



মানব সম্পদ বিভাগ

এফএসআইবিএল/এইচও/এইচআরডি/সার্কুলার লেটার/২০২০

তারিখঃ ০৬ মে ২০২০

সকল শাখা ব্যবস্থাপক

সকল আঞ্চলিক প্রধান/বিভাগীয় প্রধান, প্রধান কার্যালয়

প্রিন্সিপাল ট্রেনিং ইনস্টিটিউট

আইসিসি চট্টগ্রাম ইউনিট ও রিজিওনাল ট্রেনিং ইনস্টিটিউট

ফার্স্ট সিকিউরিটি ইসলামী ব্যাংক লিমিটেড।

মুহতারাম,

আসসালামু-আলাইকুম,

বিষয়ঃ সরকার ঘোষিত সাধারণ ছুটির মধ্যে ব্যাংকিং ব্যবস্থা চালু রাখা ও এতদবিষয়ে করণীয় প্রসঙ্গে।

করোনা ভাইরাস (কোভিড-১৯) রোধকল্পে সরকার ঘোষিত সাধারণ ছুটির মধ্যে ব্যাংকিং ব্যবস্থা চালু রাখার লক্ষ্যে বাংলাদেশ ব্যাংক, প্রধান কার্যালয়ের ডিপার্টমেন্ট অব অফ-সাইট সুপারভিশন কর্তৃক জারিকৃত সার্কুলার লেটার নং-১৬, তারিখ ০৫.০৫.২০২০ ইং এর আলোকে ব্যবস্থাপনা কর্তৃপক্ষের অনুমোদনক্রমে নিম্নোক্ত পরামর্শ প্রদান করা হলোঃ

- আগামী ১০ মে ২০২০ তারিখ হতে পরবর্তী নির্দেশনা না দেয়া পর্যন্ত দৈনিক ব্যাংকিং লেনদেনের সময়সূচি হবে সকাল ১০:০০ ঘটিকা হতে দুপুর ২:৩০ ঘটিকা পর্যন্ত এবং লেনদেন পরবর্তী আনুষঙ্গিক কার্যক্রম সম্পাদনের জন্য সংশ্লিষ্ট শাখা ও প্রধান কার্যালয়ের সংশ্লিষ্ট বিভাগ খোলা রাখার সময়সূচি হবে দুপুর ৩:৩০ ঘটিকা পর্যন্ত। পরবর্তীতে, বাংলাদেশ ব্যাংক কর্তৃক সময়সূচির পরিবর্তন করা হলে তা অনুসরণ করা হবে। তবে, আগামী ০৭ মে ২০২০ তারিখে ব্যাংকিং লেনদেনের জন্য পূর্বের সময়সূচি বলবৎ থাকবে।
- সংশ্লিষ্ট ব্যবস্থাপকগণ সরকার ঘোষিত সাধারণ ছুটিকালীন বাংলাদেশ ব্যাংক নির্দেশিত সার্বিক কার্যাদি সুষ্ঠুভাবে সম্পাদন, স্বাস্থ্য সুরক্ষা ও স্বাস্থ্য বিধি মেনে চলার জন্য রোস্টার/টিমভিত্তিক নিম্ন সংখ্যক লোকবল (সর্বোচ্চ) **Due Diligence** প্রয়োগের মাধ্যমে নিয়োজিত রাখবেনঃ

ডিপার্টমেন্ট/ক্যাটাগরি	সর্বোচ্চ লোকবল (সংখ্যা)	
	গ্রাম্য (Rural) শাখা	শহুরে (Urban) শাখা
ক্যাশ	৩ জন	৪ জন
জেনারেল ব্যাংকিং ও বিনিয়োগ	১ জন	২ জন
পিওন	১ জন	২ জন
আন্তর্জাতিক ব্যবসায় (Foreign Trade) এডি শাখার জন্য প্রয়োজ্য	০	২ জন
ম্যানেজার/ ম্যানেজার অপারেশন	১ জন	১ জন

উপরোক্ত ছক মোতাবেক নতুন ডিউটি রোস্টার (টিম-১ ও টিম-২) প্রস্তুত করতঃ পরবর্তী খোলার তারিখে অবশ্যই মানব সম্পদ বিভাগে ই-মেইল প্রেরণ করবেন।

