ISO 9001:2015

March 31, 2024

"করবো বীমা, গড়বো দেশ স্মার্ট হবে বাংলাদেশ"

Office Order No.:65-2024

For the greater interest of the Company, Mr. Morshed Alam (2312), Junior Officer, Senbag Organization Office(0057), Noakhali Zone-01 is hereby transferred to Cash Section, Basurhat Org. Office(0049), Noakhali Zone-01.

Mr. Morshed Alam shall handover the overall charges to Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC.

Mr. Morshed Alam is advised to report his joining to the Incharge, Basurhat Org. Office(0049), Noakhali Zone-01 along with Stationary Items allotted to him and release letter with photocopy of attendance register of his last attendance from his existing offices immediate after March 2024 Business closing with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Morshed Alam (2312), Junior Officer

ISO 9001:2015 CERTIFIED

March 31, 2024

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Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Morshed Alam (2312), Junior Officer

C.C. to: for kind information:

- 1. The Chief Executive officer.
- 2. The Deputy Managing Director (Operation).
- The DMD (Dev.) & Incharge, Dev. Admin Dept.
- Master file.
- Personal file.

- The AMD (Dev.) & Incharge, Noakhali Zone.
- The Incharge, Respective Offices.