August 21, 2019

## Office Order No.:227-2019

Mr. Mohammad Baki Billah (1930), Assistant Officer, Dev. Admin Dept., Laksham FPR Centre is hereby assigned to work at Underwriting Dept., and He will deal with Underwriting related works at same premises in addition to his existing duties until Ms. Roksana Akter resume her duties after enjoying Maternity leave.

The additional responsibility of Mr. Mohammad Baki Billah vide Office Order No.:197-2018 dated July 29, 2018 at Commission Section, Laksham FPR Centre is hereby cancelled.

Mr. Md. Alimul Islam (1626), Officer, Accounts Dept., Laksham FPR Centre is hereby assigned to work at Commission Section, and He will deal with Commission related works at same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Senior Vice President Administration Department.

Mr. Md. Alimul Islam (1626), Officer

Mr. Mohammad Baki Billah (1930), Assistant Officer

## C.C. to:

- 1. The Chief Executive Officer (C.C) for kind information.
- The SEVP & Incharge, Administration Dept.
- 3. The EVP & Incharge (U/W)
- 4. The JSVP & Incharge, Commission Section.
- 5. The JVP & Incharge (I/A).
- 6. Office Order file.
- 7. Personal file.

- The SEVP (PRT) & Incharge, Cumilla Zone.
- The Incharge, Laksham FPR Centre.

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Senior Vice President Administration Department.

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