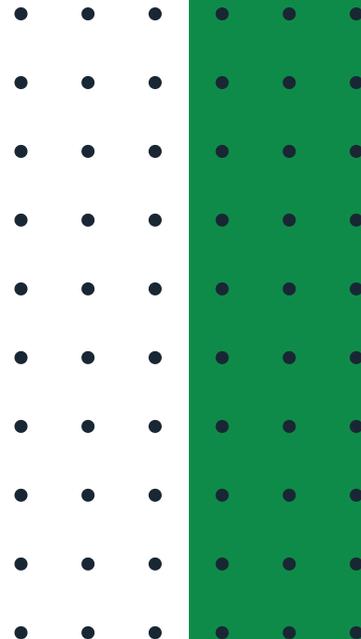
Dhaka CentreNIC IT Ltd

Dhaka CentreNIC IT Limited. is a leading IT company in Bangladesh, providing industry-approved training to empower freelancers and promote self-employment. Our programs are backed by BWCCI, ISISC, ICT Division Hi-Tech Park, NSDA, and BASIS.

DCIT LTD'S COMPANY PROFILE & LEGAL DOCUMENTS

MORE INFO

Dhaka CentreNIC IT Limited.
232 (2nd floor), West Agargaon, Shere-Bangla
Nagar Dhaka 1207, Bangladesh.
Web :- www.dcitltd.com.bd
Email:- dcithr2012@gmail.com
Phone: 01872-884988, Mobile: 01756-842455



Dhaka CentreNIC IT Limited

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Dhaka CentreNIC IT Limited

About Us

Dhaka CentreNIC IT Limited (DCIT LTD) is a premier IT-based organization in Bangladesh, committed to developing highly skilled professionals for the digital era. We offer advanced training programs in IT Support Services, Computer Operation, Graphic Design, Web Design and Development, and Digital Marketing. Our courses are recognized and approved by esteemed organizations such as NSDA, BWCCI, BASIS, E-CAB, and the ICT Division. Through hands-on learning experiences and expert mentorship, we empower freelancers, aspiring professionals, and IT enthusiasts to excel in freelancing, outsourcing, and corporate IT careers.

At DCIT LTD, we are dedicated to building a smart, capable workforce to meet both local and global market demands. Our training institute fosters self-employment, digital entrepreneurship, and career development by delivering quality education paired with real-world project experience. Backed by a team of experienced trainers, a strong nationwide network, and a vision for excellence, DCIT LTD actively contributes to Bangladesh's digital transformation and economic growth. We are committed to shaping confident, future-ready professionals who will lead the next generation of the IT industry.

Company Overview

- Year of Establishment: 2012
- Registration as a IT Company: 2012

Dhaka CentreNIC IT Limited
232 (2nd floor), West Agargaon, Shere-Bangla Nagar
Dhaka 1207, Bangladesh.
Web :- www.dcitltd.com.bd
Email:- dcithr2012@gmail.com
Phone: 01872-884988, Mobile: 01756-842455

NSDA Approval

Dhaka CentreNIC IT Limited (DCIT LTD) is officially approved by the National Skills Development Authority (NSDA). This prestigious recognition affirms that our training programs align with national skill standards, ensuring quality and relevance in today's job market. Through **NSDA-approved courses**, we are equipping learners with certified, job-ready skills that open doors to employment and entrepreneurship. We take pride in contributing to the development of a skilled, future-ready workforce in support of Bangladesh's digital transformation.



NSDA Approved Courses



Government of the People's Republic of Bangladesh
Chief Adviser's Office
National Skills Development Authority (NSDA)



Application ID : CAA-DHA-000948
Name of STP : Dhaka CentreNIC IT Ltd.
STP ID : STP-DHA-002201
Address : Doyel S.A Tower 220/A/1, South Pিরerbag, Amtola, 60 Fit
Mirpur, Dhaka 1216, MIRPUR, Dhaka
Date of decision issued : 29-05-2025

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Competency Based Training & Assessment Methodology - 5	Course and Assessment Center Accreditation	Approved	29-05-2025 to 28-05-2027	Approved	29-05-2025 to 28-05-2027
Competency Based Training & Assessment Methodology - 4	Course and Assessment Center Accreditation	Approved	29-05-2025 to 28-05-2027	Approved	29-05-2025 to 28-05-2027
Competency Based Assessment Methodology - 4	Course and Assessment Center Accreditation	Approved	29-05-2025 to 28-05-2027	Approved	29-05-2025 to 28-05-2027
Procurement Management - 3	Course and Assessment Center Accreditation	Approved	29-05-2025 to 28-05-2027	Approved	29-05-2025 to 28-05-2027
Supply Chain Management - 4	Course and Assessment Center Accreditation	Approved	29-05-2025 to 28-05-2027	Approved	29-05-2025 to 28-05-2027

Please comply with the applicable conditions as mentioned in the respective guidelines. NSDA may take necessary action and revoke the approvals in case of non compliance.

Regards
NSDA



This is a system generated certificate. Hence no signature is required.

NSDA Approved Courses



Government of the People's Republic of Bangladesh
Chief Adviser's Office
National Skills Development Authority (NSDA)



Application ID : CAA-DHA-000751
Name of STP : Dhaka CentreNIC IT Ltd.
STP ID : STP-DHA-002201
Address : Doyel S.A Tower 220/A/1, South Pinerbag, Amtola, 60 Fit
Mirpur, Dhaka 1216, MIRPUR, Dhaka
Date of decision issued : 08-08-2025

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Web Application Development with Python - 4	Course and Assessment Center Accreditation	Approved	07-08-2025 to 06-08-2027	Approved	07-08-2025 to 06-08-2027
Digital Marketing for Freelancing - 3	Course and Assessment Center Accreditation	Approved	01-08-2025 to 31-07-2027	Approved	07-08-2025 to 06-08-2027
Network and System Security for Freelancing - 4	Course and Assessment Center Accreditation	Approved	07-08-2025 to 06-08-2027	Approved	01-08-2025 to 31-07-2027

Please comply with the applicable conditions as mentioned in the respective guidelines. NSDA may take necessary action and revoke the approvals in case of non compliance.

Regards
NSDA



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NSDA Approved Courses



Government of the People's Republic of Bangladesh
Chief Adviser's Office
National Skills Development Authority (NSDA)



Application ID : CAA-DHA-000584
Name of STP : Dhaka CentreNIC IT Ltd.
STP ID : STP-DHA-002201
Address : Doyel S.A Tower 220/A/1, South Pireerbag, Amtola, 60 Fit
Mirpur, Dhaka 1216, MIRPUR, Dhaka
Date of decision issued : 16-10-2024

NSDA has made the following decision(s) regarding your STP Registration/Course Accreditation/Assessment Center Accreditation Application(s):

Application for	Type of Application	Decision for Course Accreditation	Validity: From - To	Decision for Assessment Center	Validity: From - To
Web Design - 3	Course and Assessment Center Accreditation	Approved	16-10-2024 to 15-10-2026	Approved	16-10-2024 to 15-10-2026
Graphic Design - 3	Course and Assessment Center Accreditation	Approved	16-10-2024 to 15-10-2026	Approved	16-10-2024 to 15-10-2026
Computer Operation - 3	Course and Assessment Center Accreditation	Approved	16-10-2024 to 15-10-2026	Approved	16-10-2024 to 15-10-2026
Web Design and Development for Freelancing - 3	Course and Assessment Center Accreditation	Approved	16-10-2024 to 15-10-2026	Approved	16-10-2024 to 15-10-2026
IT Support Service - 3	Course and Assessment Center Accreditation	Approved	16-10-2024 to 15-10-2026	Approved	16-10-2024 to 15-10-2026

Please comply with the applicable conditions as mentioned in the respective guidelines. NSDA may take necessary action and revoke the approvals in case of non compliance.

Regards
NSDA



This is a system generated certificate. Hence no signature is required.

Trade License

Dhaka CentreNIC IT Limited (DCIT LTD) is officially licensed to operate as a legal business entity under the jurisdiction of the local municipal authority in Bangladesh. We possess a valid Trade License, which certifies our legitimacy to conduct commercial activities in accordance with local government regulations. This license underscores our commitment to lawful business practices, operational integrity, and responsible service delivery across all areas of our work.

ঢাকা উত্তর সিটি কর্পোরেশন

www.dncc.gov.bd



লাইসেন্স ইস্যুর বিবরণ

ই-ট্রেড লাইসেন্স

ইস্যুর তারিখ : 07/07/2024
ইস্যুর সময় : 20:49:45

লাইসেন্স নং : TRAD/DNCC/020170/2023

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮৪-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদেশ কর্তৃক তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, বৃত্তি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নির্ধারিত বার্ষিক ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

১। ব্যবসা প্রতিষ্ঠানের নাম	: ঢাকা সেন্টারনিক আইটি লি:		
২। ব্যবসা প্রতিষ্ঠানের মালিকের নাম	: মো: রইজুল ইসলাম খান (ব্যবস্থাপনা পরিচালক)		
৩। পিতা / স্বামীর নাম	: মো: শামসুর রহমান খান		
৪। মাতার নাম	: আছিয়া খানম		
৫। ব্যবসার প্রকৃতি	: লিমিটেড কোম্পানী		
৬। ব্যবসার ধরণ	: আইটি, আমদানী, ফনসালটেশী, রপ্তানী		
৭। ব্যবসা প্রতিষ্ঠানের ঠিকানা	: বাড়ী-১৬, রোড-০১, মোহাম্মদীয়া হাউজিং লি. মো.পুর ঢাকা-১২০৭		
৮। অফল ডিএনসিসি'র নিজস্ব মার্কেট	: ৫ কারওয়ান বাজার	ওয়ার্ড: ৩৩	
৯। এনআইডি/পাসপোর্ট/জন্ম নিবন্ধন নং	: ৫৯৭৭৭৩৩৬৯৯	টিআইএন/বিআইএন নং:	
মোবাইল নম্বর	: ০১৭১১৮৯৩০১৫	ই-মেইল: rikhan03@gmail.com	
১০। অর্থ বছর	: ২০২৪-২০২৫ (নবায়নকৃত)	ব্যবসা শুরু তারিখ: ১০/০২/২০১৪	
১১। মালিকের বর্তমান ঠিকানা		মালিকের স্থায়ী ঠিকানা	
হোল্ডিং নং	: ১/৫/এ	হোল্ডিং নং	:
রোড নং	:	রোড নং	:
গ্রাম / মহল্লা	: উত্তর পীরেরবাগ	গ্রাম / মহল্লা	: ঐ
পোস্ট কোড	: ১২১৬	পোস্ট কোড	:
থানা	: মিরপুর	থানা	:
জেলা	: ঢাকা	জেলা	:
বিভাগ	: ঢাকা	বিভাগ	:
১২। আদেশ কর্তৃক তফসিল, ২০১৬ এর ক্রমিক নং	:		
১৩। ট্রেড লাইসেন্স ফি (নতুন/নবায়ন)			
লাইসেন্স/নবায়ন ফি	: ৩৫০০	সাইনবোর্ড কর (পরিচিতিমূলক)	: ৪৮০
সারচার্জ	: ০	ভ্যাট	: ৫৯৭
আয়কর / উৎসেকর	: ৩০০০	বই মূল্য	: ২৭০
বকেয়া ()	: ০	ফর্ম ফি	: ০.০০
সংশোধনী ফি	: ০.০০	অন্যান্য ফি	: ৫০০.০০
		সর্বমোট	: ৮৩৪৭.০০

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৫ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

Our Achivements & Certifications



জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ বাংলাদেশ
NATIONAL SKILLS DEVELOPMENT AUTHORITY BANGLADESH



ICT
DIVISION

FUTURE IS HERE



BASIS 

e-CAB

e-Commerce Association of Bangladesh



**ICT
DIVISION**

FUTURE IS HERE

DCIT Ltd. has achieved remarkable success through its collaboration with the ICT Division of Bangladesh, contributing significantly to the nation's digital development. The company has implemented various ICT-based training and capacity-building programs that have empowered youth and professionals with essential digital skills. Through innovative approaches and quality training, DCIT Ltd. has helped promote digital literacy and employability across the country. Its dedication and performance have earned recognition as a reliable partner in advancing the government's vision of a Smart Bangladesh.





DCIT Ltd. has proudly collaborated with the Bangladesh Women Chamber of Commerce and Industry (BWCCI) on several impactful projects aimed at empowering women through technology and entrepreneurship. Through these initiatives, DCIT Ltd. has provided ICT training, business development support, and digital skill enhancement programs for women entrepreneurs. These projects have helped many participants improve their technical knowledge, expand their businesses online, and contribute to the digital economy.





e-Commerce Association of Bangladesh

Dhaka CentreNIC IT Limited (DCIT LTD) is a proud member of the e-Commerce Association of Bangladesh (e-CAB), reflecting our active engagement in the advancement of Bangladesh's digital and e-commerce ecosystem. This affiliation signifies our commitment to driving innovation, ensuring quality, and fostering sustainable growth in the fields of online business and IT services. Through our partnership with e-CAB, we continue to contribute to the development of a robust and future-ready digital economy.



CS Scanned with CamScanner



জাতীয় দক্ষতা উন্নয়ন কর্তৃপক্ষ বাংলাদেশ
NATIONAL SKILLS DEVELOPMENT AUTHORITY BANGLADESH

Dhaka CentreNIC IT Limited (DCIT LTD) is officially approved by the National Skills Development Authority (NSDA) . This prestigious recognition affirms that our training programs align with national skill standards, ensuring quality and relevance in today's job market.



Activities & Images Of (DCIT LTD)

The informal visit by Chairman Mirza Nurul Ghani Shovon provided an excellent opportunity to review and evaluate our regular class activities.



Activities & Images Of (DCIT LTD)



Activities & Images Of (DCIT LTD)

Our **Graphics Design** regular class under NSDA includes hands-on training in Adobe Photoshop, Illustrator, and InDesign. Students work on real-world design projects such as logo creation, banner design, and photo editing. These activities help learners build professional portfolios and develop industry-standard creative skills.

