ISO 9001:2015 CERTIFIED

January 24, 2021

## Office Order No.:10-2021

Mr. Mohammad Hasan Jahangir (2809), Senior Officer, Policy Servicing Dept., Bagmara Corp. Zone is hereby assigned to issue Policy schedule (Bima Dalil) Akok & DPS, and he will deal with all Dalil Related works at the same premises in addition to his existing duties.

The additional responsibility of Mr. Mohammad Hasan Jahangir shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder Senior Vice President (HR & ADMIN)

Mr. Mohammad Hasan Jahangir (2809), SO

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## C.C. to:

- 1. The Chief Executive Officer for kind information.
- 2. The DMD & CS.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The AMD & Incharge, HR & ADMIN Dept.
- 5. The EVP & Incharge (IT)
- 6. JSVP & Incharge, Policy Servicing & Claims Dept.
- 7. Master file
- 8. Office Order file
- 9. Personal file.

1. The EVP (PRT) & Incharge, Bagmara Corp. Zone.