

Date: June 11, 2021

TO WHOM IT MAY CONCERN

It is our pleasure to write on behalf of Mr. Apurba Ratan Roy, Son of Mr. Arun Kumar Roy and Mrs. Ratna Rani Roy, employed in TROYEE associates as Assistant Architect for the government development project named Preparation of Local Area Plan and Feasibility Study for Short-term Measures of Newly Included 18 (Eighteen) Wards of Dhaka North City Corporation and Preparation of Development Plan for Kushtia Sadar Upazila, from June, 2020. His major job responsibilities were-

- Assist to collect and Review building construction, design, building conservation, tourism related regulations, policies, guidelines, studies, baseline data & information etc. with specific referent to Kushtia Sadar Upazila and DNCC Jurisdiction;
- Developing detail construction document, coordinating specifications with drawings to meet project requirements, participating in construction administration, including responding to prepare sketches and addendums, visiting the construction site to gather information,
- preparing presentation drawings, and otherwise assisting in presentations both internally and externally, research information and create graphics for inclusion in proposals/reports etc.
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- Assist to study the current recreational facilities within study area for setting planning standard for future Urban development;
- Assist to identify potential sites to be developed as tourist spots;
- Work Closely with Team Leader to ensure deliverables and compliance with project related requirements;

Mr. Apurba is punctual, hard working, sincere and efficient. His continuous attendance and performance in the mines is praise worthy. His character and conduct are quite satisfactory.

I wish his all the best in his future endeavor.

Sincerely,


- 11/06/21
Fazle Reza Sumon

Chief Executive Officer
TROYEE associates



Troyee associates