September 08, 2019

## Office Order No.:254-2019

For the greater interest of the Company, Ms. Afroz Jahan (0770), Executive Officer, Commission Section, Head Office, Dhaka is hereby transferred to Policy Servicing Dept., Dhaka Zone-06. She will work in place of Ms. Lacky (2649), Assistant Officer.

Ms. Afroz Jahan is advised to report her joining to the SEVP (PRT) & Incharge, Dhaka Zone-06 along with release letter from her existing office by 12-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Ms. Afroz Jahan (0770), Executive Officer

## C.C. to:

- 1. The Chief Executive officer (C.C) for kind information.
- 2. The SEVP & Incharge, Administration Dept.
- 3. The JSVP & Incharge, policy Servicing & Claims.
- 4. The JSVP & Incharge, Commission Section.
- 5. Master file
- 6. Office Order file
- 7. Personal file

- The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
- The SEVP (PRT) & Incharge, Dhaka Zone-06.

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Mahmudur Rahman Talukder Senior Vice President (Admin)

Ms. Afroz Jahan (0770), Executive Officer