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November 04, 2024

## Office Order No.: 201-2024

For the greater interest of the Company, Ms. Jarin Nasnim Reshma (3165), Junior Officer, IT Dept., Pekua Full Fledged Service Centre, Cox's Bazar Zone-03 is hereby advised to deal with SB and Policy Servicing related works at same premises in addition to his existing duties in absence of Ms. Shajeda Pervin Rupse (3073), Junior Officer at the station.

Mahmudur Rahman Talukder

**Executive Vice President** HR & ADMIN Department

Copy forwarded to:

Ms. Jarin Nasnim Reshma (3165), Junior Officer

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Executive Vice President HR & ADMIN Department

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Ms. Jarin Nasnim Reshma (3165), Junior Officer

#### C.C. to: for kind information:

- 1. The Chief Executive officer.
- 2. The Additional Managing Director
- 3. The DMD (Dev.)
- 4. The AMD & Head of IT.
- 5. The SVP & Incharge Claims Dept.
- 6. Master file.
- 7. Personal file.

 The EVP PRT) & Incharge, Cox's Bazar Zone-03.