

Ref: PBL/HO/HRD/OO/QRT/7489

Date: 25 March 2020

### Office Order

Ref: Formation of Central Quick Response Team (QRT) in Head Office for continuation of uninterrupted service in terms of utilization of minimum manpower during the outbreak of Coronavirus.

The entire financial system is being shaken as banks and financial institutions around the world are facing the impact of COVID-19. The influence of the coronavirus outbreak is shattering both financial markets and customer behavior as never before. However, in Bangladesh the present condition of such outbreak is on the rise gradually. In this situation, Bangladesh Bank has already circulated some protective measures to cope up with the situation for the bankers and customers keeping a close eye to provide an uninterrupted Banking services.

Accordingly, as per instruction circular of Bangladesh Bank as contained in the BRPD circular No. 05 dated 22.03.2020, 03 (three) central Quick Response Teams (QRT) for our bank have been formed to minimize the presence of manpower in Head Office and also to provide/take quick decision in any changing situations likely to arise in this global pandemic moment.

#### Central Quick Response Team (QRT)-1

SL	Name	Designation	Division	Remarks
1	Mr. Md. Abdul Halim Chowdhury	Managing Director & CEO		Chairman
2	Mr. Dewan Ruhul Ahsan	GM	Law & CAM&RD	Member
3	Mr. Habibur Rahman	GM	Credit Division	Member
4	Mr. Mohammad Shahnawaz Chy	GM	Audit & Inspection Div.n	Member
5	Mrs. Rubina Begum	GM	Monitoring Division	Member
6	Mr. Md. Helal Uddin	GM	ICT Operation Division	Member
7	Mr. Dilip Kumar Paul	GM	Establishment Division	Member
8	Mr. Mohammad Liton Miah FCA	DGM & CFO	Central Accounts Division	Member
9	Ms. Ismat Ara Huq	DGM	Human Resources Division	Member

#### Central Quick Response Team (QRT)-2

SL	Name	Designation	Division	Remarks
1	Mr. Safiul Alam Khan Chowdhury	Additional Managing Director		Chairman
2	Mr. Dewan Jamil Masud	GM	CLS & Lease Financing Div.	Member
3	Mr. Abduhu Ruhul Masih	GM	Islamic Banking Wing	Member
4	Mosammat Shahida Begum	GM	Research & Dev. Division	Member
5	Mr. Zahid Ahsan	GM & Co. Secretary	Board Division	Member
6	Mr. Mohammad Esha	GM	Credit Division	Member
7	Mr. Ashim Kumar Roy	DGM	Card Division	Member
8	Mr. Md. Shaheen Khan	DGM	Human Resources Division	Member
9	Mr. Mohammad Ali Khan	DGM	CAM&RD	Member





**Central Quick Response Team (QRT)-3**

SL	Name	Designation	Division	Remarks
1	Mr. Mohammad Ali	DMD & CTO		Chairman
2	Mr. Abu Habib Khairul Kabir	GM	GS&DD	Member
3	Mr. Nitish Kumar Roy	GM & FPO	Risk Mgt. Division	Member
4	Mr. Ahmed Enayet Manzur	GM	HRD	Member
5	Mr. Mohammad Shahadat Hossain	GM	ID & Treasury Division	Member
6	Mr. Md. Shahnewaz Khan	GM	Credit Division	Member
7	Mr. A. B. M. Abdus Sattar	GM	Islamic Banking Wing	Member
8	Mr. Shyam Sundar Banik	DGM	Marketing Division & AML Division	Member
9	Mr. Endra Mohan Sutradhar	DGM	Software Development Div.	Member

The job responsibility of the teams to remain present in Head Office has been assigned as under.

Apr 05' 2020	Apr 06' 2020	Apr 07' 2020	Apr 08' 2020	Apr 12' 2020	Apr 13' 2020	Apr 15' 2020	Apr 16' 2020
Team-A	Team-B	Team-C	Team-A	Team-B	Team-C	Team-A	Team-B

It is to be noted here that the above noted assignment may be cancelled any time or continued further depending on the overall situation which will be notified in due course of time.

  
(Md. Abdul Halim Chowdhury)  
Managing Director and CEO

  
(Ahmed Enayet Manzur)  
General Manager

Copy for information and necessary action:

All Branch Managers, All Regional Managers, All Division Heads, Head Office, General Manager, Principal Office, Chattogram/Sylhet, The Head of Islamic Banking Wing, The Principal, PBTI, The Managing Director, Pubali Bank Securities Ltd.