বিশেষ অবস্থায় উপরোল্লিখিত লোকবলের অতিরিক্ত লোকবলের প্রয়োজন হলে সুস্পষ্ট কারণ উল্লেখপূর্বক মানব সম্পদ বিভাগে ই-মেইল/WhatsApp Group-এ (সংশ্লিষ্ট আঞ্চলিক প্রধানের মাধ্যমে, যদি শাখা আঞ্চলিক কার্যালয়ের আওতাধীন হয়) লিখিত আবেদনের মাধ্যমে পূর্বানুমোদন গ্রহণ করবেন। তবে, শাখার কার্যাদি বিবেচনায় যদি কোন ব্যবস্থাপক উল্লিখিত সংখ্যার চেয়ে লোকবল হ্রাস করতে চান তাহলে পূর্বানুমোদন প্রয়োজন হবে না।

- সংশ্লিষ্ট বিভাগীয় প্রধানগণ স্বীয় বিবেচনায় বিভাগের সার্বিক কার্যাদি সুষ্ঠুভাবে সম্পাদনের জন্য রোস্টার/টিমভিত্তিক প্রয়োজনীয় সংখ্যক লোকবল নিয়োজিত রাখবেন।
- সোশ্যাল ডিসটেন্সিং সংক্রান্ত WHO এর গাইডলাইনসহ এতদবিষয়ে বাংলাদেশ ব্যাংক কর্তৃক জারিকৃত বিআরপিডি সার্কুলার নং-০৫/২০২০ এবং বিআরপিডি সার্কুলার লেটার নং-১৩/২০২০ এর নির্দেশনা যথাযথভাবে পরিপালন করবেন। Employee ও Staff অফিসে প্রবেশের পূর্বে অবশ্যই হাত জীবানুমুক্তকরণ এবং মাস্ক পরিধান নিশ্চিত করবেন। এছাড়া, ক্যাশ বিভাগে কর্মরত Employee অবশ্যই Hand Gloves পরিধান করবেন।



- ### Zone Wise List of Open/Closed Branches

SL No.	Branch Code	Branch Name	Thursday	Sunday	Monday	Tuesday	Wednesday	Thursday
			07.05.2020	10.05.2020	11.05.2020	12.05.2020	13.05.2020	14.05.2020
Barishal Zone								
1.	230	Bauphal Br.	Open	Closed	Open	Closed	Open	Closed
2.	201	Barguna Br.	Open	Open	Open	Open	Open	Open
3.	163	Barishal Br.	Open	Open	Open	Open	Open	Open
4.	226	Bhola Br.	Open	Open	Open	Open	Open	Open
5.	180	Damudya Br.	Closed	Closed	Open	Closed	Open	Closed
6.	194	Galachipa Br.	Closed	Open	Closed	Open	Closed	Closed
7.	271	Gournadi Br.	Open	Closed	Open	Closed	Open	Closed
8.	181	Naria Br.	Closed	Closed	Open	Closed	Open	Closed
9.	144	Patuakhali Br.	Open	Closed	Closed	Closed	Open	Open
10.	209	Wazirpur Br.	Closed	Open	Closed	Open	Closed	Closed
11.	210	Panchar Br.	Open	Open	Closed	Open	Closed	Open
12.	195	Swarupkati Br.	Open	Open	Closed	Open	Closed	Open
Chattogram Zone								
1.	104	Agrabad Br.	Open	Open	Open	Open	Open	Open
2.	134	Anderkillia Br.	Open	Open	Closed	Open	Closed	Open
3.	123	Bahaddhar Hat Br.	Closed	Closed	Open	Closed	Open	Closed
4.	184	Bandartila Br.	Closed	Open	Closed	Open	Closed	Closed
5.	187	Banshkhali Br.	Open	Closed	Open	Closed	Open	Open
6.	263	Baratakia Br.	Closed	Open	Closed	Open	Closed	Closed



