

**Administrative Circular**  
**No. 05/20**

Date: 7<sup>th</sup> April'20

Subject: **Office Closed & Work from Home due to Outbreak of Coronavirus Disease (COVID 19)**

Due to the outbreak of the Coronavirus (COVID'19) disease, we are also complying circular of Government of Bangladesh. Regarding this issue Management has been decided to **close the office** and all the member are requested to do your duties from your home until the Government of Bangladesh or Bangladesh Garment Manufacturers and Exporters Association (BGMEA) re-open. In this regard you all are also requested to not leave your home premises, open your mobile phone 24hours and promptly response to any communication (phone call, e-email etc).

Thanks & Regards

On behalf of BoD



Syed Nazmul Huda  
Director

**Administrative Circular**  
**No. 04/20**

Date: 24<sup>th</sup> March'20

Subject: **Office Closed & Work from Home due to Outbreak of Coronavirus Disease (COVID 19)**

You are all aware of the emergency state the whole world is in due to the outbreak of the Coronavirus (COVID'19) disease, The World Health Organization (WHO) has declared the disease as a pandemic (worldwide threat) asking everyone to be very vigilant and take precautionary measures, In some countries there has been a complete lockdown to prevent the disease from spreading further. Some people affected and two/three died in Bangladesh, we are in a critical situation regarding, handling the consequences of the disease. So it is of utmost importance that we, being a Human Resource oriented organization, stay alert and take self-precautionary measures as it is a communicable disease and the most common ways it can spread is through sneezing, coughing and close contact to the COVID 19 infected person.

Therefore, The Management has been decided to **close the office** and all the member are requested to do your duties from your home from **26<sup>th</sup> March'20 to 5<sup>th</sup> April'20**. In this regard you all are also requested to not leave your home premises, open your mobile phone 24hours and promptly response to any communication (phone call, e-mail etc).

Thanks & Regards

On behalf of BoD



Syed Nazmul Huda  
Director