



October 31, 2019

Office Order No.: 316-2019

For the greater interest of the Company Mr. Md. Shohel Howlader (2709), Assistant Officer, Cash Section, Satair Org. Office, Dhaka Corp. Zone-03 is hereby advised to sit and work at Cash Section, Madaripur Agency Office, Paribar Kallayan Bima Division for 01 (One) day in a week in addition to his existing duties.

Mr. Md. Shohel Howlader shall carryout the additional responsibilities as per terms of reference shown hereunder.

TERMS OF REFERENCE

- To issue PR/MR of Madaripur Agency Office, Paribar Kallayan Bima Division.
- To ensure deposit of premium to the respective Bank Account regularly and to prepare separate DCS and sending DCS to the Incharge, Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka.
- PR/MR book shall be issued from the Accounts Dept. of Paribar Kallayan Bima Division, Head Office, Dhaka as per requisition of Mr. Md. Mijanur Rahman Sharif.

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

This Order shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Shohel Howlader for additional duties.

The additional responsibility of Mr. Md. Mijanur Rahman Sharif (1672), Assistant Officer (Cash), Barishal Service Centre Vide Office Order No.: 115-2019 dated May 05, 2019 at Madaripur Agency Office, Paribar Kallayan Bima Division is here by cancelled.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy Forwarded to:

- Mr. Md. Mijanur Rahman Sharif (1672), Assistant Officer
- Mr. Md. Shohel Howlader (2709), Assistant Officer

C.C. to: for kind information :

- The Chief Executive Officer.
- The Deputy Managing Director & Chief Financial Officer.
- The Deputy Managing Director & Company Secretary
- The SEVP & Incharge, Administration Dept.
- The JVP & Incharge (I/A)
- Master file.
- Office Order file.
- Personal file.
- The Asst. Managing Director (Dev.) & Incharge, Dhaka Corp. Zone-03.
- The SEVP (PRT) & Incharge, Paribar Kallayan Bima Division.
- The EVP (PRT) & Incharge, Barisal Division.
- The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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- Mr. Md. Shohel Howlader (2709), Assistant Officer

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