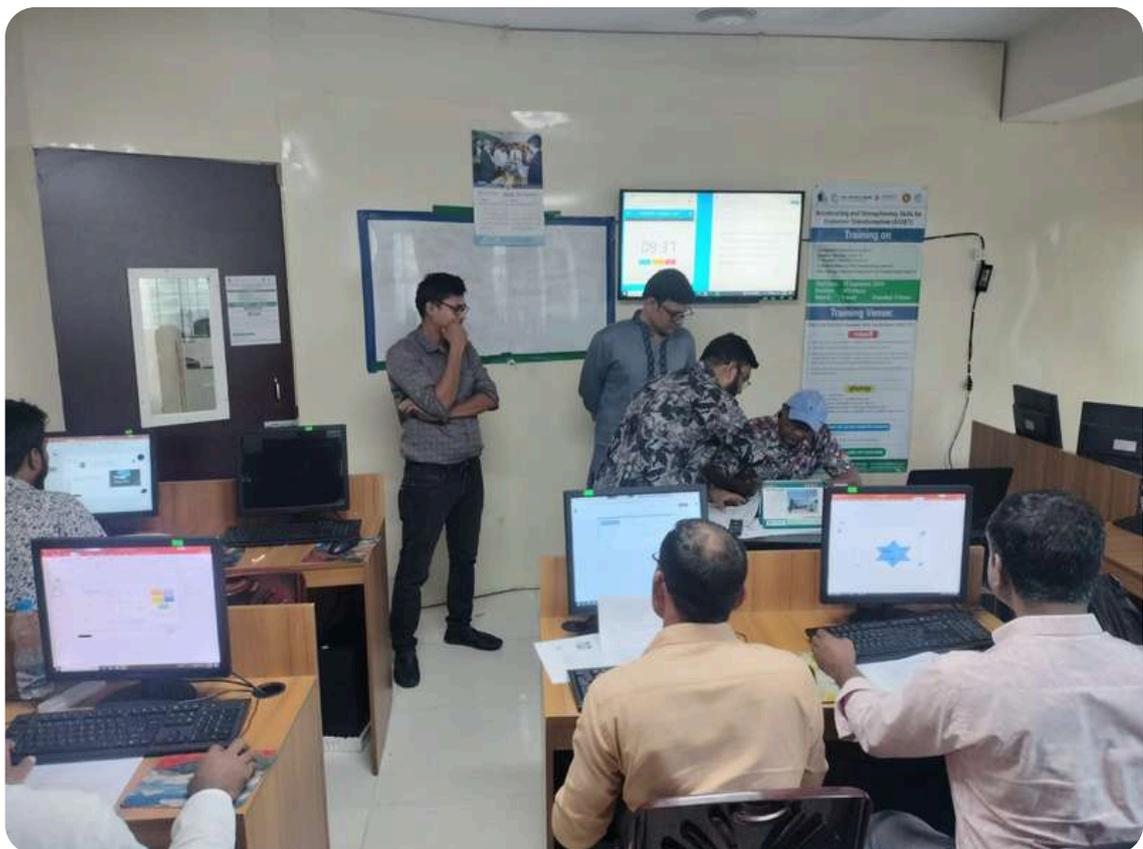
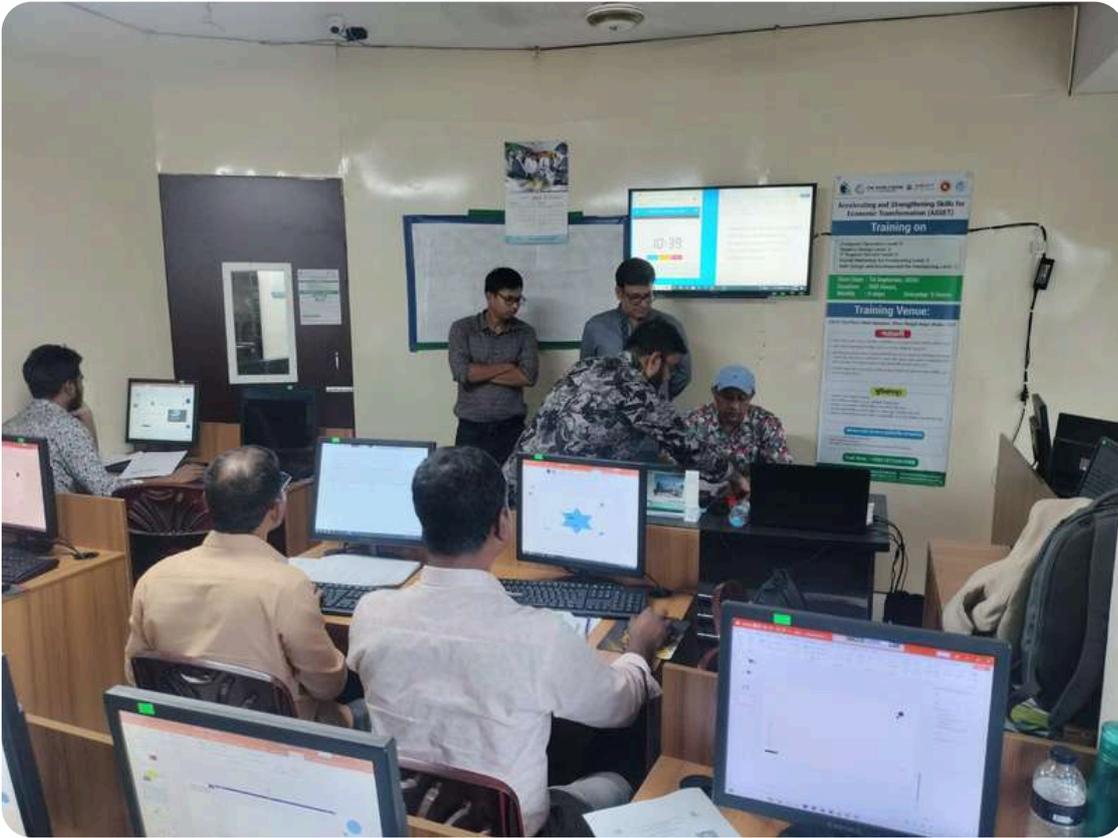


Activities & Images Of (DCIT LTD)

Our **Computer Operation** class focuses on developing essential digital skills for beginners and professionals. Students learn to use Microsoft Office applications, manage files, and perform basic troubleshooting. The training ensures participants gain practical computer knowledge for both personal and workplace efficiency.



Activities & Images Of (DCIT LTD)



Activities & Images Of (DCIT LTD)



Our RPL & Regular Assessment Result Sheet

Our RPL and Regular Assessment Result Sheets provide a comprehensive record of participants' performance, organized systematically for easy reference. They ensure a professional presentation of results and reflect DCIT Ltd.'s commitment to accurate evaluation, skill recognition, and supporting learners in achieving their career goals.

National Skills Development Authority										Total candidate		
Attendance & Result Summary										Present		
Center Name: Dhaka Centre NIC IT Ltd., Dhaka										Absent		
										Competent (C)		
										Not Yet Competent (NYC)		
Occupation: Computer Operation												
Level: 3												
Batch ID: AAB-RPL-ICT-CO-L3-000440												
Assessment Date:												
Assessment Type: Regular / RPL / Reassessment												
SL	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (If NYC)
1	RPL-ICT-CO-L3-005453		Md Ruhul Amin	মোঃ রুহুল আমিন	মোঃ আব্দুল সাগর সরকার	বুনি আক্তার	No	01671838938		C		
2	RPL-ICT-CO-L3-005454		Md Mosaddek Al Hameem	মোঃ মোসাদ্দেক আল হামিম	মোঃ ফজলুর রহমান	মারজিনা রহমান	No	01571503060		C		
3	RPL-ICT-CO-L3-005455		Robin Mia	রবিন মিয়া	কবির মিয়া	সিদিরা বেগম	No	01303276974		-	-	-
4	RPL-ICT-CO-L3-005456		Ab. Rahman	আবু রহমান	মোঃ শামসুল হক	ফুলপুর বেগম	No	01956362780		NYC		Job-2 Oral
5	RPL-ICT-CO-L3-005457		Nikkan Biswas	নিকান বিস্বাস	নীলেন বরন বিস্বাস	নীলা বিস্বাস	No	01773130985		C		
6	RPL-ICT-CO-L3-005463		Md Tamzid Ferdows Nadim	মোঃ তামজিদ ফেরদৌস নাডিম	মোহাম্মদ মনজুরুল আলম	বুমানা ইয়াসমিন	No	01926749919		C		
7	RPL-ICT-CO-L3-005458		Sifat Ferdous	সিফাত ফেরদৌস	আসলাম মিয়া	আবাতুল ফেরদৌস	No	01302531716		C		
8	RPL-ICT-CO-L3-005459		Abu Nayeem	আবু নাদিম	মনির হোসেন	হাফিজা	No	01797789006		-	-	-
9	RPL-ICT-CO-L3-005464		Abdul Momin	আব্দুল মোমিন	শোকমান হাফিজ	জোবেদা খাতুন	Yes	01911128695		C		
10	RPL-ICT-CO-L3-005462		Md Sheik Farid	মোঃ শেখ ফরিদ	নূরুল হক	আমেনা বেগম	No	01817124493		-	-	-
11	RPL-ICT-CO-L3-005460		Fazla Rabbi Shsh	ফজলে রাব্বী শীশ	মমতুল আক্তার	খালেদা বেগম	No	01753301588		-	-	-
12	RPL-ICT-CO-L3-005461		UJJWAL BHAKTA	উজ্বল ভক্ত	রমেশ ভক্ত	অম্মি ভক্ত	No	01754166365		C		
Signature of Assessor					Signature of Assessment Center Head/Principal/Manager/In Charge					Signature of NSDA Representative		
Name: Shamim Ara Shammii					Name: Md. Abdur Rahman					Name: Md. Abdur Rahman		
Mobile: 01755677009					Designation: Head/Principal/Manager/In Charge					Designation: Director (Assessment)		
Email: shanim.a.shamim6292@gmail.					Mobile No: 01906796012					Mobile No: 01906796012		

Our RPL & Regular Assessment Result Sheet



National Skills Development Authority
Attendance & Result Summary
Center Name: Dhaka Centre/NIC IT Ltd.,
Dhaka

Total candidate	12
Present	12
Absent	-
Competent (C)	03
Not Yet Competent (NYC)	09

Occupation: Computer Operation
Level: 3

Assessment Date: 10.05.2025

Batch ID: AAB-RPL-ICT-CO-L3-000429

Assessment Type: Regular / RPL / Reassessment

SL	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (If NYC)
1	RPL-ICT-CO-L3-005314		Arnesa Akter	আরনো আক্তার	মোঃ হিদিবুর রহমান	মমতাজ বেগম	No	01731504420			NYC	Job-2
2	RPL-ICT-CO-L3-005308		Najmus Sakib Rashid	নাজমুস সাকিব রশিদ	মোঃ মাদনুর রশিদ	জামিলা আবেদ	No	01706966900			NYC	Job-2
3	RPL-ICT-CO-L3-005315		Sudeep Chandra Mondal	সুদীপ চন্দ্র মন্ডল	সুদীপ চন্দ্র মন্ডল	বেগম রানী	No	01736410355		C		
4	RPL-ICT-CO-L3-005317		Md. Nazren Haque Khan	মোঃ নাজরেন হক খান	সাকিবুল হক খান	আফিয়া হক খান	No	01534586984			NYC	Job-2
5	RPL-ICT-CO-L3-005318		Farhana Islam	ফারহানা ইসলাম	কাজী আব্দুল ইসলাম	নূরুন্নাহান সুলতানা	No	01837027508			NYC	Repeat All
6	RPL-ICT-CO-L3-005316		Faria Islam	ফারিয়া ইসলাম	কাজী আব্দুল ইসলাম	নূরুন্নাহান সুলতানা	No	01827212520			NYC	Repeat All
7	RPL-ICT-CO-L3-005309		MD Mahdy Hasan	মোঃ মেহেদী হাসান	মোঃ মকবুল হোসেন	মোঃ সফিনা খাতুন	No	01321868823			NYC	Repeat All
8	RPL-ICT-CO-L3-005310		MD JAHANGIR HOSSAIN	মোঃ জাহাঙ্গীর হোসেন	মোঃ খদিবুর রহমান	মবেন্নারা বেগম	No	01715661440		C		
9	RPL-ICT-CO-L3-005311		Md. Sajidul Islam Sajid	মোঃ সাজিদুল ইসলাম সাজিদ	মোঃ রফিকুল ইসলাম	জামিলা বেগম	No	01953456302			NYC	Repeat All
10	RPL-ICT-CO-L3-005312		Md. Merajul Shorkar	মোঃ মিরাজুল শরকার	মোঃ জালাল উদ্দিন	মোঃ জামিলা	No	01306969517			NYC	Job-2
11	RPL-ICT-CO-L3-005313		Robindronal Mahato	রবীন্দ্রনাথ মাহাত	অপবকু মাহাত	পানতি রানী	No	01711576950		C		
12	RPL-ICT-CO-L3-005307		Mahfuza Mishu	মাহফুজা মিশু	মোঃ মোশরফ হোসেন	সুলতানা খানম	No	01731505277			NYC	Repeat All

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Signature of Assessment Center Head/Principal/Manager/in Charge

Signature of NSDA Representative
Name: Md. Abdur Rahman
Designation: Director (Skills)
Mobile No: 01718633375

Our RPL & Regular Assessment Result Sheet



National Skills Development Authority
Attendance & Result Summary
Center Name: Dhaka CentreNIC IT Ltd.,
Dhaka

Total candidate	12
Present	
Absent	
Competent (C)	
Not Yet Competent (NYC)	

Occupation: Web Design

Level: 3

Batch ID: AAB-REG-ICT-WD-L3-000014

Assessment Date:

