



September 23, 2019

Office Order No.:275-2019

In addition to existing assignment, the following Cashiers are hereby assigned to carry out the additional responsibilities as under:

| Sl. | Name, Desig. & Present Office | Additional Responsibilities | |
|-----|---|--|------------------------|
| | | Office Name | Schedule |
| 01 | Mr. Lokeman Howlader (2521), Assistant Officer, Cashier Cum Computer Operator, Barura Org. Office (Cumilla), Urban Bima Division. | Cash Section, Pipulia Org. Office, Urban Bima Division | 01(One) day in a Week. |
| 02 | Mr. Md. Mijanur Rahman Sharif (1672), Assistant Officer (cash), Barishal Service Centre | Cash Section, Saestabad Org. (B) Office (Barishal), Mukto Bima Prokalpo. | 01(One) day in a Week. |
| 03 | Mr. Mohammad Baki Billah (1930), Assistant Officer, Dev. Admin Dept., Laksham FPR Centre. | Underwriting Dept., Laksham FPR Centre, Sitting at same premises. | ----- |

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

The additional responsibilities of Mr. Lokeman Howlader, Mr. Md. Mijanur Rahman Sharif and Mr. Mohammad Baki Billah shall come into force with immediate effect and remain valid until further order.

TA/DA allowance as per rules of the Company are admissible to Mr. Lokeman Howlader, and Mr. Md. Mijanur Rahman Sharif.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy forwarded to: Above 03 (Three) employees.

C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD, Company Secretary & CFO
3. The SEVP & Incharge, Administration Dept.
4. The EVP & Incharge (U/W)
5. The JVP & Incharge (I/A)
6. Office Order file.
7. Personal file.
8. Master file.
1. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
2. The EVP (PRT) & Incharge, Barishal Zone.
3. The Incharge, Laksham FPR Centre.
4. The Incharge, Pipulia Org. Office (URB).
5. The Incharge, Sastabad Org. Office (MB).
6. The Incharge, Barura Org. Office (URB).

আর্থিক নিরাপত্তার সেতুবন্ধন



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আর্থিক নিরাপত্তার সেতুবন্ধন