



Saudi-Bangladesh Industrial and Agricultural Investment Company Limited (SABINCO)

‘Annexure-Kha’

Sub: Quarterly progress report relating to implementation of work plan regarding Citizen Charter.

Quarter: 1, (July - September, 2024)

Date: October 31, 2024

Activities	Work completion Indicators	Annual Target (2024-2025)	Implementation Status 2024-25				Annual Achievement (2024-2025)	Concerned Department	Attached Proof	Remarks
			Q-1 (July-September, 2024)	Q-2 (October-December, 2024)	Q-3 (January-March, 2025)	Q-4 (April-June, 2025)				
1	2	3	4	5	6	7	(4+5+6+7) = 8	9	10	11
Updating Citizen Charter Quarterly	Has it been updated?	Updating 4 times	Reviewed					Investment/Monitoring	https://sabinco.com.bd/help-desk/	As and when required
Arranging training related to Citizen Charter	a. Training b. Workshop c. Others	Arranging training/workshop	-					Human Resources		As and when required
Arranging meeting with stakeholders regarding Citizen Charter	Arranging Meeting	Arranging 2 meetings	1					Investment/Monitoring	Attendance Sheet	Among others, Citizen Charter was discussed.
Implementing decisions of Citizen Charter Monitoring Committee	Preparing Report	a. Finalizing report b. Uploading report to website	Report Prepared and uploaded				Report Prepared and uploaded	Investment/Monitoring	https://sabinco.com.bd/help-desk/	

Signature & Seal of Reporting Officer

Hassanuzzaman
Principal Officer-Monitoring
Saudi-Bangladesh Industrial and
Agricultural Investment Company Ltd.

Focal Point

Rajib Kumar Roy
Senior Vice President - Investment
Saudi-Bangladesh Industrial and
Agricultural Investment Co. Ltd.