Assessment Type: Regular / RPL / Reassessment

SL	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (If NYC)
1	REG-ICT-WD-L3-001255		Afrozahar Tandra	আফরোজ আহান তন্দ্রা	মোঃ তোতা মিয়া	সায়েদা খাতুন	No	01906143873				NYC Oral and Demonstration
2	REG-ICT-WD-L3-001256		Khodeja Aktar	খোদেজা আক্তার	মোঃ বাচ্চু মিয়া	মোসাম্মা আহমা বেগম	No	01780726713				
3	REG-ICT-WD-L3-001264		Mst. Esrat Jahan	ইসরাত জাহান	মোঃ কামরুল ইসলাম	মোসাম্মা শাহী বেগম	No	01765215490	—			absent
4	REG-ICT-WD-L3-001254		NITIMA ROY	নিতিমা রায়	নির্মল চন্দ্র রায়	দেবী রাণী রায়	No	01760091800	Nitima			
5	REG-ICT-WD-L3-001257		Sharmin Naz	শারমিন নাজ	মোঃ নিজাম	ইসরাত	No	01932964947	Sharmin			NYC Job-1 Job-3
6	REG-ICT-WD-L3-001258		Airin Jannaty	আইরিন জার্নাতি	ছামাল হোসেন	রেশমা বেগম	No	01934085699	Airin			
7	REG-ICT-WD-L3-001259		Tarin Khandaker Borsha	তারিন খন্দকার বর্ষা	মোঃ আবুল হোসেন	পারভীন আকতার	No	01798725847	Tarin			NYC Job-3
8	REG-ICT-WD-L3-001260		Nusrat jahan Nisita	নুসরাত জাহান নিশিতা	মোঃ নূর হোসেন	মোছাম্মা হাজেরা খাতুন	No	01831825112	—			absent
9	REG-ICT-WD-L3-001261		Taslima Akhter	তাহলিমা আক্তার	সহিদ পাছী	রাবেয়া বেগম	No	01904228374	Taslima Akhter			NYC Job-3
10	REG-ICT-WD-L3-001262		Sababa Rahman	সাবাবা রহমান	ফজলু রহমান	আখলা বেগম	No	01631753233				NYC Job-3
11	REG-ICT-WD-L3-001265		Marium Akter	মারিয়ম আক্তার	ইউসুফ আলী পাটওয়ারী	দেলিনা আক্তার	No	01617885819	Marium			NYC Job-3
12	REG-ICT-WD-L3-001263		Maria Sultana	মারিয়া সুলতানা	মোঃ আব্দুস সালাম সরদার	শেফালী বেগম	No	01303351406	Maria			NYC Job-2 Job-3

Signature of Assessor

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Md. Anwar Hossain
Manager
Dhaka CentreNIC IT Ltd.

Signature of Assessment Center Head/Principal/Manager/In Charge

Signature of NSDA Representative
Name: Sabina yeasmin
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Our RPL & Regular Assessment Result Sheet



National Skills Development Authority Attendance & Result Summary

Center Name: Dhaka Centre NIC IT Ltd.
Dhaka



Total candidate	10
Present	9
Absent	1
Competent (C)	8
Not Yet Competent (NYC)	1

Occupation: Web Design

Level: 3

Batch ID: AAB-REG-ICT-WD-L3-000019

Assessment Date: 11.10.2025

Assessment Type: Regular / RPL / Reassessment

Sl	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (If NYC)
1	REG-ICT-WD-L3-001355		Amanda Neahana Gomes	আমেন্ডা রিহানা গমেস	পেট্রিয়ার জনসন গমেস	মুগু হেই	No	01535185464		C		
2	REG-ICT-WD-L3-001356		Shamma Akther	শামীরা আক্তার	মোঃ আনোয়ার কবির	শেখিনা কবির	No	01642568596		C		
3	REG-ICT-WD-L3-001353		Nurahan	নুরতাহান	এ কে এম ওবাযুগ্লাই	বিল আফরোজা	No	01846743838		C		
4	REG-ICT-WD-L3-001359		sakeba Irin	সকেবা ইরিন	সামছুল হক	বিল আফরোজা বেগম	No	01676384536		C		
5	REG-ICT-WD-L3-001360		Mahmuda Azad	মাহমুদা আজাদ	এ কে এম আবুল কালাম আজাদ	গোবেতা পারভীন	No	01612390473		C	NYC	demo of trial
6	REG-ICT-WD-L3-001357		Shohana Akter Kakon	শোহানা আক্তার কাকন	আবুল কাশেম	সাহিদা ইয়াসমিন	No	01957317797		C		
7	REG-ICT-WD-L3-001354		Nishat Tasnim Ali	নিশাত তাসনিম আলী	মোহাম্মদ আলী	কাজী মাদুনা আক্তার	No	01318453407		C		
8	REG-ICT-WD-L3-001358		Afsana Akther Rubi	আফসানা আক্তার রুবি	মোঃ বিদ্যোজ	কাজল আক্তার	No	01533397167		C		
9	REG-ICT-WD-L3-001361		Mohosina Akter Biva	মোহসিনা আক্তার বিভা	মোঃ মাজহারুল ইসলাম	মোহা নব্বিনা আক্তার	No	01533077066		C		
10	REG-ICT-WD-L3-001362		Laju Akter	লাইজু আক্তার	আবুল করিম	মাহমুদা বেগম	No	01823661712		C		

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Md. Anwar Hossain
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Mobile No: 01906796013

Our RPL & Regular Assessment Result Sheet

National Skills Development Authority
Attendance & Result Summary
Center Name: Dhaka CentreNIC IT Ltd.,
Dhaka

Total candidate	*
Present	7
Absent	1
Competent (C)	0
Not Yet Competent (NYC)	7

Web Design
AAB-SB-ICT-WD-L3-000005
Assessment Date: 02-08-25
Assessment Type: Regular / RPL / Reassessment

Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
									(C)	NYC	Reassessment Requirements (if NYC)
REG-ICT-WD-L3-001263		Maria Sultana	মারিয়া সুলতানা	মোঃ আব্দুস সালাম সরদার	শেফালী বেগম	No	01303351406		-	-	-
REG-ICT-WD-L3-001265		Mariam Akter	মারিয়াম আক্তার	ইউসুফ আলী পাটওয়ারী	পেলিনা আক্তার	No	01617885819		-	NYC	Job-3
REG-ICT-WD-L3-001262		Sababa Rahman	সাবাবা রহমান	ফজলু রহমান	আব্বা বেগম	No	01631753231		-	NYC	Job 3
REG-ICT-WD-L3-001261		Taslima Akhter	তাসলিমা আক্তার	সহিদ পাড়ী	রাবেয়া বেগম	No	01904228374		-	NYC	Job 3
REG-ICT-WD-L3-001260		Nusrat jahan Nisita	নূসরাত জাহান নিসিতা	মোঃ নূর হোসেন	মোছাঃ হাছেরা খাতুন	No	01831825112		-	NYC	Wt Job 2+ Job 3+ora
REG-ICT-WD-L3-001259		Tarin Khandaker Borsha	তারিন খন্দকার বর্ষা	মোঃ বাবুল হোসেন	পারভীন আকতার	No	01798725847		-	NYC	Job 3
REG-ICT-WD-L3-001257		Sharmin Naz	শারমিন নাজ	মোঃ নিজাম	ইসরাত	No	01932984947		-	NYC	Job 3
REG-ICT-WD-L3-001255		Afrozah Tandra	আফরোজ জাহান তন্দ্রা	মোঃ জোতা বিয়া	সাশেরা খাতুন	No	01906143873		-	NYC	Job 2 + Job 3

Signature of Assessor
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Signature of Assessment Center
Head/Principal/Manager/In Charge

Signature of NSDA Representative
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Our RPL & Regular Assessment Result Sheet



National Skills Development Authority
Attendance & Result Summary
Center Name: Dhaka Centre/NIC IT Ltd.,
Dhaka

Total candidate	17
Present	11
Absent	01
Competent (C)	07
Not Yet Competent (NYC)	04

Occupation: Computer Operation
Level: 3

Assessment Date: 17-05-2025
Assessment Type: Regular / RPL / Reassessment

Batch ID: AAB-REG-ICT-CO-L3-000702

SL	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (If NYC)
1	REG-ICT-CO-L3-012314		Halima Akter	হালিমা আক্তার	মোঃ মিজানুর রহমান	ছায়াবরা বেগম	No	01783758743	Halima Akter	-	NYC	Job 2 + total
2	REG-ICT-CO-L3-012317		Most Kadeja Akter	মোসাম্মত হাদিকা আক্তার	আব্বাস পাটোয়ারী	হাদিকা বেগম	No	01623432784	Most Kadeja	-	NYC	Written + Job 2 + total
3	REG-ICT-CO-L3-012308		Fahmeda anjum kazal	ফাহমেদা আনজুম কাজল	আব্দুল কাইয়ুম মোল্লা	সামছুন নাহার	No	01819688168	Fahmeda	C	-	-
4	REG-ICT-CO-L3-012315		Sadiya afrin vabna	সাদিয়া আফরিন ভাবনা	ইকবাল হোসেন	ফরিদা ইয়াসমিন	No	01974145775	Sadiya	C	-	-
5	REG-ICT-CO-L3-012309		Jafrin Jahan	জাফরিন জাহান	মোঃ আলম চন্দ্র	রোকসানা	No	01940977567	Jafrin	C	-	-
6	REG-ICT-CO-L3-012310		Moriom akter Tinny	মরিয়ম আক্তার তিরি	মোঃ মিজানুর রহমান	খোরশেদা বেগম	No	01898419086	Tinny	C	-	-
7	REG-ICT-CO-L3-012311		Jannatul Ferdush	জান্নাতুল ফেরদুশ	বো বাবুল জাহাঙ্গীর	মিনুয়ারা আক্তার	No	01902519368	Jannatul	-	-	-
8	REG-ICT-CO-L3-012312		Most Ummay hapsa jul	মোস্তাফিজা হ্যামছা জুল	মোঃ আকির হোসেন	মোছাঃ শাহিনুর বেগম	No	01793594940	Most Ummay	-	NYC	Written + Job 1, 2, 3 + total
9	REG-ICT-CO-L3-012318		Farjana Sarkar Llya	ফারজানা সরকার লিয়া	কবির আহমেদ সরকার	বিশী বিলকিস আক্তার	No	01315693065	Farjana	C	-	-
10	REG-ICT-CO-L3-012313		Jannatul Mawa Asha mony	জান্নাতুল মওয়াশা মনি	নূর মোহাম্মদ খান	রাশিয়া খানম	No	01774558702	Asha Mony	C	-	-
11	REG-ICT-CO-L3-012316		Bipasha Akter munny	বিপাশা আক্তার মুন্নি	মোঃ মিজানুর রহমান	খোরশেদা বেগম	No	01330503398	Bipasha	-	NYC	Written + Job 2 + total
12	REG-ICT-CO-L3-012319		Pia Akther	পিয়া আক্তার	মোঃ মেসারার হোসেন	হেলেনা বেগম	No	01894711318	Pia Akther	C	-	-

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Signature of Assessment Center
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Our RPL & Regular Assessment Result Sheet



National Skills Development Authority
Attendance & Result Summary
Center Name: Dhaka Centre/NIC IT Ltd.
Dhaka

Total candidate	12
Present	09
Absent	03
Competent (C)	02
Not Yet Competent (NYC)	07

Occupation: Computer Operation

Level: 3

Batch ID: AAB-REG-ICT-CO-L3-000719

Assessment Date: 31-05-2025

Assessment Type: Regular / RPL / Reassessment

Sl.	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (# NYC)
1	REG-ICT-CO-L3-012703		Mahsina Tasin Khan	মাহসিনা তাসিন খান	ফকির আছতার হান	হারুন্না বেগম	No	01304962171	Mahsina	NYC	Written + Job-1,4	
2	REG-ICT-CO-L3-012697		Mahmoda Akter Bristy	মাহমুদা আক্তার ব্রিস্টী	মোঃ হুমায়ূন	পারভীন বেগম	No	01876934206	Bristy	NYC	Written + Job-1,2,4	
3	REG-ICT-CO-L3-012698		Mana Sultana	মান্না সুলতানা	মোঃ আব্দুল মগনাম সরকার	সেকাণী বেগম	No	01303351406	Manasultana	NYC	Written Job-1,4	
4	REG-ICT-CO-L3-012704		Mst Muhsina Akter	মোস্তাফিজা মুহসিনা আক্তার	মোঃ আনোয়ার হোসেন	পারভীন আফরিন হারুনগার	No	01793603925	Muhsina	NYC	Job-2,4	
5	REG-ICT-CO-L3-012705		Manzura Akter Umi	মানজুরা আক্তার উমি	মোঃ মোবারক হোসেন	আফরোজা আক্তার টানা	No	01616043560	Umi	C	-	
6	REG-ICT-CO-L3-012699		Mim akter	মিম আক্তার	মোঃ জোেলহাস	মোস্তাফা মরতাজ বেগম	No	01308806222	Mim Akter	NYC	Repeat All	
7	REG-ICT-CO-L3-012700		Shamima Haque	শামীমা হক	আবদুল হক	নুসুন নাহার হক	No	01313924759	Shamima	NYC	Repeat All	
8	REG-ICT-CO-L3-013785		Jannatul Shraboni	জান্নাতুল শ্রাবনী	মোঃ হাফেজ	শাহেদা বেগম	No	01829742829	A			
9	REG-ICT-CO-L3-012701		Jenn Afroz	জেরিন আফরোজ	মোঃ মাজহারুল হক	নাসরীন আফরোজা	No	01757251876	A			
10	REG-ICT-CO-L3-013789		Tania Akter	তানিয়া আক্তার	ইউসুফ মোস্তাফা	শাহনাজ বেগম	No	01639028917	A			
11	REG-ICT-CO-L3-012695		Mst Jebunnahar	মোস্তাফা জেবুন্নাহার	মাকসুদ হক	নুসুন নাহার	No	01995275055	Jebunnahar	C	-	
12	REG-ICT-CO-L3-012702		Jannatul Farjous Muna	জান্নাতুল ফারজুস মুনা	সামসুদ্দীন হক	শাহমা বেগম	No	01904999797	Jannatul	NYC	Written + Job-2,4	

<p style="text-align: center;"><i>Akhi</i></p> <p style="text-align: center;">Signature of Assessor</p> <p>Name: Jannatul Fardus Akhi Mobile: 01791188427 Email: jkhi53@gmail.com</p>	<p style="font-size: 2em;"><i>[Signature]</i></p> <p>Signature of Assessment Center Head/Principal/Manager/in Charge</p>	<p style="text-align: center;"><i>[Signature]</i> 31/5/25</p> <p>Signature of NSDA Representative</p> <p>Name: MINA MASUD UZZAMAN Designation: Member (Planning & Skills) Mobile No: 01716108837</p>
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Our RPL & Regular Assessment Result Sheet



