# শহীদ মনসুর আলী ট্রাষ্ট
# Shaheed Monsur Ali Trust

Ref.: **SMAT/HR/10/2026/** 1210 Date: 19.10.26

To,
**K.M. Golam Mawla**
**Address: H # 374, Flat# 3C, West Rampura DIT Road, Dhaka-1219**
**Cell # 01966 106766**

**Subject: Appointment as Manager (Admin).**

Dear **K.M. Golam Mawla,**
We are pleased to offer you appointment as **Manager (Admin)** at Shaheed Monsur Ali Medical College Hospital, subject to the terms and conditions set out below. Your proposed joining date shall be on or before 30 October 2026. Please report to the Human Resources Department or the officer designated by the authority on your joining date.

**Terms and Conditions of Appointment**

1. **Position, reporting and duties:** You shall perform the duties and responsibilities assigned to your position and report to the Principal/Director or other authorized as notified by the institution. The institution may reasonably revise your duties, reporting line or work assignment according to operational requirements.
2. **Salary and benefits:** Your monthly gross salary shall be Shaheed Monsur Ali Trust salary Scale (Grade-7) and benefits subject to applicable deductions and institutional rules. Any allowance, benefit or increment must be authorized in writing.
3. **Joining documents:** At joining, you must submit the required educational and experience certificates, national identity documentation, photographs, references and any other documents reasonably required by the institution. Employment is subject to verification of the information and documents supplied.
4. **Working hours, attendance and leave:** You must follow the institution's approved working hours, duty roster, attendance procedures and leave policy.
5. **Professional conduct:** You must perform your duties diligently, honestly and respectfully; comply with lawful instructions and institutional policies; maintain professional conduct, Students, colleagues and visitors; and avoid harassment, discrimination, intimidation or any other misconduct.
6. **Confidentiality and data protection:** You must keep confidential all non-public information concerning employees, personal data, finances, operations and institutional affairs. You may access or disclose such information only for authorized work purposes and in accordance with applicable law and institutional policy. This obligation continues after employment ends.
7. **Institutional property and records:** All files, records, identification cards, keys, devices, documents and other property provided to you or created in the course of your employment remain the institution's property, subject to applicable law. You must protect them and return all institutional property and records upon request or when your employment ends.
8. **Policies, compliance and safety:** You must comply with the institution's service rules, HR policies, security requirements, information technology rules, workplace safety procedures and applicable laws and regulations, as amended from time to time and communicated to you.
9. **Performance and disciplinary process:** Your performance and conduct may be reviewed by the institution. Alleged misconduct or unsatisfactory performance may be addressed under the institution's applicable disciplinary procedures and the law, including an opportunity to respond where required.

শহীদ মনসুর আলী ট্রাস্ট
Shaheed Monsur Ali Trust
26 & 26/A, Road # 10/B, Sector # 11, Uttara, Dhaka-1230, Bangladesh.
Telephone: +88-02224470831, PABX: +88-02224470835-37, 39, E-mail : info_trust@smamch.edu.bd

Ref.: Date:

**10. Termination and notice:** Either party may terminate the employment by giving one (1) month's written notice or salary in lieu of notice, where permitted by applicable law and institutional rules. The institution may take disciplinary action or terminate employment for lawful cause following the applicable procedure. Nothing in this letter limits any mandatory right or obligation under the laws of Bangladesh.

**11. Resignation and handover:** If you resign, you must submit written notice to the competent authority, complete a proper handover, settle outstanding advances or accounts, and return institutional property. Final dues, if any, will be settled in accordance with applicable law and institutional policy.

Please sign the acknowledgement below and return a copy to the Human Resources Department to confirm that you have read, understood and accepted the terms of this appointment. We welcome you to the institution and wish you success in your role.

19.10.26

**Advocate Ashikur Rahman**
Joint Receiver
Shaheed Monsur Ali Trust

19/10/26.

**Prof. Dr. Sheikh Forhad**
Joint Receiver
Shaheed Monsur Ali Trust

19.10.26

**Dr. Md. Delwar Hossain (Titu)**
Chief Receiver
Shaheed Monsur Ali Trust

**Copy to (as applicable):**

1. Principal (SMAMC)
2. Director (Hospital)
3. Deputy Director (Hospital)
4. College Secretary
5. Accounts Department
6. Human Resources Department
7. IT Department
8. Personal File

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**EMPLOYEE ACKNOWLEDGEMENT**

I confirm that I have read and understood this appointment letter, have had the opportunity to seek clarification, and accept the terms and conditions stated herein.

Name: _____ Date: _____

Signature: _____ Mobile No.: _____