# Bir Muktijoddha M A Hannan Hall

# 1. Citizen Charter

### a. Citizen services

| Sl. | Name of | Procedure | Required documents  | Price and | Time  | Responsible officer    | Superior Officer |
|-----|---------|-----------|---------------------|-----------|-------|------------------------|------------------|
|     | service |           | and available place | payment   | frame | (Name, position, phone | (Name, position, |
|     |         |           |                     | procedure |       | and email)             | phone and email) |
|     |         |           |                     |           |       |                        |                  |
|     |         |           |                     |           |       |                        |                  |
|     |         |           |                     |           |       |                        |                  |
|     |         |           |                     |           |       |                        |                  |

### **b.** Institutional services

| Sl. | Name of | Procedure | Required documents  | Price and | Time  | Responsible officer    | Superior Officer |
|-----|---------|-----------|---------------------|-----------|-------|------------------------|------------------|
|     | service |           | and available place | payment   | frame | (Name, position, phone | (Name, position, |
|     |         |           |                     | procedure |       | and email)             | phone and email) |
|     |         |           |                     |           |       |                        |                  |
|     |         |           |                     |           |       |                        |                  |
|     |         |           |                     |           |       |                        |                  |
|     |         |           |                     |           |       |                        |                  |

# c. Internal services

| Sl. | Name of | Procedure | Required        | Price and | Time  | Responsible officer    | Superior Officer |
|-----|---------|-----------|-----------------|-----------|-------|------------------------|------------------|
|     | service |           | documents and   | payment   | frame | (Name, position, phone | (Name, position, |
|     |         |           | available place | procedure |       | and email)             | phone and email) |
|     |         |           |                 |           |       |                        |                  |
|     |         |           |                 |           |       |                        |                  |
|     |         |           |                 |           |       |                        |                  |
|     |         |           |                 |           |       |                        |                  |