



October 03, 2019

## Office Order No.:288-2019

For the greater interest of the Company, Ms. Shamsunmaher (2627), Assistant Officer (Cashier Cum Computer Operator), Cash Section, Jatrabari Org. Office, Dhaka Zone-02 is hereby transferred to Cash Section, Dhaka Zone-02.

Ms. Shamsunmaher shall handover the overall charges to Ms. Halima (1869), Assistant Officer, Jatrabari Org. Office, Dhaka Zone-02 in Presence of Internal Auditor.

Before handing and taking over of overall charges, the JVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 13-10-2019.

Ms. Sharmin Akter (2375), Officer, Policy Servicing Department, Ali Bahar Full Fledge Service Centre is hereby assigned to maintain Docket of Policy Servicing Dept., at same office in addition to her existing assignment.

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

Copy forwarded to:

- Mr. Ms. Sharmin Akter (2375), Officer.
- Ms. Shamsunmaher (2627), Assistant Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



October 03, 2019

## Office Order No.:288-2019

For the greater interest of the Company, Ms. Shamsunmaher (2627), Assistant Officer (Cashier Cum Computer Operator), Cash Section, Jatrabari Org. Office, Dhaka Zone-02 is hereby transferred to Cash Section, Dhaka Zone-02.

Ms. Shamsunmaher shall handover the overall charges to Ms. Halima (1869), Assistant Officer, Jatrabari Org. Office, Dhaka Zone-02 in Presence of Internal Auditor.

Before handing and taking over of overall charges, the JVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 13-10-2019.

Ms. Sharmin Akter (2375), Officer, Policy Servicing Department, Ali Bahar Full Fledge Service Centre is hereby assigned to maintain Docket of Policy Servicing Dept., at same office in addition to her existing assignment.

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

Copy forwarded to:

- Mr. Ms. Sharmin Akter (2375), Officer.
- Ms. Shamsunmaher (2627), Assistant Officer.

**C.C. to:**

1. The Chief Executive officer for kind information.
2. The Deputy Managing Director & CFO.
3. The SEVP & Incharge, Administration Dept.
4. The JSVP & Incharge, Policy Servicing & Claims Dept.
5. The JVP & Incharge (I/A)
6. Master file
7. Office Order file
8. Personal file
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The EVP (PRT) & Incharge, Dhaka Zone-02
3. The EVP (PRT) & Incharge, Dhaka Zone-13.
4. The Incharge, Jatrabari org. Office.

**আর্থিক নিরাপত্তার সেতুবন্ধন**