



October 21, 2019

Office Order No.:300-2019

For the greater interest of the Company, the Office Order No.: 294-2019, dated October 14, 2019 is hereby partially revised and the following employee is hereby transferred as under:

Sl	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks
01	Mr. Md. Mizanur Rahman (0511), Senior Officer	Cash Section, Kamrangichor Org. Office, Urban Bima Division	Cash Section, Saver Service Centre, Mukto Bima Prokalpo	He will stay at his existing Office. Transfer Order is cancelled
02	Ms. Nipo Akter (2731), Officer	Cash Section, Mukto Bima Prokalpo, Head Office, Dhaka	Cash Section, Kamrangichor Org. Office, Urban Bima Division	Cash Section, Saver Service Centre, Mukto Bima Prokalpo Revised
03	Ms. Sharmin Akther (2655), Office Assistant	Docket Keeper Policy Servicing Dept., Combined SC	—————	Dalil Section, Policy Servicing Dept. Ctg. Road SC, Dhaka Zone-07 Transfer

Ms. Nipo Akter, and Ms. Sharmin Akther are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 24-10-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Golammostofa (2198), Assistant Officer, IT Dept., Lalmohan FPR Centre, Barishal Zone-02 is hereby assigned to work at Cash Section of Lalmohan FPR Centre, Barishal Zone-02 at same premises in addition to his existing duties after execution of a surety bond of Tk.5,00,000/- (Five lac).

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

Mahmudur Rahman Talukder

Senior Vice President (Admin)

• Copy forwarded to: Above 04 (Four) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
2. The Deputy Managing Director & Chief Financial Officer.
3. The Deputy Managing Director & Company Secretary.
4. The SEVP & Incharge, Administration Dept.
5. The JSVP & Incharge, Policy Servicing & Claims Dpt.
6. The JVP & Incharge, Combined SC
7. The JVP & Incharge (I/A).
8. Master file.
9. Office Order file.
10. Personal file.
1. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
2. The Incharge, Saver Service Centre, Mukto Bima Prokalpo.
3. The Incharge, Kamrangichor Org. Office, Urban Bima Division.

আর্থিক নিরাপত্তার সেতুবন্ধন

