



October 01, 2019

Office Order No.: 283-2019

Mr. Md. Abdul Latif (2736), Assistant Officer, Bogura Org. Office, Mukto Bima Prokalpo is hereby assigned to carry out the additional responsibilities of the following 03 organizing Offices of Mukto Bima Prokalpo in addition to his existing duties as under:

Additional Responsibilities		Remarks
Name of organizing offices	Schedule	
Jamirta Bazar Org. Office, (Mukto Bima Prokalpo)	02 (Two) day(s) in a Month.	The working days at mentioned 03 Offices will be settled by the Incharge of the respective Offices.
Gongachara Org. Office, (Mukto Bima Prokalpo)	02 (Two) day(s) in a Month.	
Shirajgong Org. Office, (Mukto Bima Prokalpo)	01 (One) day in a Month.	

Additional responsibilities of Mr. Md. Abdul Latif shall come into force with immediate effect and shall remain valid until further order.

TA/DA as per rules of the Company is admissible to Mr. Md. Abdul Latif in this regard.

Mr. Mohammed Shariful Islam (2134), Junior Officer, Dev. Admin Dept., Sandwip Full Fledge Service Centre is hereby advised to sit and work at Commission Section, at same premises in addition to his existing duties until further Order.

Mahmudur Rahman Talukder
Joint Senior Vice President (Admin)

Copy forwarded to:

- Mr. Mohammed Shariful Islam (1405), Junior Officer.
- Mr. Md. Abdul Latif (2736), Assistant Officer.

C.C. to:

- The Chief Executive officer for kind information.
- The DMD, Company Secretary & CFO.
- The SEVP & Incharge, Administration Dept.
- The JVP & Incharge (I/A)
- Master file.
- Office Order file.
- Personal file.
- The Asst. MD (Dev.) & Incharge, Chattogram Division.
- The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
- The Incharge, Sandwip Full Fledge SC.
- The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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