National Skills Development Authority
Attendance & Result Summary
Center Name: Dhaka Centre NIDC IT Ltd.,
Dhaka

Total candidate	0
Present	09
Absent	—
Competent (C)	09
Not Yet Competent (NYC)	—

Occupation: Computer Operation

Level: 3

Batch ID: AAB-SB-ICT-CO-L3-000203

Assessment Date: 02/08/2025

Assessment Type: Regular / RPL / Reassessment

SL	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (If NYC)
1	REG-ICT-CO-L3-012698		Maria Sultana	মারিয়া সুলতানা	বোঃ আব্দুল সালাম সরদার	শেফালা বেগম	No	01303351406		C	-	-
2	REG-ICT-CO-L3-012317		Most Kadeja Akter	মোসাম্মা খাদিজা আক্তার	আব্দুল হক পাটোয়ারী	হাসিনা বেগম	No	01623432784	Khadija	C	-	-
3	REG-ICT-CO-L3-012316		Bipasha Akter munny	বিপাশা আক্তার মুন্নি	বোঃ মিজানুর রহমান	শোরশোনা বেগম	No	01330503398	Bipasha	C	-	-
4	REG-ICT-CO-L3-012703		Mohsina Tasin khan	মোহসিনা তাসিন খান	আলী আফগার খান	মাহমুদা বেগম	No	01304982171	Mohsina	C	-	-
5	REG-ICT-CO-L3-012697		Mahmuda akter bristy	মাহমুদা আক্তার ব্রিস্টি	বোঃ আলী	পারভীন বেগম	No	01878834206		C	-	-
6	REG-ICT-CO-L3-012700		Shamima Haque	শামীমা হক	আব্দুল হক	নূরন নাহার হক	No	01313924759		C	-	-
7	REG-ICT-CO-L3-012311		Jannatul Ferdush	জান্নাতুল ফেরদুস	বোঃ আব্দুল হাকিম	বিনুমা আক্তার	No	01902519368	Jannatul	C	-	-
8	REG-ICT-CO-L3-013789		Tania Akter	তানিয়া আক্তার	ইউসুক মোদা	শাহানা বেগম	No	01639028917	Tania	C	-	-
9	REG-ICT-CO-L3-013785		Jannatul Shrabon	জান্নাতুল শ্রাবণী	বোঃ রাহেল	শাহানা বেগম	No	01829742929	Jannatul	C	-	-

Signature of Assessor:
Name: SAYFUL ISLAM
Mobile: 0161192119
Email: sayful.dte@gmail.com

Signature of Assessor Center Head/Principal/Manager/In Charge:
Name: Md. Anwar Hossain
Designation: Manager
Center Name: Dhaka Centre NIDC IT Ltd.

Signature of NSDA Representative:
Name: P. K. M. Enamul Karim
Designation: Director (Admin), NSDA
Mobile No: 01718080804

Our RPL & Regular Assessment Result Sheet

Attendance & Result Summary		Center Name: Dhaka Centre/NIC IT Ltd., Dhaka	
	Present		Absent
	Competent (C)		06
	Not Yet Competent (NYC)		00
			06

Occupation: Computer Operation
Level: 3
Batch ID: AAB-REG-ICT-CO-L3-000782

Assessment Date: 12-07-2025
Assessment Type: Regular/RPL/Reassessment

SL	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Reassessment (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Reassessment Requirements (If NYC)
1	REG-ICT-CO-L3-013783		Mst. Shirina Akter	মোহা শিরিনা আক্তার	মোঃ দিলিপ উদ্দিন	মোহা হাছেরা খাতুন	No	01718680402	Absent			
2	REG-ICT-CO-L3-013790		MD Tareq Hasan	মোঃ তারেক হাসান	মোহাম্মাদ আলী	মোহা মুক্তা পারভীন	No	01713699227	Tareq		NYC	Repeat All
3	REG-ICT-CO-L3-013791		Md. Zubayer Ahmed	মোঃ সুবায়ের আহমেদ	মোঃ কামরুল ইসলাম	মোহাঃ ছালমা সুলতানা	No	01761950511	Absent			
4	REG-ICT-CO-L3-013784		MD. NAYMUR RAHMAN	মোঃ নাইমুর রহমান	আবদুল জলীল বিখাস	আবানুর বেগম	No	01538162581	Naimur		NYC	Written + Job-2
5	REG-ICT-CO-L3-013781		Md Robiul Islam Robin	মো রবিউল ইসলাম রবিন	মোতালেব হোসেন বাবু	মোহা রোসেনা খাতুন	No	01818368888	Robin		NYC	Written + Job-2
6	REG-ICT-CO-L3-013787		Md. Arif Ahmed	মোঃ আরিফ আহমেদ	মুত মোঃ শামসুদ্দিন আহমেদ	ছপি আহমেদ	No	01863366888	Arif		NYC	Written + Job-2
7	REG-ICT-CO-L3-013782		Ahasan Habib	আহসান হাবিব	গোলাম হারোয়ার	আশুরী বেগম	No	01841367982	Absent			
8	REG-ICT-CO-L3-013788		Md. Monirul Islam	মোঃ মনিরুল ইসলাম	মোঃ নজরুল ইসলাম	মোহা বর্জিনা	No	01745509963	Absent			
9	REG-ICT-CO-L3-013789		Tania Akter	তানিয়া আক্তার	ইউসুফ মোস্তা	শাহনাজ বেগম	No	01639028917	Absent			
10	REG-ICT-CO-L3-013780		Jannatul Ferdush	জান্নাতুল ফেরদৌস	মোঃ বাবুল আলুকার	মিনুয়ারা আক্তার	No	01902519368	Jannat		NYC	Written
11	REG-ICT-CO-L3-013785		Jannatul Shraboni	জান্নাতুল শ্রাবণী	মোঃ রাহেল	শালোনা বেগম	No	01829742929	Absent			
12	REG-ICT-CO-L3-013786		Jerin Afroz	জেরিন আফরোজ	মোঃ সাজ্জাদুল হক	নাসরীন আফরোজা	No	01757251876	Jerin		NYC	Written + Job-1,2,3

<p style="text-align: center;"><i>Akhi</i> Signature of Assessor 12-07-2025</p> <p>Name: Jannatul Fardus Akhi Mobile: 01791188827 Email: jfakhi52@gmail.com</p>	<p style="text-align: center;"><i>Mohin</i> Signature of NSDA Representative 12.07.25</p> <p>Name: Mohin Uddin Bahar Designation: Assistant Director Mobile No: 01558303536</p>
<p><i>[Signature]</i> Signature of Assessment Center Head/Principal/Manager/In Charge</p>	

Our RPL & Regular Assessment Result Sheet



National Skills Development Authority
Attendance & Result Summary
 Center Name: Dhaka Centre/NC IT Ltd.,
 Dhaka

Total candidate	17
Present	09
Absent	03
Competent (C)	02
Not Yet Competent (NYC)	07

Occupation: Computer Operation
 Level: 3
 Batch ID: AAB-REG-ICT-CO-L3-000719
 Assessment Date: 31-05-2025
 Assessment Type: Regular / RPL / Reassessment

Sl.	Registration Number	Photo	Name (English)	Name (Bangla)	Father's Name (Bangla)	Mother's Name (Bangla)	Registration No (Y/N)	Mobile No	Signature	Assessment Result		
										(C)	NYC	Assessment Requirements (if NYC)
1	REG-ICT-CO-L3-012703		Mohsina Tasn Khan	মোহসিনা তাসনি খান	ফকীর আলম খান	হাসিনা বেগম	No	01304962171	Mohsina	NYC	Written + Job-1,4	
2	REG-ICT-CO-L3-012687		Mahmuda akter bristy	মাহমুদা আক্তার ব্রিস্টি	মোঃ ফকী	নারীন বেগম	No	01878834206	Bristy	NYC	Written + Job-1,2,4	
3	REG-ICT-CO-L3-012686		Maria Sultana	মারিয়া সুলতানা	মোঃ আব্দুল মান্নান সরকার	বেকলী বেগম	No	01303351406	Maria Sultana	NYC	Written Job-1,4	
4	REG-ICT-CO-L3-012704		Mst. Muhaina Akter	মোঃ মুহিনা আক্তার	মোঃ আবদুল হোসেন হাওলাদার	নারীন আফান	No	01783603925	Muhaina	NYC	Job-2,4	
5	REG-ICT-CO-L3-012705		Marzura Akter Urmii	মার্জুরা আক্তার উর্মি	মোঃ মোহাম্মদ হোসেন	আবরোহা আক্তার স্নি	No	01616043560	Urmii	C	-	
6	REG-ICT-CO-L3-012699		Mim akter	মিম আক্তার	মোঃ মোহাম্মদ	মোঃ মনজুর বেগম	No	01308806222	Mim Akter	NYC	Repeat All	
7	REG-ICT-CO-L3-012700		Shamima Haque	শামীমা হক	আব্দুল হক	নুসুন নাহার হক	No	01313924759	Shamima	NYC	Repeat All	
8	REG-ICT-CO-L3-012696		Jannatul Shraboni	জান্নাতুল শ্রাবনী	মোঃ জালে	হাসিনা বেগম	No	01629742829	A			
9	REG-ICT-CO-L3-012701		Jerin Afroz	জেরিন আফরোজ	মোঃ মাহমুদুল হক	নাসরীন আফরোজ	No	01757251876	A			
10	REG-ICT-CO-L3-012694		Tania Akter	তানিয়া আক্তার	ইকবুল মোস্তাফিজ	নারীন বেগম	No	01639028917	A			
11	REG-ICT-CO-L3-012685		Mst Jaburnahar	মোঃ জব্বার	মহমুদুল হক	নুসুন হার	No	01985275055	Jaburnahar	C	-	
12	REG-ICT-CO-L3-012702		Jannatul Ferdous Munir	জান্নাতুল ফেরদৌস মুনীর	মহমুদুল হক	নারীন বেগম	No	01904999787	Jannatul	NYC	Written + Job-2,4	

<p style="text-align: center;"><i>Akhi</i> Signature of Assessor</p> <p> Name: Jannatul Ferdous Akhi Mobile: 01791188837 Email: jfahh52@gmail.com </p>	<p style="text-align: center;"><i>[Signature]</i> Signature of Assessment Center Head/Principal/Manager in Charge</p>	<p style="text-align: center;"><i>[Signature]</i> Signature of NSDA Representative</p> <p> Name: SEMA MASUD UZZAMAN Designation: Member (Planning & Skills) Mobile No: 01716188837 </p>
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Our RPL & Regular Assessment Photo Gallery

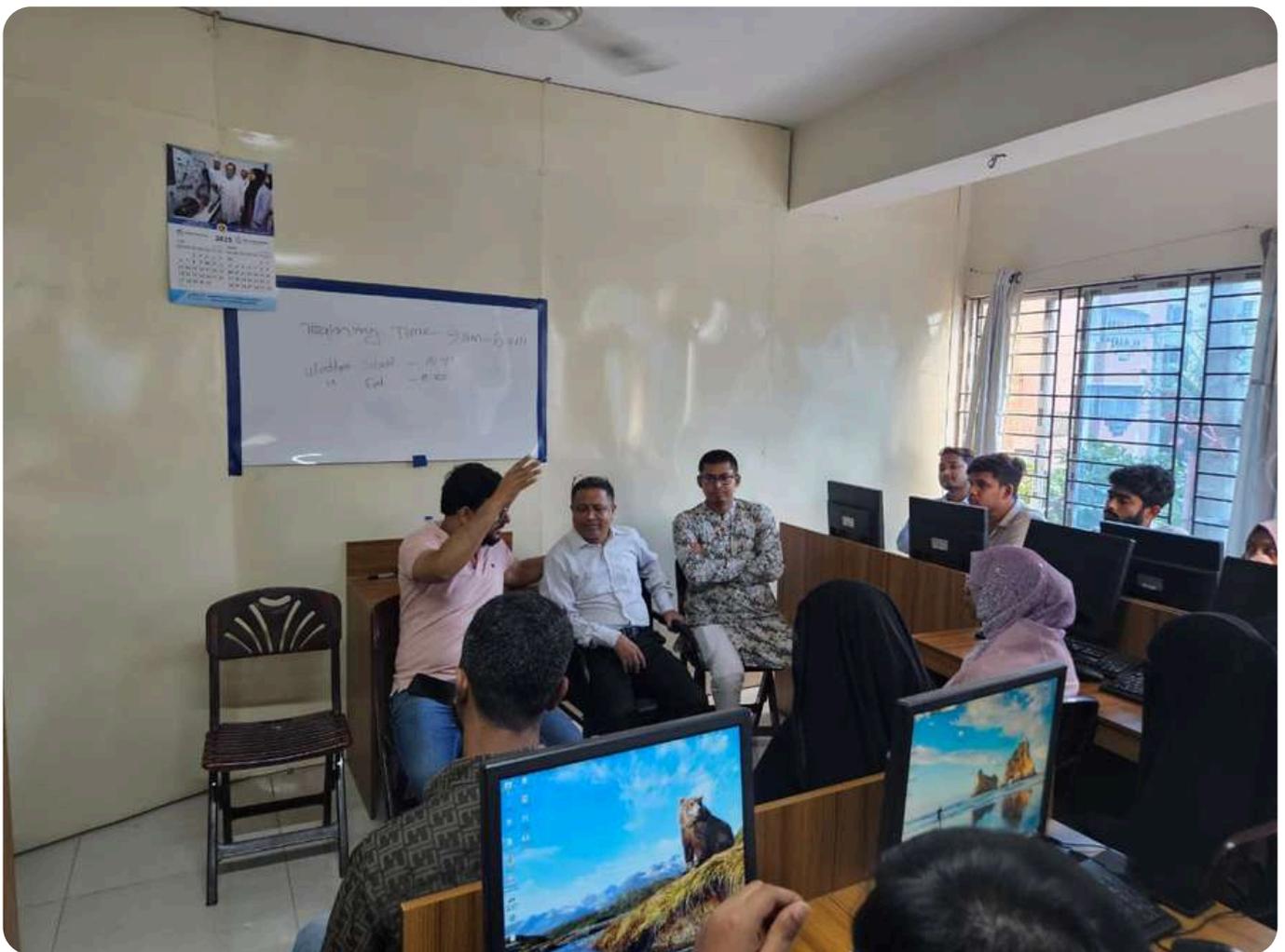


Our RPL & Regular Assessment Photo Gallery



RPL Awareness Activities

Our Managing Director and Mr. Bikash Chandra Ghatak from BWCCI jointly discussed the importance of RPL (Recognition of Prior Learning) awareness activities. They emphasized how RPL helps skilled individuals gain formal recognition for their existing competencies. The discussion highlighted the role of training centers like DCIT Ltd. in promoting this initiative nationwide. Both leaders shared insights on improving participation and ensuring quality assessment. Their collaboration reflects a strong commitment to empowering the workforce through knowledge and certification.



