September 05, 2019

Office Order No.:248-2019

For the greater interest of the Company, Ms. Anowara Akter (0867), Joint Assistant Vice President, Underwriting Dept., Dhaka Zone-09 is hereby transferred to Underwriting Dept., Malibag FPR Centre, Dhaka Zone-06.

Ms. Anowara Akter is advised to report her joining to the Incharge, Malibag FPR Centre, Dhaka Zone-06. along with release letter from her existing office by 11-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mst. Rahima Khatun (0563), Assistant Vice President, Underwriting Dept., Urban Bima Division, Head Office, Dhaka is hereby assigned to give decision on Underwriting files of Mukto Bima Prokalpo, Head Office, Dhaka sitting at same premises in addition to her existing duties until further order.

Additional responsibilities of Mst. Rahima Khatun shall come into force with immediate effect and remain valid until further order.

05/09/19

Kazi Abul Manjur
Senior Executive Vice President & Incharge
Administration Department.

- Mst. Rahima Khatun (0563), Assistant Vice President.
- Ms. Anowara Akter (0867), Joint Assistant Vice President.

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 Dept.
4. The JVP & Incharge (I/A).
5. Master file.
6. Office Order file.
7. Personal file.

1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
3. The SEVP (PRT) & Incharge, Dhaka Zone-06
4. The EVP (PRT) & Incharge, Dhaka Zone-09

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05/09/19

Kazi Abul Manjur
Senior Executive Vice President & Incharge
Administration Department.

- Mst. Rahima Khatun (0563), Assistant Vice President.
- Ms. Anowara Akter (0867), Joint Assistant Vice President.