Resource Integration Centre (RIC)
রিসোর্স ইন্টিগ্রেশন সেন্টার (রিক)

সমাজ কল্যাণ বিভাগ রেজিঃ নং-ঢ-০১১৬৪, এমআরএ সনদ নং-০০৩৪৯-০১৩৭৫-০০১৬৭, এনজিও বিষয়ক ব্যুরো রেজিঃ নং-১৭৭

Date: 23/06/2026

Ref: RIC/CEN/PROC/2026/0529

To
All Department/Program/Project/Division/Zone/Area Office
Resource Integration Centre (RIC)

Subject: Reconstitution of the RIC Central Procurement Committee (PROC)

Dear Colleagues,

This is to inform you that one of our Procurement Committee Member (Mr. Abu Riyadh Khan - Deputy Director) already left the organization. The continuation of functioning of all kinds of procurement process, we need to reform the Central Procurement Committee (PROC). In this regard, the RIC management decided to include Mr. Md. Hanif Miah (Deputy General Manger-Program) to the committee until further change any unforeseen circumstances. The reformed committee members will be as follows:

Sl #	Name	Designation	Position In Committee	Responsibilities
1	Afroza Laila	Director	President	To preside the meeting. Provide technical and managerial support to take decision for various procurement.
2	Dipak Ranjan Chakraborty	Deputy Director	Member Secretary	To receive all purchase request and place to the committee meeting, organize to collect the quotation, preparation BID summary, invitation of the PROC meeting, organize procurement as per the decision of the PROC, preparation of work order and ensure all other formalities as per Procurement policy and guideline.
3	Md. Hanif Miah	Deputy General Manger-Program	Member	Provide technical support and assist to make decision for various procurement related issues.
4	Md. Jasim Uddin	Senior Manager HR & Admin	Member	
5	Md. Mokim Uddin Mondal	Assistant Manager-Legal	Member	

Therefore, all concerned are requested to support them to implement the procurement policy and guidelines for smooth operation of activities.

Thanks and regards,

Abul Haseeb Khan
Executive Director

Copy to:

I. Central Procurement Committee Member (All)
II. Zonal Procurement Committee Member (All)
III. All Staff Central Office
IV. Divisional Manager (All)
V. Project/Programme In Charge (All)
VI. Central Procurement Unit
VII. Office File