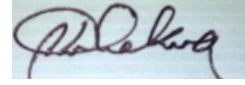


4	Furniture	Nos	List-Enclosed	OTM/RFO/Direct	DO	Go B	8	Planned Dates	01/01/26	15/01/26	29/01/26	08/02/26	15/02/26	15/03/26		15/04/26
								Planned Days	0	14	14	07	07	28	60	30
								Actual Date								
								Planned Dates	01/01/26	15/01/26	29/01/26	08/02/26	15/02/26	15/03/26		15/04/26
								Planned Days	0	14	14	07	07	28	60	30
5	Electric equipment related Supporting materials/ installation/ supply & maintenance	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	3	Planned Dates	01/01/26	15/01/26	29/01/26	08/02/26	15/02/26	15/03/26		15/04/26
								Planned Days	0	14	14	07	07	28	60	30
								Actual Date								
6	Postage	Nos	As Per Requirement	Direct	DO	Go B	0.30	When needed	As per requirement							
7	Telephone/fax/internet/mobile phone services	3 Bills 12 Months	DO	Direct	DO	Go B	4.5	When needed	As per requirement							
8	Transport Fuel (Petrol/Octane/CNG)	LTR/CFT	12	Direct	DO	Go B	16	When needed	As per requirement							
9	Advertisement	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	8	Planned Dates	01/01/26	15/01/26	29/01/26	08/02/26	15/02/26	15/03/26		15/04/26
								Planned Days	0	14	14	07	07	28	60	30
								Actual Date								
10	Stationary & Miscellaneous goods	Nos	List-Enclosed	OTM/RFO/Direct	DO	Go B	8	Planned Dates	14/08/25	24/08/25	24/08/25	31/08/25	07/09/25	05/10/25		05/11/25
								Planned Days	0	10	0	07	07	28	60	30
								Actual Date								
								Planned Dates	01/01/26	15/01/26	29/01/26	08/02/26	15/02/26	15/03/26		15/04/26
								Planned Days	0	14	14	07	07	28	60	30
11	Computer	Nos	List-Enclosed	OTM/RFO/Direct	DO	Go B	06	Planned Dates	14/08/25	24/08/25	24/08/25	31/08/25	07/09/25	05/10/25		05/11/25
								Planned Days	0	10	0	07	07	28	60	30

11	Accessories	Nos	As Per Requirement	Direct	DO	Go B	00	Planned Days		0	10	0	07	07	28	60	30
								Actual Date									
12	Books and Journals	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	1.5	Planned Dates	14/08/25	24/08/25	24/08/25	31/08/25	07/09/25	05/10/25			05/11/25
								Planned Days	0	10	0	07	07	28	60	30	
								Actual Date									
13	Recruitment of Officers & Staffs	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	3	When needed	As per requirement								
14	Rent for Office Building	Months	12	Direct	DO	Go B	12	When needed	As per requirement								
15	Repair and maintenance of Vehicles	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	10.05	When needed	As per requirement								
16	Integrity	Nos	As Per Requirement	Direct	DO	Go B	1	When needed	As per requirement								
17	Motor vehicle	Nos	As Per Requirement	Direct	DO	Go B	70	Planned Dates	01/01/26	15/01/26	29/01/26	08/02/26	15/02/26	15/03/26			15/04/26
								Planned Days	0	14	14	07	07	28	60	30	
								Actual Date									
18	Transportation (Contractual)	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	0.5	When needed	As per requirement								
19	Seminar and Conferences	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	15	When needed	As per requirement								
20	Temporary labour wages	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	1	When needed	As per requirement								
21	Registration	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	3	When needed	As per requirement								
22	Training	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	25	When needed	As per requirement								
23	Gas and fuel	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	1	When needed	As per requirement								

								Planned	14/08/25	24/08/25	24/08/25	31/08/25	07/09/25	05/10/25			05/11/25
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Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	5	Dates										
						Planned Days	0	10	0	07	07	28	60	30		
24	Printing and Binding	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	5									
25	Honorarium	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	5	When needed	As per requirement							
26	Programs and Festivals	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	2	When needed	As per requirement							
27	Electricity	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	2.40	When needed	As per requirement							
28	Water	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	.20	When needed	As per requirement							
29	Outsourcing	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	48	When needed	As per requirement							
30	Computer Software	Nos	As Per Requirement	OTM/RFO/Direct	DO	Go B	5	When needed	As per requirement							



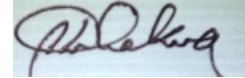
২৫-০৮-২০২৫
বিদর্শী সম্মোখি চাকমা
সচিব

নম্বর: ২২.০৭.০০০০.০০০.০০৭.০৭.০০০২.২৪.৩১/১ (৩)

তারিখ: ১০ ভাদ্র ১৪৩২ বঙ্গাব্দ
২৫ আগস্ট ২০২৫ খ্রিস্টাব্দ

অবগতি ও প্রয়োজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। চেয়ারম্যান (অতিরিক্ত দায়িত্ব), চেয়ারম্যান এর দপ্তর, বাংলাদেশ রাবার বোর্ড।
- ২। পরিচালক, যুগ্মসচিব, পরিচালক (অর্থ ও বিপণন), বাংলাদেশ রাবার বোর্ড।
- ৩। পরিচালক, যুগ্মসচিব, পরিচালক (পরিকল্পনা, উন্নয়ন, গবেষণা ও প্রশিক্ষণ), বাংলাদেশ রাবার বোর্ড।

২৫-০৮-২০২৫
বিদর্শী সম্মোখি চাকমা
সচিব