August 22, 2019

## Office Order No.:229-2019

Mr. M. Zia Uddin (2358), Assistant Officer, Cash Section, Lohagara Org. Office, Mukto Bima Prokalpo is hereby advised to sit and work at Cash Section, Taknaf Org. Office, Mukto Bima prokalpo for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

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. M. Zia Uddin for additional duties.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Mr. M. Zia Uddin (2358), Assistant Officer

C.C to

- 1. The Chief Executive Officer (C.C) for kind information.
- 2. The SEVP & Incharge, Administration Dept.
- 3. The SVP, Finance & Accounts Dept., Head Office.
- 4. The JVP & Incharge (I/A)
- 5. Office Order file
- 6. Master file
- Personal file

- The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
- The JEVP (PRT) & Incharge, Mukto Bima Prokalpo, Chattogram.
- The Incharge, respective Offices.

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