

SUPREME COURT OF BANGLADESH
HIGH COURT DIVISION, DHAKA
 Research Unit
 Supreme Court Helpline Number: 103

Memo No.09

Sub: Duty roster for Supreme Court Helpline Centre.

Date: 01.01.2026

Supreme Court Helpline Centre
 Duty Roster (Sunday – Thursday)

Consolidated List of Officers & Staff:

Sl.	Name & Designation
1.	Meftahul Jannath Deputy Registrar (Research) (Officer-In-charge)
2.	Ms. Mahanaz Afroz Assistant Registrar (Research)
3.	S. M. Sadakat Mahmud Assistant Registrar (Judicial)
4.	Mir Mashur Ahmed Assistant Registrar (Protocol)
5.	Md. Mubarak Hossen – Typist-cum-Office Assistant
6.	Mohammad Ratan Mia – Office Assistant
7.	Md. Monjurul Islam Mithun – Office Assistant
8.	Masuma Farzana – Office Assistant

Weekly Officer Duty Roster (Shift-wise)

Day	Morning Shift (09:00–13:00)	Afternoon Shift (13:00–17:00)
Sunday	Meftahul Jannath	Ms. Mahanaz Afroz
Monday	S. M. Sadakat Mahmud	Mir Mashur Ahmed
Tuesday	Ms. Mahanaz Afroz	S. M. Sadakat Mahmud
Wednesday	Mir Mashur Ahmed	Ms. Mahanaz Afroz
Thursday	Meftahul Jannath	Mir Mashur Ahmed

General Instructions:

1. All rostered officers must remain physically present at the Helpline Centre during duty hours.
2. Support staff shall remain on full-time duty and work under supervision of the officers on duty.
3. Officer-in-Charge shall supervise overall functioning, discipline and reporting.
4. Any change in duty roster due to official exigency must be approved by Officer-in-Charge.
5. Attendance, punctuality and service quality shall be strictly maintained.
6. Emergency or urgent matters shall be immediately reported to Officer-in-Charge.
7. Helpline services shall remain uninterrupted during office hours.

Sd/-

Md. Muajjem Hussain
 Special Officer (District Judge)
 Bangladesh Supreme Court
 High Court Division, Dhaka

Memo No.09 (9)

Date: 01.01.2026

Copy for information and necessary actions (not as per seniority):

1. Registrar, High Court Division, Bangladesh Supreme Court, Dhaka.
2. Registrar, Appellate Division, Bangladesh Supreme Court, Dhaka.
3. Registrar (Judicial), High Court Division, Bangladesh Supreme Court, Dhaka.
4. Additional Registrar..... High Court Division, Bangladesh Supreme Court, Dhaka. (All)
5. Additional Registrar..... Appellate Division, Bangladesh Supreme Court, Dhaka.
6. Deputy Registrar..... High Court Division, Bangladesh Supreme Court, Dhaka. (All)
7. Personal-Secretary, Registrar General, Bangladesh Supreme Court.
8. Assistant Registrar..... High Court Division, Bangladesh Supreme Court, Dhaka. (All)
9. System Analyst, High Court Division, Bangladesh Supreme Court, Dhaka.
10. Office Copy.


 01.01.26
Meftahul Jannath
 Deputy Registrar (Research)
 (Joint District Judge)