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SL No.	Branch Code	Branch Name	Thursday 07.05.2020	Sunday 10.05.2020	Monday 11.05.2020	Tuesday 12.05.2020	Wednesday 13.05.2020	Thursday 14.05.2020
7.	277	Boalkhali Br.	Open	Open	Closed	Open	Closed	Open
8.	232	Bokhter Munshi Bazar Br.	Open	Closed	Open	Closed	Open	Closed
9.	142	Chakaria Br.	Closed	Open	Closed	Open	Closed	Closed
10.	234	Chandanaish Br.	Open	Open	Closed	Open	Closed	Open
11.	166	Chawkbazar Br.	Open	Closed	Open	Closed	Open	Closed
12.	244	Chowdhuryhat Br.	Closed	Open	Closed	Open	Closed	Closed
13.	135	Court Bazar Br.	Open	Closed	Open	Closed	Open	Closed
14.	139	Cox's Bazar Br.	Open	Open	Open	Open	Open	Open
15.	124	Dovashi Bazar Br.	Open	Open	Closed	Open	Closed	Open
16.	151	Eidgaon Br.	Open	Closed	Open	Closed	Open	Closed
17.	249	Fateyabad Br.	Open	Closed	Open	Closed	Open	Closed
18.	165	Feni Br.	Open	Open	Open	Open	Open	Open
19.	255	Fulgazi Br.	Closed	Open	Closed	Open	Closed	Closed
20.	185	Halishahar Br.	Open	Closed	Open	Closed	Open	Closed
21.	137	Hathazari Br.	Closed	Open	Closed	Open	Closed	Open
22.	221	Hnila Br.	Open	Closed	Open	Closed	Open	Closed
23.	107	Jubilee Road Br.	Open	Open	Open	Open	Open	Open
24.	212	Kadamtali Br.	Open	Closed	Open	Closed	Open	Closed
25.	206	Katirhat Br.	Closed	Open	Closed	Open	Closed	Closed
26.	110	Keranihat Br.	Closed	Open	Closed	Open	Closed	Open
27.	102	Khatunganj Br.	Open	Open	Open	Open	Open	Open
28.	276	Khulshi Br.	Open	Closed	Open	Closed	Open	Closed
29.	240	Korerhat Br.	Closed	Closed	Open	Closed	Open	Closed
30.	193	Kumira Br.	Open	Closed	Open	Closed	Open	Closed
31.	147	Lohagara Br., Ctg.	Open	Closed	Open	Closed	Open	Closed
32.	256	Lakshmipur Br.	Open	Open	Open	Open	Open	Open
33.	233	Laskarhat Br.	Closed	Open	Closed	Open	Closed	Closed
34.	218	Mirzakhil Br.	Open	Closed	Open	Closed	Open	Closed
35.	167	Mohila Br.	Open	Closed	Open	Closed	Open	Closed
36.	161	Mohra Br.	Open	Closed	Open	Closed	Open	Closed
37.	164	Nazirhat Br.	Open	Closed	Open	Closed	Open	Closed
38.	114	Nazu Mea Hat Br.	Closed	Open	Closed	Open	Closed	Open
39.	159	Pahartali Br.	Open	Open	Closed	Open	Closed	Open



