ISO 9001:2015

December 01, 2024

## Office Order No.:217-2024

For the greater interest of the Company, Mr. Mohammad Shaifullah (3240), Junior Officer, Policy Servicing Dept., Lohagora FPR Centre, Chattogram Zone-08 is hereby transferred to Cash Section, Chunti Org. Office Chattogram Zone-08.

Mr. Mohammad Shaifullah is advised to report his joining to the Incharge Chunti Org. Office Chattogram Zone-08 along with Stationary Items allotted to him and release from his existing office by 05-12-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Shaifullah vide Office Order No.:136-2024, dated 04-8-2024 is hereby cancelled.

Mr. Mohammad Shaifullah will entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Mr. Mohammad Shaifullah (3240), Junior Officer

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Mahmudur Rahman Talukder

**Executive Vice President HR & ADMIN Department** 

Mr. Mohammad Shaifullah (3240), Junior Officer

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

- 1. The Chief Executive officer.
- The Additional Managing Director.
- The DMD (Dev.)
- 4. The SEVP & CFO.
- The SVP & Incharge, Claims Dept.
- 6. Master file
- Office Order file
- 8. Personal file.

- The EVP (PRT) & Incharge, Chattogram Zone-06
- The EVP (PRT) & Incharge, Chattogram Zone-08
- The Incharge, Chunti Org. Office.