Office Order No.:56-2024

"করবো বীমা, গড়বো দেশ স্মার্ট হবে বাংলাদেশ"

Mr. Md. Imteaj Hossain (2759), Office Assistant, Cash Section, Anowara Org. Office(0156), Chattogram Zone-02 is hereby advised to sit and work at Cash Section, Anowara Sadar Org. Office(0697), Chattogram Zone-02 for 01 (One) day in a week in addition to his existing duties until further order.

This Order shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Imteaj Hossain.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Md. Imteaj Hossain (2759), Office Assistant.

March 20, 2024

Office Order No.:56-2024

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Mahmudur Rahman Talukder

Executive Vice President 片R & ADMIN Department

Copy forwarded to:

• Mr. Md. Imteaj Hossain (2759), Office Assistant.

C.C. to: for kind information:

- 1. The Chief Executive officer
- 2. The Deputy Managing Director (Operation).
- 3. The DMD (Dev.) & Incharge, Dev Admin Dept.
- 4. The DMD (Dev.)
- 5. The SEVP & Chief Financial Officer.
- 6. Master file
- 7. Office Order file
- 8. Personal file

- The EVP (PRT) & Incharge, Chattogram
- The Incharge, Respective Offices.