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SL No.	Branch Code	Branch Name	Thursday 07.05.2020	Sunday 10.05.2020	Monday 11.05.2020	Tuesday 12.05.2020	Wednesday 13.05.2020	Thursday 14.05.2020
40.	196	Pahartali Chowmuhoni Br.	Open	Closed	Open	Closed	Open	Closed
41.	236	Panchlaish Br.	Closed	Open	Closed	Open	Closed	Closed
42.	145	Patherhat Br.	Closed	Open	Closed	Open	Closed	Closed
43.	152	Patiya Br.	Open	Open	Closed	Open	Closed	Open
44.	182	Patiya Mohila Br.	Open	Closed	Open	Closed	Open	Closed
45.	192	Pekua Br.	Closed	Open	Closed	Open	Closed	Closed
46.	119	Prabartak Mor Br.	Open	Open	Closed	Open	Closed	Open
47.	259	Rahattarpul Br.	Closed	Open	Closed	Open	Closed	Closed
48.	131	Ramganj Br.	Closed	Open	Closed	Open	Closed	Closed
49.	200	Ramu Br.	Closed	Open	Closed	Open	Closed	Closed
50.	262	Rangamati Br.	Open	Open	Closed	Open	Closed	Open
51.	156	Ranirhat Br.	Open	Open	Closed	Open	Closed	Open
52.	279	Raozan Br.	Open	Closed	Open	Closed	Open	Open
53.	239	Sadarghat Br. Ctg.	Open	Closed	Open	Closed	Open	Closed
54.	235	Tokirhat Br.	Open	Closed	Open	Closed	Open	Closed
55.	267	Torabganj Br.	Closed	Open	Closed	Open	Closed	Closed
Dhaka Zone								
1.	140	Azampur Br.	Open	Closed	Open	Closed	Open	Closed
2.	273	Bagmara Bazar Br.	Open	Closed	Open	Closed	Closed	Open
3.	199	Baligaon-Tongibari Br.	Open	Open	Closed	Open	Closed	Open
4.	265	Bangodda Bazar Br.	Closed	Open	Closed	Open	Closed	Closed
5.	115	Banani Br.	Open	Open	Open	Open	Open	Open
6.	138	Banasree Br.	Open	Closed	Open	Closed	Closed	Open
7.	106	Bangshal Br.	Open	Open	Closed	Open	Closed	Open
8.	177	Bashundhara Br.	Open	Open	Open	Closed	Open	Open
9.	168	Bhaluka Br.	Closed	Open	Closed	Open	Closed	Closed
10.	202	Bhuanpur Br.	Closed	Open	Closed	Open	Closed	Open
11.	120	Bishwa Road Br.	Open	Closed	Open	Closed	Open	Closed
12.	270	Boalmari Br.	Open	Closed	Open	Closed	Open	Closed
13.	243	Brahmanbaria Br.	Open	Open	Closed	Open	Closed	Open
14.	241	Chandpur Br.	Open	Open	Closed	Open	Closed	Open
15.	178	City University Br.	Closed	Open	Closed	Open	Closed	Closed
16.	281	Corporate Br.	Open	Open	Closed	Closed	Closed	Open



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SL No.	Branch Code	Branch Name	Thursday 07.05.2020	Sunday 10.05.2020	Monday 11.05.2020	Tuesday 12.05.2020	Wednesday 13.05.2020	Thursday 14.05.2020
17.	125	College Gate Br.	Open	Open	Closed	Open	Closed	Open
18.	150	Cumilla Br.	Open	Open	Closed	Open	Closed	Open
19.	108	Dhanmondi Br.	Open	Open	Open	Open	Open	Open
20.	246	Dhorkora Bazar Br.	Open	Closed	Open	Closed	Open	Closed
21.	101	Dilkusha Br.	Open	Open	Open	Open	Open	Open
22.	121	Donia Br.	Open	Closed	Open	Closed	Open	Closed
23.	162	Faridpur Br.	Open	Open	Closed	Open	Closed	Open
24.	214	Gazipur Chowrasta Br.	Open	Closed	Open	Closed	Open	Closed
25.	247	Gopalganj Br.	Open	Open	Open	Open	Open	Open
26.	112	Gulshan Br.	Open	Open	Open	Open	Open	Open
27.	238	Hamidpur Br.	Open	Closed	Open	Closed	Open	Closed
28.	257	Homna Br.	Open	Open	Closed	Open	Closed	Open
29.	155	Islampur Br.	Open	Open	Closed	Closed	Open	Closed
30.	183	Jamirdia Masterbari Br.	Open	Closed	Open	Closed	Open	Closed
31.	237	Joydal Market Dakkhinkhan Br.	Closed	Open	Closed	Open	Closed	Open
32.	248	Kakrail Br.	Closed	Open	Closed	Open	Closed	Open
33.	176	Karwan Bazar Br.	Open	Closed	Open	Closed	Open	Closed
34.	207	Keraniganj Br.	Closed	Open	Closed	Open	Closed	Open
35.	274	Khilgaon Br.	Closed	Open	Closed	Open	Closed	Open
36.	190	Konapara Br.	Open	Closed	Open	Closed	Open	Closed
37.	260	Kuril Bishwaroad Br.	Closed	Closed	Closed	Closed	Closed	Closed
38.	154	Madhabdi Br.	Open	Closed	Open	Closed	Open	Closed
39.	254	Madhaiya Bazar Br.	Closed	Closed	Open	Closed	Open	Closed
40.	174	Malibag Br.	Closed	Closed	Closed	Closed	Closed	Closed
41.	203	Manikganj Br.	Open	Open	Closed	Closed	Open	Closed
42.	113	Mirpur Br.	Closed	Open	Closed	Open	Closed	Closed
43.	103	Mohakhali Br.	Open	Open	Open	Open	Open	Open
44.	186	Mohammadpur Br.	Closed	Open	Closed	Closed	Open	Closed
45.	129	Motijheel Br.	Open	Open	Open	Open	Open	Open
46.	127	Muksudpur Br.	Open	Closed	Open	Closed	Closed	Open
47.	160	Mymensing Br.	Open	Open	Closed	Open	Closed	Open
48.	250	Nawabganj Br.	Closed	Open	Closed	Closed	Open	Closed
49.	170	Narayanganj Br.	Open	Open	Closed	Open	Closed	Open
50.	225	Postagola Br.	Open	Open	Closed	Open	Closed	Open
51.	133	Ring Road Br.	Open	Closed	Open	Closed	Closed	Open
52.	228	Ranabholia Br.	Open	Closed	Open	Closed	Open	Closed