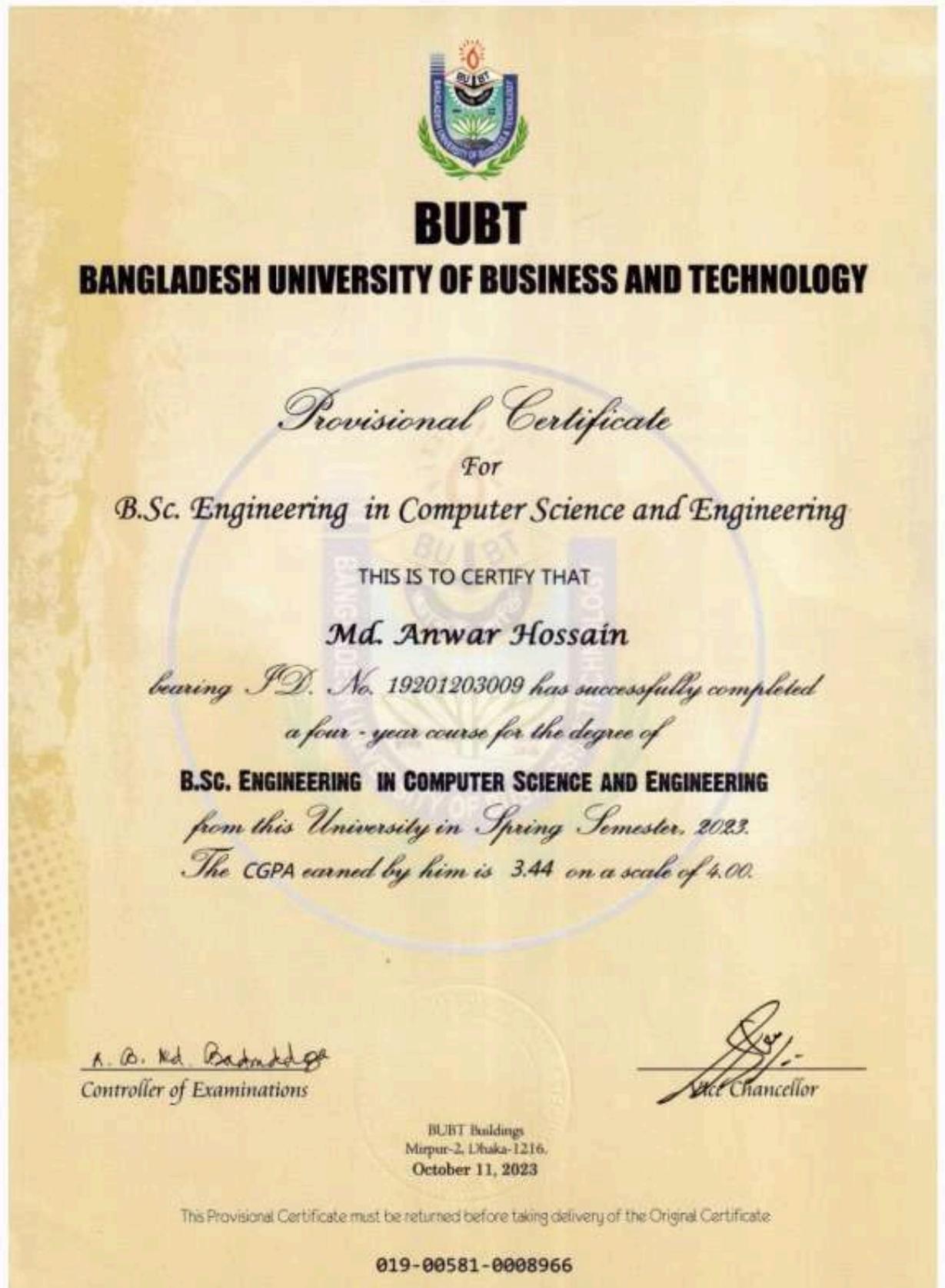
RPL Awareness Activities



Trainer and Staff Information

Sl.no	Name of key trainers	Area of expertise	Education
01	Md. Anwar Hossain	Web Design, HTML, CSS, SEO,SEM, SMM, Linux. Web Developer with NSDA Certified	BSc (CSE)
02	Jahid Hasan Prodin	Digital Marketing	HSC
03	Shamima Haque	Web Developer with NSDA Certified CBT&A	BSc (CSE)
04	MD. MOSTAKIM	Computer Operation, Level- 3 & IT Support Services Level 3	National University
05	Mohammad Shofiqule Islam	Digital Marketing for Freelancing, Level- 4 & Marketing Manager	BSc (CSE)
06	Pia Akther	Graphic Design Level 3 & Computer Operation Level - 3	BSc(CSE)
07	Md. Ruhin Ahamed	Graphic Design, Level- 3 & Computer Operation Level - 3	Diploma
08	MD. MOSTAKIM	IT Support Service, Level- 3 & Computer Operation	BSc in CSE
09	Afizul Islam	Web Designer And NSDA Certified Trainer	BSC in CSE
10	Mariya Sultana	Digital Content Creator	BSc in CSE
11	Ashikul Islam Ashik	Junior Office Executive & Computer Operator	BSC in CSE
12	Md Rayhan	Office Assistant	Diploma

01. Md. Anwar Hossain



Trainer and Staff Information



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

or

Web Design and Development for Freelancing, Level- 3

is awarded to

Md. Anwar Hossain

Father's Name: Md. Mohoshin Alom, & Mother's Name: Mst. Anjila khatun, bearing National ID/Birth Registration No: 7808207273 for successful completion of the following units of competency under National Skill Qualification Framework; NSQF (BNQF Level 1-6):

- ✔ Carry out Communication with Clients
- ✔ Carry out Workplace Interaction in English
- ✔ Comply to Ethical Standards in ICT Workplace
- ✔ Create and Edit Website using HTML
- ✔ Design Styles with CSS and CSS Framework
- ✔ Develop Website using JavaScript
- ✔ Operate Office Application Software
- ✔ Setup Web Design Environment
- ✔ Use Image Editing Software
- ✔ Work in a Self-directed Team

Serial No. : NSC-ICT-WDDF-L3-001445

Registration No. : RPL-ICT-WDDF-L3-001261

Result Published On: 29-12-2024

Valid until : 28-12-2029



Nasreen Akter
Executive Chairman, NSDA

02. Rownak Rashedin



03. Shamima Haque



Trainer and Staff Information



Government of the People's Republic of Bangladesh

Prime Minister's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

or

Competency Based Training & Assessment Methodology, Level- 4

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to

Shamima Haque

Father's Name: Ahammadul Haque, Mother's Name: Nurun Nahar Haque, National ID/Birth
Registration No: 7798884222 for successfully completing the requirements of the following units of
competency:

- ✔ Apply ICT to facilitate training and assessment
- ✔ Apply Occupational Safety and Health (OSH) in CBT&A environment
- ✔ Deliver competency based training
- ✔ Design and develop competency based assessment
- ✔ Design and modify competency based learning materials
- ✔ Maintain and enhance professional & technical competencies
- ✔ Maintain training equipment and facilities
- ✔ Organize and conduct competency based assessment
- ✔ Organize competency based training sessions
- ✔ Practice inclusivity in CBT&A environment
- ✔ Work effectively within TVET sector

Serial No. : NSC-T&A-CBT&AM-L4-001777

Registration No. : RPL-T&A-CBT&AM-L4-002829

Result Published On: 01-07-2024

Valid until : 01-07-2029




Nazreen Akter
Executive Chairman, NSDA

Trainer and Staff Information

MD. MOSTAKIM



Government of the People's Republic of Bangladesh
Prime Minister's Office
NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate
or
Computer Operation, Level- 3
is awarded to
MD. MOSTAKIM

Father's Name: MD. SACHCHU MIA, & Mother's Name: MST. NASIMA BEGUM, bearing National ID/
Birth Registration No: 20041211388006000 for successful completion of the following units of
competency under National Skill Qualification Framework; NSQF (BNQF Level 1-6):

- ✔ Carryout Communication with Clients
- ✔ Comply to Ethical Standards in the ICT Workplace
- ✔ Operate a Personal Computer
- ✔ Perform Basic Maintenance and Troubleshooting
- ✔ Prepare a Document Using Word Processor
- ✔ Prepare a Presentation
- ✔ Prepare a Spreadsheet
- ✔ Type Text and Documents in English and Bangla
- ✔ Use Internet and Access Resources

Serial No. : NSC-ICT-CO-L3-001194
Registration No. : RPL-ICT-CO-L3-001235
Result Published On: 26-07-2023
Valid until : 26-07-2028




Nazreen Akter
Executive Chairman, NSDA

Trainer and Staff Information

Mohammad Shofiqule Islam



Trainer and Staff Information

Pia Akther



Government of the People's Republic of Bangladesh
Chief Adviser's Office
NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate
in
Graphic Design, Level- 3
is awarded to
Pia Akther

Father's Name: MD. Delower Hossain, & Mother's Name: Helena Begum, bearing National ID/Birth Registration No: 3772180158 for successful completion of the following units of competency under National Skill Qualification Framework; NSQF (BNQF Level 1-6):

- ✔ Access Information using Internet and electronic mail
- ✔ Apply Graphic Design Concepts and Guidelines
- ✔ Apply Occupational Safety and Health (OSH) Practices at Workplace
- ✔ Carry out workplace interaction in English
- ✔ Comply to Ethical Standards in IT Workplace
- ✔ Create Mock Up and print
- ✔ Create professional designs using Illustration software.
- ✔ Develop materials for output
- ✔ Operate a Personal Computer and Use Application programs
- ✔ Operate office application software
- ✔ Separate and compose Images

Serial No. : NSC-ICT-GD-L3-002433
Registration No. : REG-ICT-GD-L3-002071
Result Published On: 23-11-2024
Valid until : 22-11-2029




Pia Akther
Executive Chairman, NSDA

Trainer and Staff Information



Bangladesh Technical Education Board, Dhaka

ACADEMIC TRANSCRIPT

SL No- **8562822**
Secondary School Certificate (Vocational) Examination, 2020
Held in February - March, 2020

Range of Marks (Percentage)	Grade	Point
80 and above	A+	5.00
70 to 79	A	4.00
60 to 69	A-	3.50
50 to 59	B	3.00
40 to 49	C	2.00
33 to 39	D	1.00
0 to 32	F	0.00

F (IX) = Failed in Class Nine
 F (X) = Failed in Class Ten

Trade : 68 - Computer & Information Technology
 Name : PIA AKTHER
 Father's Name : MD. DALOUR HOSSAIN
 Mother's Name : HELENA BEGUM
 Roll No : 312821
 Registration No : 2700519125 Session : 2018
 Date of Birth : 16/07/2003 (Sixteenth July Two Thousand Three)
 Institute Name : 50206 - Agargaon Adarsha High School, Dhaka

Code	Subjects	Full Marks (IX+X)	Marks Obtained (IX+X)	Letter Grade	Grade Point
1921	Bangla	200	163	A+	5.00
1922	English	200	165	A+	5.00
1923	Mathematics	200	175	A+	5.00
1924	Bangladesh and Global Studies	200	159	A+	5.00
1925	Physics	150	121	A+	5.00
1926	Chemistry	150	128	A+	5.00
1927	Computer Application	100	93	A+	5.00
1928	Self Employment and Entrepreneurship	50	43	A+	5.00
1929	Physical Education, Health Science and Sports	100	94	A+	5.00
1221	Islam Religion and Moral Education	100	87	A+	5.00
6823	Computer and Information Technology-I	400	360	A+	5.00
6824	Computer and Information Technology-II	400	372	A+	5.00
6882	Industrial Attachment Training	100	96	A+	5.00
1918	Engineering Drawing	50	47	A+	5.00

GPA without optional subject : **5.00**

Optional Subject					
1324	Agriculture	200	165	A+	5.00

GPA with optional subject : **5.00**

Date of publication of result : 31 May, 2020
 Date of printing : 22 July, 2020

Compared by

Asstt./ Deputy/ Controller of Examinations
 Bangladesh Technical Education Board, Dhaka

This Academic Transcript is issued without any alteration or erasure

Trainer and Staff Information

Md. Ruhin Ahamed



Government of the People's Republic of Bangladesh
Chief Adviser's Office
NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate
or
Graphic Design, Level- 3
is awarded to
Md. Ruhin Ahamed

Father's Name: Md. Delowar Hossen, & Mother's Name: Mst. Afroza Begum, bearing National ID/Birth Registration No: 1035364817 for successful completion of the following units of competency under National Skill Qualification Framework; NSQF (BNQF Level 1-6):

- ✔ Access Information using Internet and electronic mail
- ✔ Apply Graphic Design Concepts and Guidelines
- ✔ Apply Occupational Safety and Health (OSH) Practices at Workplace
- ✔ Carry out workplace interaction in English
- ✔ Comply to Ethical Standards in IT Workplace
- ✔ Create Mock Up and print
- ✔ Create professional designs using Illustration software.
- ✔ Develop materials for output
- ✔ Operate a Personal Computer and Use Application programs
- ✔ Operate office application software
- ✔ Separate and compose Images

Serial No. : NSC-ICT-GD-L3-001621
Registration No. : RPL-ICT-GD-L3-001677
Result Published On: 17-10-2024
Valid until : 16-10-2029




Hasreen Akter
Executive Chairman, NSDA

Trainer and Staff Information



Government of the People's Republic of Bangladesh

Chief Adviser's Office

NATIONAL SKILLS DEVELOPMENT AUTHORITY (NSDA)

National Skills Certificate

IT Support Service, Level- 3

[Under the Bangladesh National Qualification Framework (BNQF)]

is awarded to:

Md. Ruhin Ahamed

Father's Name: Md. Delowar Hossen, Mother's Name: Mst. Afroza Begum, National ID/Birth Registration No: 1035364817 for successfully completing the requirements of the following units of competency:

- ✔ Access Information Using Internet
- ✔ Carry Out Workplace Interaction in English
- ✔ Install and Configure Application and Utility Software
- ✔ Install and Use Operating System and Optimize Utilities
- ✔ Interpret IT Support Service Fundamentals
- ✔ Maintain and Troubleshoot Personal Computer
- ✔ Perform Basic Data Backup and Recovery
- ✔ Perform Basic Networking
- ✔ Perform PC Assembling
- ✔ Use Office Application Software

Serial No. : NSC-ICT-ITSS-L3-003657

Registration No. : RPL-ICT-ITSS-L3-001993

Result Published On: 12-07-2025

Valid until : 11-07-2030



Rehana Perveen
Executive Chairman (Secretary)

Memorandum and Articles of Association of DCIT Ltd

The Certificate of Incorporation officially recognizes DCIT Ltd. as a legally registered company.

