



August 26, 2019

## Office Order No.:235-2019

Mr. Mohammad Mazharul Hoque (1336), Joint Vice President, Underwriting Dept., Cumilla Full Fledge Service Centre is hereby advised to sit and work at Underwriting Dept., Laksham FPR Centre 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 Ms. Roksana Akter resumes her duties after enjoying Maternity leave.

TA/DA allowance as per rules of the Company is admissible to Mr. Mohammad Mazharul Hoque for additional duties.

The additional responsibility of Mr. Mohammad Baki Billah (1930), Assistant Officer, Dev. Admin Dept., Laksham FPR Centre vide Office Order No.:227-2019 dated August 21, 2019 at Underwriting Dept., Laksham FPR Centre is hereby cancelled.

**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

- Mr. Mohammad Mazharul Hoque (1336), Joint Vice President.
- Mr. Mohammad Baki Billah (1930), Assistant Officer.

### C.C to

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

### আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**  
Senior Vice President  
Administration Department.

- Mr. Mohammad Mazharul Hoque (1336), Joint Vice President.
- Mr. Mohammad Baki Billah (1930), Assistant Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন