



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: 3, (January - March, 2025)

Date: April 30, 2025

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	Reviewed	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	1	-			Investment/Monitoring		
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.