Issue No. 3 B 362-EE



Certificate of Incorporation

No.C.116227.14.....

I hereby certify that.....**DHAKA CENTRENIC**.....
.....**IT. LIMITED**.....

is this day incorporated under the Companies Act (Act XVIII) of 1994
and that the Company is Limited.

Given under my hand at **Dhaka**
this..... **Twenty-Sixth** day of..... **May**
..... **Fourteen**
..... **two thousand**.....


.....
Assistant
Registrar of Joint Stock Companies & Firms,
Bangladesh.



J.S.C.-34

ইস্য নং ৬৬৭১৬

Form XII

Particulars of Directors, Manager and Managing Agents and of any change therein
The Companies Act, 1994 (See Section 115)Name of the Company: **DHAKA CENTRENIC IT LIMITED**, Reg No. C-116227, Reg Date :26-MAY-14
Entity Address: House No-34, Sonargaon Janapath Road, Sector No-11, Uttara, , Dhaka
Presented for Filing By: **H. M. ALANGIR SIDDIQUE**ট্যান্স. কোর্সিক ও
৩৩৩ সংস্করণ

Sl.	The present Name (a) or Names and Surnames (d)	Nationality	Nationality of Origin (other than the present nationality)	Usual Residential Address	Other Business, Occupation and Directorship, if any, if none, state so (b)	Date of Appointment or Change	Changes (c)
1	FIONA KHAN	Bangladesh		22/6, Dhanmadi R/A, Dhanmadi, Dhaka, Phone :07-93333112, email: dhaka@centrenic.com, National ID: 19922691649000015	Business	Date of Incorporation	
2	H. M. ALANGIR SIDDIQUE	Bangladesh		Dokhin College Para, Tangal Sadar, Dkt., Tangal, Phone :01687791291, email: dhaka@centrenic.com, National ID: 932956251630	Business		
3	MD. RAZUL ISLAM KHAN ROISH	Bangladesh		342 Tong Densan Road, Moghbazar, Dhaka, Phone :01711892015, email: dhaka@centrenic.com, National ID: 2699040578025	Business		
4	EMRAN MAJHUD CHOWDHURY	Bangladesh		Dream Place, Flat-302, House-1, Road 4, Block-A, Section-10, Mapur, Dhaka, Phone :01672486335, email: dhaka@centrenic.com, National ID: 2693004981158	Business		
5	MD. SHADIQUE ALAM PAVEL	Bangladesh		House No-58, Darabash, Mapur, Dhaka, Phone :01674766299, email: dhaka@centrenic.com, National ID: 26944811265800	Business		

(Signature)

(State whether Director, Manager or Managing Agents)

Dated :25-May -2014

- (a) In the case of a Corporation as corporate name and registered or principal office be shown;
- (b) In the case of an individual who has no business occupation but any other directorship or directorships, particular of the directorship or some of these directorships must be entered. A complete list of directors, manager, managing agents shown as existing in the last particulars entered shall always be given.
- (c) A note of the changes of the last list shall be made in this column by placing against few directors name the words in place of by writing against a new directors, name the words "deed" resigned to as the case may be.
- (d) In case of a firm the full name, address and nationality of each partner, and the date on which each became a partner.
- (e) In case of multiple representatives, use comma(,) to separate names.



স্বাক্ষরিত
৩০/০৫/১৪
৩৩৩

Handwritten signature and date: 30/05/14

Taxpayer Identification Number (TIN) Certificate

Dhaka CentreNIC IT Limited (DCIT LTD) Chairman is a legally registered and tax-compliant organization in Bangladesh.



Government of the People's Republic of Bangladesh
National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

TIN : 830061136565

This is to Certify that **DHAKA CENTRENIC IT LIMITED** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of Taxes Circle-316 (Company) , Taxes Zone 15, Dhaka.

Taxpayer's Particulars :

- 1) Name : **DHAKA CENTRENIC IT LIMITED**
- 2) Registered Address/Permanent Address : **House#34, Road#Sonargaon Janapath, Uttara, Dhaka, PO : 1230**
- 3) Current Address : **House#34, Road#Sonargaon Janapath, Uttara, Dhaka, PO : 1230**
- 4) Previous TIN : **Not Applicable**
- 5) Status : **Company**

Date : June 11, 2014

Please Note:

1. A Taxpayer is liable to file the Return of Income under section 75 of the Income Tax Ordinance, 1984.
2. Failure to file Return of Income under section 75 is liable to-
(a) Penalty under section 124; and
(b) Prosecution under section 184 of the Income Tax Ordinance, 1984.

Deputy Commissioner of Taxes
Taxes Circle-316 (Company)
Taxes Zone 15, Dhaka
Address : Razzak Plaza (5th Floor), 383, Tongi Diversion Road, Mogbazar, Dhaka Phone : 8315276



N. B: This is a system generated certificate and requires no manual signature.

Business Identification Number (BIN) Certificate

Dhaka CentreNIC IT Limited (DCIT LTD) is officially registered for VAT purposes under the National Board of Revenue (NBR), Bangladesh. We hold a valid Business Identification Number (BIN) Certificate, authorizing us to operate in full compliance with national VAT regulations. This registration reflects our commitment to maintaining transparency, accountability, and adherence to all legal and financial standards in our operations.

Government of the People's Republic of Bangladesh National Board of Revenue	
Mushak-2.3	
Customs, Excise and VAT Commissionerate, Dhaka (West) Mohammadpur Division	
Value Added Tax Registration Certificate	
This is to certify that the person whose details are given below is registered under Value Added Tax and Supplementary Duty Act, 2012 (Act No. 47 of 2012)	
<u>BIN : 005376233-0402</u>	
Name of the Entity	: DHAKA CENTRENIC IT LIMITED
Trading Brand Name	: N/A
Old BIN	: N/A
e-TIN	: 830061136565
Address	: House 16, Road 01, Mohammadia Housing Ltd, Mohammadpur, Dhaka; Dhanmondi PS; Dhaka-1209; Bangladesh
Issue Date	: 09/02/2023
Effective Date	: 02/2023
Type of Ownership	: Private Limited
Major Area of Economic Activity	: Services, Retail/Wholesale Trading, procurement provider
	
<small>This is a system generated certificate and doesn't require any signature</small>	

Bank Solvency and Statement

Bank Asia

LIMITED

Ref: BA/SJRB/2025/1458
Date: 01/07/2025

TO WHOM IT MAY CONCERN

This is to certify that **Dhaka Centernic IT Limited** of House-34, Sonargaon Janapath Road, Uttara, Dhaka-1230 has been maintaining a current account bearing no. **07533000091** with **Bank Asia Limited, Sonargaon Janapath Road Branch**. We wish them every success in their business.

This certificate has been issued at the specific request of customer without any risk and responsibility on our part.


Authorized Signature
Md. Masudul Bari
Banking Officer
Bank Asia Limited
Sonargaon-Janapath Rd. BR


Authorized Signature
Mohammad Ismail Hossain
Vice President &
Head of Branch
PA-444, Bank Asia Limited
Sonargaon-Janapath Rd. BR

Sonargaon-Janapath Road Branch: Circle Windflower, Holding-30, Sonargaon-Janapath Road, Uttara, Sector-11, Dhaka,
Phone: PABX: 880-2-48954573, 48952574, Fax: 880-2-48952536, Swift: BALBDDICTS

Job Placement Cell & Created Jobs Facilities

Our Job Placement Cell actively connects trained candidates with employment opportunities through our **Created Job Facilities**, executed under the **ASSET EBT Program**. This initiative ensures sustainable career growth for trainees in the ICT sector. The program was honored by the presence of **Dhaka CentreNIC IT Ltd. CEO Md. Anwar Hossain, COO Md. Rownak Rashedin, and Informal Sector Industry Skills Council (ISISC) Chairman Mirza Nurul Ghani Shovon**. Their valuable participation encouraged both trainers and participants. This reflects our strong commitment to skill development and meaningful employment generation in Bangladesh.





Mission, Vision, & Goal & Working Areas

Mission

Our mission is to empower individuals with industry-relevant IT skills through high-quality, hands-on training programs. We are committed to creating pathways to employment by bridging the gap between education and the job market, ensuring our trainees are prepared to thrive in today's digital economy.

Vision

Our vision is to become a leading IT training and job placement center recognized for transforming lives through innovation, skill development, and sustainable career opportunities. We aim to be a trusted partner in shaping a future-ready workforce both locally and globally.

Strategic Goals

Our goal is to provide top quality services in the fields of Freelancing and IT Outsourcing. Application Development, Open Source Customization, Business Consulting. Online Marketing Consultation and Web Designing everything under one-roof.

As a committed team we strive for:

- Being a trustworthy, customer focused organization
- An open and dynamic environment where everyone is listened, respected and encouraged to excel
- Exploring opportunity for the growth of our customers and our organization.

Dhaka CentreNIC IT LTD wants to be a dependable world-class organization. We imbibe the spirit of entrepreneurship within each individual throughout the organization. We strive to achieve Quality Services by comprehending their need through close interaction and by creating a global network.

Infrastructure facilities & Equipments:

Item	Quantity/Details
Land & Building	Training & office building
Desktop Computers	75
Laptop Computers	10
Internet Connection	300 MBPS
Overhead Projector	3
Television	4
Microphone System	2
Multimedia Projector	2
Easel/Blackboard/Whiteboard	3
Spotlight	12
Office Chairs	90
Office Tables	95
Printers	4
Scanners	2
Fax/Phones	10
Photocopier	1
Video Camera	1
Pen Drives	15



Dhaka CentreNIC IT Limited.

232 (2nd floor), West Agargaon, Shere-Bangla
Nagar Dhaka 1207, Bangladesh.

Web :- www.dcitltd.com.bd

Email:- dcithr2012@gmail.com

Phone: 01872-884988, Mobile: 01756-842455

Company Profile, Infrastructure, Business Activities and HR Policies of Dhaka CentreNICIT Ltd

Dhaka CentreNICIT Ltd. is one of leading IT firms in Bangladesh. We develop innovative and cost effective software services in both commercial and government sectors, along with that we provide training to those who are interested to build up their career in IT sector. With the advent of modern technologies we also incorporate their customers with new application and ideas. We have well trained professional to develop software and meet the customer demand. Our unique approach to train and develop human resources to adapt to the market demands leads them to national as well as international market.

Dhaka CentreNICIT Ltd. is committed to create highly skilled IT professionals. The objective of Dhaka CentreNICIT Ltd. is to provide all kinds of IT related solutions. With the huge support of professional developers Dhaka CentreNICIT Ltd. is trying to emphasis on the newer technologies like Mobile application development, Bioinformatics, Microfinance, Cyber Security, Green Technology and many more. We have a lot of experience to work with rest of the software industry. We have developed many software solutions to the corporate leaders and government. Dhaka CentreNICIT Ltd has a vision of establishing Business Process Outsourcing (BPO) Industries in Bangladesh.

Dhaka CentreNICIT Ltd maintains a strong network throughout the country and we are dedicated to provide quality service. Dhaka CentreNICIT Ltd. is conducting different projects of ICT Division of Ministry of Posts, Telecommunications and Information Technology. Currently we are conducting training program to catalyze the growth of freelancer for self-employment and promoting on-line outsourcing. Through this program they are trying to create master trainers in freelancer area to disseminate the training program in the grass root level. The objective of Freelancer to Entrepreneur Program is to strengthen the skills and knowledge of freelancers in online outsourcing and developing them as entrepreneurs to work on larger projects which will add larger contributions to our economy. This report provides an analysis of approaches and strategies practiced by Dhaka CentreNICIT Ltd. to successfully implement the freelancer to entrepreneur development program in Bangladesh.

- ❑ **Year of Establishment:** 2012
- ❑ **Registration as a Company:** 2014

Vision

The vision of Dhaka CentreNICIT Ltd is to develop in a constant manner and grow as a major IT service provider to become a leading performer, in providing quality Web and Software Development solutions in the competitive local and global marketplace.

Mission

Dhaka CentreNICIT Ltd. wants to be a dependable world-class organization. We shall imbibe the spirit of entrepreneurship within each individual throughout the organization. We shall strive to achieve Quality Services by comprehending their need through close interaction and by creating a global network.

Broadly speaking, our mission is:

- » Successful Customers
- » Innovative Solutions
- » Happy Employees

Dhaka CentreNICIT

Goals

Our goal is to provide top quality services in the fields of Freelancing and IT Outsourcing, Application Development, Open Source Customization, Business Consulting, Online Marketing Consultation and Web Designing everything under one-roof.

As a committed team we shall strive for

- » Being a trustworthy, customer focused organization
- » An open and dynamic environment where everyone is listened, respected and encouraged to

excel

- » Exploring opportunity for the growth of our customers and our organization.