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SL No.	Branch Code	Branch Name	Thursday 07.05.2020	Sunday 10.05.2020	Monday 11.05.2020	Tuesday 12.05.2020	Wednesday 13.05.2020	Thursday 14.05.2020
53.	245	Rayerbazar Br.	Open	Open	Closed	Open	Closed	Closed
54.	223	Rupnagar Br.	Open	Closed	Open	Closed	Open	Closed
55.	149	Savar Br.	Open	Open	Closed	Open	Closed	Open
56.	126	Senanibash Br.	Open	Open	Closed	Open	Closed	Open
57.	117	Shafipur Br.	Open	Open	Closed	Open	Closed	Open
58.	283	Shahrasti Br.	Open	Closed	Open	Closed	Open	Closed
59.	143	Sreepur Br.	Closed	Closed	Open	Closed	Open	Closed
60.	253	Tangail Br.	Closed	Open	Closed	Open	Closed	Closed
61.	229	Tantar Br.	Open	Closed	Open	Closed	Open	Open
62.	118	Topkhana Road Br.	Open	Closed	Open	Closed	Open	Closed
63.	158	Uttara Br.	Closed	Open	Closed	Open	Closed	Open
64.	148	Zirabo Br.	Open	Closed	Open	Closed	Open	Closed
Khulna Zone								
1.	213	Bagachra Br.	Open	Closed	Open	Closed	Open	Closed
2.	172	Bagerhat Br.	Open	Open	Closed	Open	Closed	Open
3.	211	Barobazar Br.	Open	Open	Closed	Closed	Open	Closed
4.	282	Dakbangla Br.	Open	Open	Closed	Closed	Open	Closed
5.	215	Fakirhat Br.	Open	Closed	Open	Closed	Open	Closed
6.	141	Jashore Br.	Open	Open	Closed	Open	Closed	Open
7.	197	Jhenaidah Br.	Open	Open	Closed	Open	Closed	Open
8.	266	Kalaroa Br.	Closed	Open	Closed	Open	Closed	Closed
9.	269	Kalia Br.	Open	Open	Closed	Closed	Open	Closed
10.	224	Kaliganj Br.	Open	Open	Closed	Closed	Open	Closed
11.	208	Kapilmuni Br.	Open	Closed	Open	Closed	Open	Closed
12.	188	Keshabpur Br.	Open	Open	Closed	Open	Closed	Open
13.	220	Khajura Bazar Br.	Open	Closed	Open	Closed	Closed	Open
14.	116	Khulna Br.	Open	Open	Open	Open	Open	Open
15.	157	Lohagara Br., Narail	Open	Open	Closed	Open	Closed	Open
16.	268	Langalbandh Bazar Br.	Open	Closed	Open	Closed	Open	Closed
17.	173	Magura Br.	Open	Open	Closed	Open	Closed	Open
18.	216	Morrelganj Br.	Open	Open	Closed	Closed	Open	Closed
19.	272	Nalta Br.	Open	Closed	Open	Closed	Closed	Open
20.	204	Narail Br.	Open	Open	Closed	Open	Closed	Open



