February 15, 2024

## Office Order No.:27-2024

"করবো বীমা, গড়বো দেশ স্মার্ট হবে বাংলাদেশ"

Mr. Md. Kamrul Islam (1789), Executive Officer, Training Dept., Head office, Dhaka is hereby transferred to Group Insurance Dept., Head office Dhaka.

Mr. Md. Kamrul Islam shall handover his overall charges along with Papers/Documents (if any) and computer to Mirza Wali Ullah (0106), Executive Vice President and Incharge, Shariah & Training Dept., Head Office, Dhaka.

Mr. Md. Kamrul Islam is advised to report his joining to the EVP & Incharge, Acturial and Group Bima Dept. Head office, Dhaka along with Stationary Items allotted to him and release letter from his existing Dept. by 20-02-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Abdul Azim (2438), Officer, Cash Section, Patia FPR Center (0045), Chattogram Zone-14 is hereby advised to work at Call Centre, sitting at same premises in addition to his existing duties until further order.

No Mobile phone celling/bill will be provided to Mr. Abdul Azim for work at Call Centre by the company. The concerned office will cooperate in this regard on his own initiative.

Mahmudur Rahman Talukder

**Executive Vice President** HR & ADMIN Department

Mr. Md. Kamrul Islam (1789), Executive Officer

Mr. Abdul Azim (2438), Officer

ISO 9001:2015 CERTIFIED

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Mahmudur Rahman Talukder

**Executive Vice President** HR & ADMIN Department

- Mr. Md. Kamrul Islam (1789), Executive Officer
- Mr. Abdul Azim (2438), Officer

## C.C. to : for kind information :

- The Chief Executive officer
- 2. The Deputy Managing Director (Operation).
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The DMD (Dev.)
- 5. The EVP & Incharge, Acturial and Group Bima Dept.
- 6. The EVP & Incharge, Training and Shariah Dept.
- 7. Master file
- Office Order file
- 9. Personal file.

1. The EVP (PRT) & Incharge, Chattogram Zone-06