Dhaka CentreNICIT Ltd. wants to be a dependable world-class organization. We shall imbibe the spirit of entrepreneurship within each individual throughout the organization. We shall strive to achieve Quality Services by comprehending their need through close interaction and by creating a global network.

Objectives

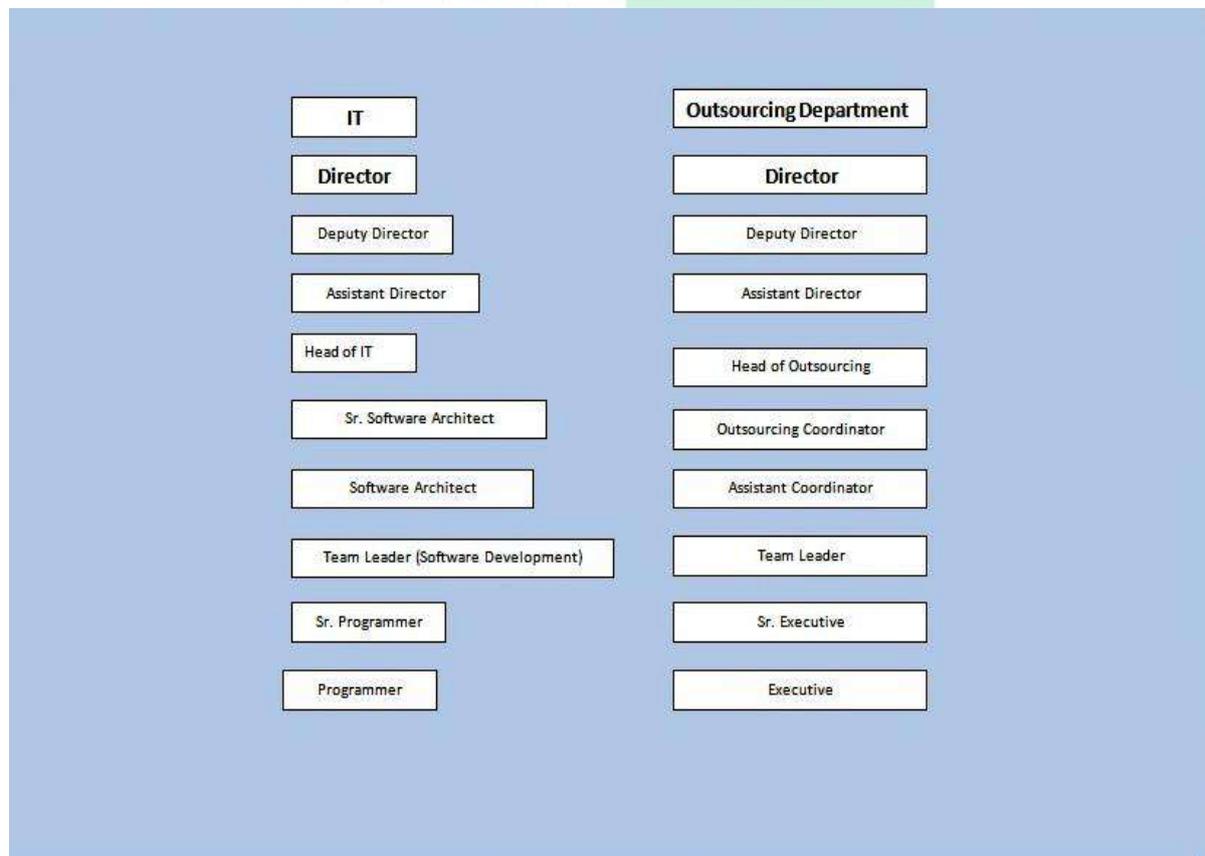
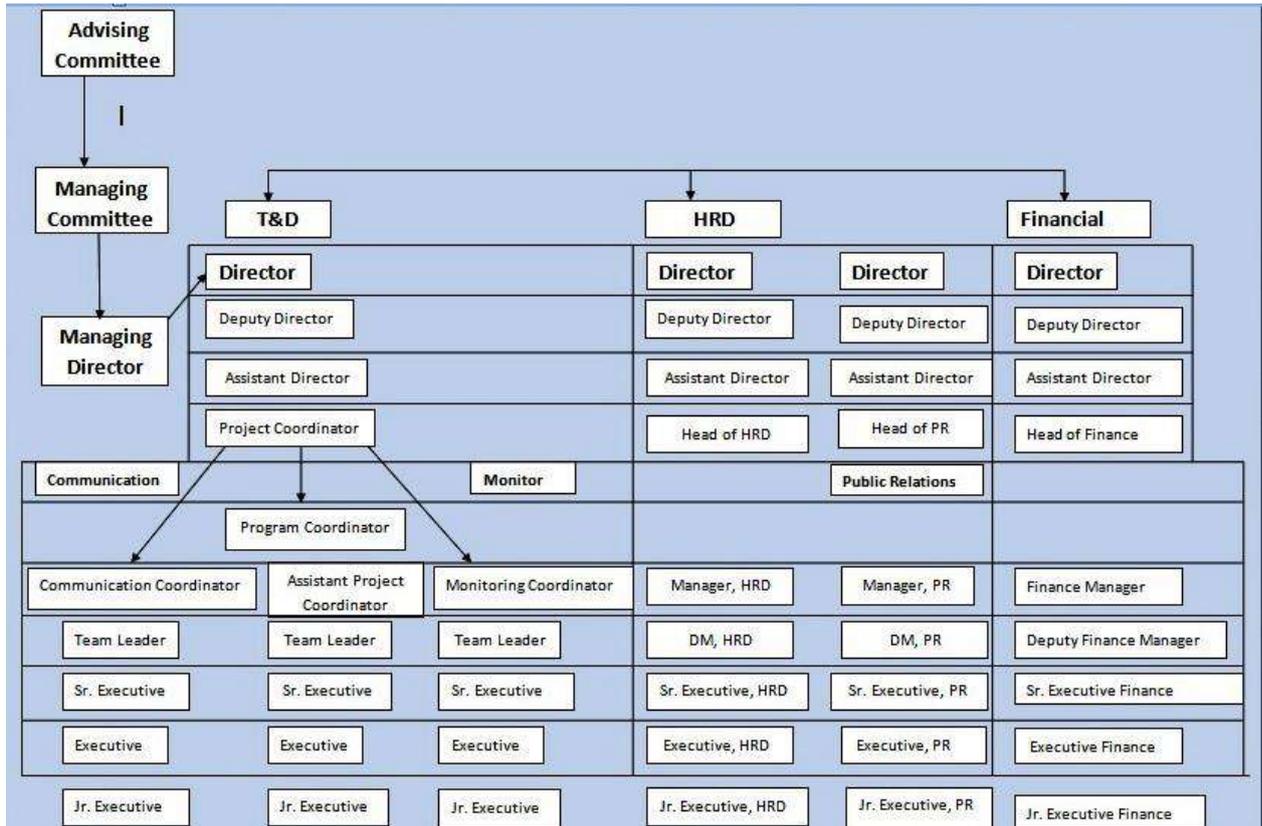
Broad Objective: To become leading IT Company of Bangladesh and to provide all kinds of IT related solutions.

Specific Objectives

- To create a strong position of Bangladesh in global IT industry.
- To establish Business Process Outsourcing (BPO) Industries in Bangladesh.
- To minimize unemployment problem by creating job opportunities.
- To create highly skilled IT professionals.

Company Structure and Organogram

Dhaka CentreNICIT



HR Policies of Dhaka CentreNICIT Ltd.

Basic rights and obligations of staff

Core values

- Staff members shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status.
- Staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them.

General rights and obligations

- Staff members are subject to the authority of the Managing Director and to assignment by him or her to any of the activities or offices. In exercising this authority, the managing committee shall seek to ensure, having regard to the circumstances that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them.
- In the performance of their duties, staff members shall neither seek nor accept instructions from any other source external to the Dhaka CentreNICIT.
- By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Dhaka CentreNICIT only.
- While staff members' personal views and beliefs, including their political and religious beliefs, remain inviolable, staff members shall ensure that those views and beliefs do not adversely affect their official duties or the interests of the Dhaka CentreNICIT Ltd.
- Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third

party, including family, friends and those they favor. Staff members shall not use their office for personal reasons to prejudice the positions of those they do not favor.

- Staff members shall exercise the utmost carefulness with regard to all matters of official business. Except as appropriate in the normal course of their duties or by authorization of the management committee, they shall not communicate to any Government, entity, person or any other party any information known to them by reason of their official position that they know or ought to have known has not been made public. These obligations do not cease upon separation from service.

Conflict of interest

- A staff member who has occasion to deal in his or her official capacity with any matter involving a profit making business or other concern, including in which he or she or his or her spouse or a dependent family member holds a financial interest, directly or indirectly, shall disclose that interest to the management committee.

- The management committee shall establish procedures for the filing and utilization of financial disclosure statements.

- Staff members shall not be actively associated with the management of, or hold a financial interest directly or indirectly in, any profit-making, business, including in any government or non-governmental organization or other concern, if it is possible for either the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of the staff member's position with the Dhaka CentreNICIT Ltd.

- All staff members at the entry level and above shall be required to file academic and financial statements on appointment and at intervals thereafter as prescribed by the management committee, in respect of themselves, their spouses and their dependent family members, and to assist the management committee in verifying the accuracy of the information submitted when so requested.

Outside employment and activities

- Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the management committee.

- The management committee may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:

The outside occupation or employment does not conflict with the staff member's official functions or the status of Dhaka CentreNICIT Ltd;

- The outside occupation or employment does not prejudice and/or is not against the interest of the Dhaka CentreNICIT Ltd; and
- The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs.

- Staff members shall not, except in the normal course of official duties or with the prior approval of the management committee, engage in any of the following acts, if such act relates to the purpose, activities or interests of the Dhaka CentreNICIT Ltd:

- (i) Issue statements to the press, radio or other agencies of public information;
- (ii) Accept speaking engagements;
- (iii) Take part in film, theatre, radio or television productions;
- (iv) Submit articles, books or other material for publication;
- (v) Be a member of an association or non-governmental organization dealing with intellectual property.

- Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action.

The management committee shall establish procedures whereby staff may seek in confidence clarification as to whether proposed outside activities would conflict with their status as employees which would either be prohibited or undertaken with permission.

Use of property and assets

- Staff members shall use the property and assets of the Dhaka CentreNICIT Ltd only for official purposes and shall exercise reasonable care when utilizing such property and assets.

- Staff members must respond fully to requests for information from staff members and other officials of the administration of the Dhaka CentreNICIT Ltd authorized to investigate the possible misuse of funds, waste, abuse or other wrongdoing.

Performance of staff

- Staff members are accountable to the management committee for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions. Their performance will be appraised periodically to ensure that the required standards of performance and conduct are met.
- The whole time of staff members for the performance of official functions shall be at the disposal of the management committee. The management committee shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the management committee as the needs of the service may require, and staff members shall be required to work beyond the normal applicable working hours when requested to do so.
- Staff members shall be evaluated for their efficiency, competence and integrity through performance appraisal mechanisms that shall assess the staff member's performance with the standards set out in the Staff Regulations and the Staff Rules with a view to ensuring accountability and professional development.
- The management committee shall seek to ensure that appropriate learning and development programs are available for the benefit of staff.
- Performance reports shall be prepared regularly for all staff members in accordance with procedures promulgated by the management committee.

DUTIES, OBLIGATIONS AND PRIVILEGES

Status of staff

The declaration made by a staff member on appointment shall be placed in his or her official status file. A new declaration shall be made after a break in service that exceeds three months.

- Provisional Period: 3 Months**
- After the provisional period, the employee will be illegible for the bonuses.
- The job will be Permanent after 1 year if the performance of the employee is satisfactory.

- ❑ After the job is permanent, the employee will be eligible for applying for the Provident fund
- ❑ P. F. # 3 years (30%), 5 years (50 %), 7 years (70%) and 9 Years (100%)

Basic rights and obligations of staff

(a). Staff members shall follow the directions and instructions issued by the management committee and their supervisors.

(b). Staff members must comply with local laws and honor their private legal obligations, including, but not limited to, the obligation to honor orders of competent courts.

Specific instances of prohibited conduct

- Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with official functions, is prohibited in accordance with the Dhaka CentreNICIT Ltd relevant policies and procedures.

- Staff members shall not disrupt or interfere with any official activity or meeting of the Dhaka CentreNICIT Ltd, including activity in connection with the administration of justice system, nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official functions. Nor shall any staff member threaten, retaliate or attempt to retaliate against such individual or against staff members exercising their rights and duties under these Staff Rules.

- Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the Dhaka CentreNICIT Ltd.

- Staff members shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions or any other document, record or file brought into existence in the course of their service to the Dhaka CentreNICIT Ltd which document, record or file is intended to be kept as part of the records of the Dhaka CentreNICIT Ltd.

- Staff members shall not seek to influence other staff members in order to obtain a change from a position or decision taken by the management committee, including decisions relating to the financing of programs or units of the International Bureau, or in order to secure support for improving their personal situation or the personal situation of other staff members or for blocking or reversing unfavorable decisions regarding their status or of other staff members.

- Staff members shall neither offer nor promise any favor, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform, or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favor, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform, or delaying the performance of any official act.

Honors, gifts or remuneration

- No staff member shall accept any honor, decoration, favor, gift or remuneration from any Government or non-governmental source without first obtaining approval of the management committee. However, if refusal of an unanticipated honor, decoration, favor or gift from a Government or non-governmental source would cause embarrassment to the Dhaka CentreNICIT Ltd, the staff member may receive it on behalf of the Dhaka CentreNICIT Ltd and then report and entrust it to the management committee, who will either retain it for the Dhaka CentreNICIT Ltd or arrange for its disposal for the benefit of the Dhaka CentreNICIT Ltd or for a charitable purpose.

- Acceptance by staff members of any honor, decoration, favor, gift or remuneration from governmental and non-governmental sources requires the prior approval of the management committee. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Dhaka CentreNICIT Ltd and with the staff member's status.

- The management committee may authorize staff members to accept from a non-governmental source or a university or a related institution, academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

- Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions, such as meetings, conferences, meals and

diplomatic receptions. Such attendance is not considered receipt of a favor, gift or remuneration within the meaning of the Staff Regulations and the Staff Rules.