ফার্স্ট সিকিউরিটি ইসলামী ব্যাংক লিঃ
فارسٹ سیکیوریتی اسلامی بینک لمیٹڈ FIRST SECURITY ISLAMIC BANK LTD

SL No.	Branch Code	Branch Name	Thursday 07.05.2020	Sunday 10.05.2020	Monday 11.05.2020	Tuesday 12.05.2020	Wednesday 13.05.2020	Thursday 14.05.2020
21.	198	Navaron Br.	Open	Open	Closed	Closed	Closed	Open
22.	278	Patkelghata Br.	Open	Open	Closed	Open	Closed	Open
23.	222	Phultala Br.	Open	Open	Closed	Closed	Open	Closed
24.	146	Satkhira Br.	Open	Open	Closed	Open	Closed	Open
25.	205	Shyamnagar Br.	Open	Closed	Open	Closed	Open	Closed
Rajshahi Zone								
1.	284	Badalgachi Br.	Open	Open	Closed	Open	Closed	Open
2.	130	Bogura Br.	Open	Open	Closed	Open	Closed	Open
3.	191	Chuadanga Br.	Open	Open	Closed	Open	Closed	Open
4.	217	Dhupoil Bazar Br.	Open	Open	Closed	Open	Closed	Open
5.	171	Dinaipur Br.	Open	Open	Open	Closed	Open	Open
6.	264	Joypurhat Br.	Open	Open	Closed	Open	Closed	Open
7.	227	Kansat Br.	Open	Open	Closed	Open	Closed	Open
8.	179	Kushtia Br.	Open	Open	Closed	Open	Closed	Open
9.	219	Meherpur Br.	Open	Open	Closed	Open	Closed	Open
10.	189	Naogaon Br.	Closed	Open	Open	Closed	Open	Open
11.	231	Natore Br.	Open	Open	Closed	Open	Closed	Open
12.	169	Pabna Br.	Open	Open	Closed	Open	Closed	Open
13.	136	Rajshahi Br.	Closed	Open	Open	Closed	Open	Open
14.	109	Rangpur Br.	Open	Open	Open	Closed	Open	Open
15.	251	Sirajganj Br.	Open	Open	Open	Closed	Open	Open
16.	252	Syedpur Br.	Open	Open	Closed	Open	Closed	Open
17.	261	Thakurgaon Br.	Open	Open	Open	Closed	Open	Open
18.	275	Ulipur Br.	Open	Open	Closed	Open	Closed	Open
Sylhet Zone								
1.	128	Amberkhana Br.	Open	Closed	Closed	Closed	Open	Open
2.	175	Beanibazar Br.	Closed	Open	Open	Open	Closed	Closed
3.	105	Biswanath Br.	Open	Closed	Closed	Closed	Open	Open
4.	258	Chhatak Br.	Closed	Closed	Closed	Open	Open	Open
5.	132	Gobindaganj Br.	Open	Open	Open	Closed	Closed	Closed
6.	242	Juri Br.	Closed	Open	Open	Open	Closed	Closed
7.	122	Moulvibazar Br.	Closed	Closed	Closed	Open	Open	Open
8.	280	Noapara Bazar Br.	Open	Open	Open	Closed	Closed	Closed
9.	111	Sylhet Br.	Open	Open	Open	Open	Open	Open
10.	153	Taltola Br.	Closed	Open	Open	Open	Closed	Closed



ফার্স্ট সিকিউরিটি ইসলামী ব্যাংক লিঃ
فارسٹ سيكيوريتي اسلامي بنك ليميتد FIRST SECURITY ISLAMI BANK LTD

List of Open Divisions of Head Office

SL No.	Name of Divisions
1.	Alternative Delivery Channel Division
2.	Card Division
3.	Finance & Accounts Division
4.	General Services Division
5.	Human Resources Division
6.	Information & Communication Technology Division
7.	Investment Administration Division (CIB only)
8.	Investment Division
9.	International Division
10.	Payment System Division
11.	Public Affairs & Brand Communication Division
12.	SME & Agricultural Investment Division
13.	Treasury Division

মা-আসসালাম
আপনাদের বিশ্বস্ত

(মোঃ আবুল কাসেম)
ডিপি এন্ড হেড অব এইচআরডি