- Staff members shall not accept any gift or favor from any individual or commercial entity doing business with, or seeking to do business with the International Bureau.

Employee Benefit

- Once the job is permanent, the employee will get TK 20,000 cash the time of marriage
- The employee will get TK 10,000 cash individually for each of his / her first two children.
- The employee will be given full payment of the travel allowance if he/she travels for official purpose.

Salary Increment

- There will be a job evaluation in every six months.
- After the job evaluation the salary of the employee will be increased depending on his/her performance.
- At the time of job evaluation special emphasis will be given on the additional responsibilities and tasks performed by the employee.
- The employee may be promoted if his/ her performance is that much satisfactory.
- An employee will automatically be promoted to the upper position if he or she gets 3 increments. That means

3 increments = 1 promotion

- Range of increment: The increase of 5%-20% of the basic salary depending on the performance of the employee.

Travel for outside activities

- Staff members who are authorized by the management committee to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source, may receive from the Government, intergovernmental organization, non-governmental organization or private source,

accommodation and travel and subsistence allowance generally in line with those payable by the Dhaka CentreNICIT Ltd.

Hours of work and official holidays

- The management committee set the normal number of working hours per week for each duty station. Appointments may be on a full-time or part-time basis. Exceptions may be made by the management committee as the needs of service may require. A staff member may be required to work beyond the normal number of working hours whenever requested to do so.
- The number of official holidays in each year shall be declared by the management committee.

Notification by staff members and obligation to supply information

- Staff members shall be held accountable for the accuracy and completeness of the information they provided and certified with regard to their recruitment. Staff members shall be responsible on appointment for supplying the management committee with whatever information may be required for the purpose of determining their status under the Staff Regulations and the Staff Rules and of completing administrative arrangements in connection with their employment.
- Staff members shall also be responsible for promptly notifying the management committee, in writing, of any subsequent changes affecting their status under the Staff Regulations or the Staff Rules.
- A staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding, or charged with a violation of professional rules relevant to their official functions, or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the management committee.
- A staff member may at any time be required by the management committee to supply information concerning facts anterior to his or her appointment and relevant to his or

her suitability for appointment, or concerning facts relevant to his or her integrity, conduct and service as a staff member.

Financial responsibility

- Staff members shall exercise reasonable care in any matter affecting the financial interests of Dhaka CentreNICIT Ltd, its financial and human resources, property and assets.
- Subject to the conditions established by the management committee, any staff member may be required to reimburse the Dhaka CentreNICIT Ltd, either partially or in full, for any financial loss suffered by the Dhaka CentreNICIT Ltd when he or she contravenes the Financial and/or Staff Regulations and Staff Rules and related policies and procedures, or as a result of the staff member's gross negligence.

Confidential Documents, Information or Material

Where, by virtue of the provisions of any agreement administered by the Dhaka CentreNICIT Ltd, the Dhaka CentreNICIT Ltd is entrusted with the task of maintaining the confidential nature of any document, information or material, the management committee may issue special instructions specifying the duties of staff members in respect of the custody of, or access by any third parties to, such document, information or material and the means of identification of the staff member or staff members concerned. Any material concerning such identification shall be under the control of staff members designated for that purpose by the management committee, shall be used only within the Dhaka CentreNICIT Ltd and shall not be made accessible to any person or authority outside the Dhaka CentreNICIT Ltd.

APPOINTMENT, RECRUITMENT, PROMOTION AND TRANSFER

Power of Appointment

The power of appointment of staff members rests with the management committee. Upon appointment, each staff member shall receive a letter of appointment, signed by the Head of HR or by an official in the name of the MD.

Standards

- The paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, competence and integrity. Appointment of staff members shall be made without distinction as to race, sex or religion. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Types of appointments

- Staff members shall be appointed by the management committee.
- Other staff members shall be granted either a temporary, fixed-term or continuing appointment under such terms and conditions consistent with the present Staff Regulations and as the management committee may prescribe.
- A temporary appointment does not carry any expectancy, legal or otherwise, of renewal.
- A fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service. Periods of probation for initial fixed-term appointments shall be established by the management committee in the Staff Rules.
- The management committee shall prescribe the conditions under which staff members are eligible for consideration for continuing appointments.

Recruitment and Selection

- As a general rule, recruitment and selection shall be made on the basis of a competition. Vacancies shall be brought to the attention of the staff members of CentreNICIT Ltd and/or the Administrations of Member States, with details as to the nature of the functions to be filled, the qualifications required and the conditions of employment.
- The management committee shall define the conditions for the establishment of Selection Advisory Panels to advise him or her in all cases where a vacancy has been the subject of a competition. The management committee shall establish the Rules of Procedure of the Selection Advisory Panels.

RECRUITMENT, PROMOTION AND TRANSFER

Letter of appointment

The letter of appointment issued to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual rights and entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Effective date of appointment

The appointment of a staff member shall take effect from the date on which he or she enters into official travel status to assume his or her duties or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Nationality

- In the application of the Staff Regulations and the Staff Rules, the Dhaka CentreNICIT Ltd shall not recognize more than one nationality for each staff member.

Medical examination

- A staff member may be required upon initial appointment or from time to time to satisfy the Medical Service or Medical Officer designated by the Dhaka CentreNICIT Ltd, by means of a medical examination or related examinations that may be required, that he or she is free from any ailment likely to impair the health of others or affects the staff member's ability to perform his or her official functions.

- A staff member may also be required to undergo such medical examinations and receive such inoculations as may be required by the Dhaka CentreNICIT Ltd or the Medical Service or Medical Officer designated by the International Bureau before they go on or after they return from official travel.

Types of appointment

A staff member may be granted a temporary, fixed-term or continuing appointment.

Temporary appointment

- A temporary appointment may be granted for a maximum period of up to two years to meet seasonal or peak workloads and specific short-term project requirements, having an expiration date specified in the letter of appointment.
- A temporary appointment does not carry any expectancy, legal or otherwise, of renewal.

Fixed-term appointment

- A fixed-term appointment may be granted for a period of one year or more, normally up to five years, to persons recruited for service of a prescribed duration, including persons temporarily seconded by national Governments or institutions for service with the Dhaka CentreNICIT Ltd, having an expiration date specified in the letter of appointment.
- Any initial fixed-term appointment of one year or more shall be subject to a period of probation, which shall be at least of one year and may be extended up to two years, when necessary, for adequate evaluation of the staff member's performance, conduct and suitability to service.

Continuing appointment

- A continuing appointment is an open-ended appointment.
- The management committee shall prescribe which staff members are eligible for consideration for continuing appointments.

ANNUAL AND SPECIAL LEAVE

Regulation

Staff members shall be allowed 12 annual leaves. Staff members cannot take more than one day leave in a month and special leave may be authorized in exceptional cases under conditions as may be defined by the management committee. Number of leaves can be preserved and forwarded to the next month if a staff member doesn't take any leave in a

particular month. If a staff member takes less than 12 days leave in a year then the staff member will be given extra salary depending on the number of leave.

- Maternity Leave – 3 months
- Paternity Leave – 7 days
- Death of close relative - 3 days
- Sick Leave - 2 days per month.
- Employees can take leave of maximum 1 day per month for which the company will pay.
 - An employee will get 12 paid leaves in a year. If an employee doesn't take leave in a month then his/her leave will be preserved and in the following month he/she will be able to take 2 leaves. And if anyone takes less than 12 days leave then he/she will receive extra payment.

SEPARATION FROM SERVICE

- Staff members may resign from service upon giving the management committee the notice required under the terms of their appointment.
- The MD may, giving the reasons therefore, terminate the appointment of a staff member who holds a temporary, fixed-term or continuing appointment in accordance with the terms of his or her appointment or for any of the following reasons:
 - ✓ If the necessities of service require abolition of the post or reduction of the staff;
 - ✓ If the performance and/or conduct of the staff member prove unsatisfactory;
 - ✓ If the staff member is, for reasons of health, incapacitated for further service;
 - ✓ If the conduct of the staff member fails to meet the standards of conduct/integrity required by the Staff Regulations and Staff Rules;
 - ✓ In the interest of the good administration of the Dhaka CentreNICIT Ltd. and provided that the action is not contested by the staff member concerned.
- If the management committee terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of an indemnity shall be approved by the management committee in accordance with the provisions and conditions specified in the present Staff Regulations.

- The management committee may, where the circumstances warrant and he or she considers it justified, establish conditions under which a staff member may be terminated, provided that the termination is not contested, and approve a termination indemnity payment not more than 50 per cent higher in addition to other benefits and allowances which would otherwise be payable in accordance with the Staff Regulations.

SEPARATION FROM SERVICE

Ways of separation

Any of the following shall constitute separation from service:

- (i) Resignation;
- (ii) Abandonment of post;
- (iii) Expiration of appointment;
- (iv) Retirement;
- (v) Termination of appointment;
- (vi) Death.

Resignation

- A resignation, within the meaning of the Staff Regulations and the Staff Rules, is a separation initiated by a staff member.

- Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members holding continuing appointments and 30 days' written notice of resignation by those holding fixed-term or temporary appointments. The management committee, however, may accept resignations on shorter notice and on anytime.

- The management committee may require the resignation to be submitted in person in order to be acceptable.

Warning Letter

- If any of the staff members do anything which is detrimental and conflicting with the values and interests of Dhaka CentreNICIT Ltd, then the responsible person will get warning letter.
- If a staff member gets 3 warning letters, his/ her job will be terminated and for that no prior notice will be given.

Abandonment of post

Abandonment of post is a separation initiated by the staff member other than by way of resignation. A staff member absent from duty without a satisfactory explanation for more than 15 working days shall be considered to have abandoned his or her post and his or her appointment shall be terminated without indemnity provided that the Dhaka CentreNICIT Ltd shall make every reasonable effort to locate such a staff member prior to termination of his or her appointment.

Expiration of appointments

A temporary or a fixed-term appointment shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

Termination

- A termination within the meaning of the Staff Regulations and the Staff Rules is a separation from service initiated by the management committee, other than dismissal.
 - Before termination, the staff member will get 3 warning letters.
 - If any of the staff members do anything that violets the values of religion, country and conflicts with the values and interests of Dhaka CentreNICIT Ltd, then the responsible person will be terminated by the managing committee and for that purpose no prior notice or warning letter is needed.
 - Separation as a result of resignation, abandonment of post, expiration of appointment, retirement, or death shall not be regarded as a termination within the meaning of the Staff Rules.

Reasons for termination

- The management committee may, giving the reasons therefore, terminate the appointment of a staff member who holds a temporary, fixed-term or continuing appointment in accordance with the terms of the appointment or on any of the following grounds:
 - (i) Abolition of post or reduction of staff;
 - (ii) Unsatisfactory performance/conduct;
 - (iii) Reasons of health, incapacitating the staff member from performing his or her duties or any other duties which may be reasonably assigned to him/her;
 - (iv) Disciplinary reasons;
 - (v) In the interest of the good administration of the Dhaka CentreNICIT Ltd provided that the action is not contested by the staff member concerned.

Notice of termination

- The Management of Dhaka CentreNICIT preserves the authority of terminating any of its employees employment anytime without any prior notice if he/she violates any of the rules which conflicts with the value, interest or regulations of Dhaka CentreNICIT.
- The management committee may authorize compensation equivalent to salary, applicable post adjustment and allowances corresponding to the relevant notice period, at the rate in effect on the last day of service.
- No termination notice or compensation shall be given in case of dismissal.

DISCIPLINARY MEASURES AND PROCEDURES

The management committee shall impose disciplinary measures on staff members who have been found to have committed misconduct. The management committee may establish

administrative bodies with staff participation, which he or she shall consult in disciplinary cases.

DISCIPLINARY MEASURES AND PROCEDURES

Misconduct

▪ Failure by a staff member to comply with his or her obligations under the Staff Regulations and the Staff Rules, the terms of his or her appointment, or other relevant policies and procedures, may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures for misconduct.

▪ The decision to launch an investigation into allegations of misconduct, and to institute a disciplinary process, shall be within the discretionary authority of the management committee or designated staff members of the Dhaka CentreNICIT Ltd with delegated authority.

Disciplinary measures

Disciplinary measures may take one or more of the following forms:

- (i) Written reprimand; a copy of which shall be placed in the file of the staff member concerned;
- (ii) delayed advancement to the next salary step;
- (iii) relegation to a lower salary step within the same grade;
- (iv) demotion to a lower grade for a specified period;
- (v) exclusion of consideration for promotion to a post at a higher level for a specified period of time;
- (vi) Suspension from duty without pay for a specified period;
- (vii) Separation from service;
- (viii) Dismissal;
- (ix) Summary dismissal.

Administrative leave pending investigation and the disciplinary process

- When the management committee has reasonable grounds for initiating an investigation and a staff member's continuance in office might be prejudicial to the CentreNICIT Ltd, the staff member may be placed on administrative leave, subject to conditions specified by the management committee, pending the completion of the investigation and/or until the completion of any disciplinary process.

- A staff member placed on administrative leave, shall be given a written statement of the reason(s) for such leave and of its probable duration, which may be extended.

- Administrative leave shall be with full pay unless, in exceptional circumstances, the management committee decides that administrative leave without pay is warranted.

- A staff member who has been placed on administrative leave may challenge the decision to place him or her on such leave in accordance with the Staff Rules.

Non disciplinary measures

Measures other than those listed, shall not be considered to be disciplinary measures within the meaning of this rule. These include, but are not limited to, the following administrative measures:

- (i) Verbal warning, a written record of which shall be placed for a stated period, in the file of the staff member concerned,
- (ii) Recovery of moneys owed to the Dhaka CentreNICIT Ltd;
- (iii) Administrative leave with or without pay.

GENERAL PROVISIONS

Amendments to the Regulations

- The management committee may propose amendments to these Regulations. Such amendments shall enter into force after approval by the Directors.
- Amendments shall be without prejudice to any condition of service specified in the letter of appointment or contract of a staff member, neither shall any amendment affect the application to a staff member of the provisions of the Staff Regulations in force up to the effective date of the amendment; amendments may not have retroactive effect unless the terms of appointment of staff members would thereby be improved.

