ISO 9001:2015

December 24, 2024

Office Order No.: 226-2024

For the greater interest of the Company, Mr. Muhammed Minhaz Uddin (1422), Assistant Manager, Underwriting Dept., Pekua Full Fledged Service Centre, Cox's Bazar Zone-03 is hereby assigned to Audit Maturity claims file of Pekua Full Fledged Service Centre and he is also assigned to approve SB file of Pekua Full Fledged Service Centre in addition to his existing duties in absence of Mr. Mohammad Abu Baker (0409), Assistant Manager at the station.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Muhammed Minhaz Uddin (1422), Assistant Manager

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Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Muhammed Minhaz Uddin (1422), Assistant Manager

C.C. to: for kind information:

- 1. The Chief Executive officer.
- 2. The Additional Managing Director
- 3. The DMD (Dev.)
- 4. The SVP & Incharge, Claims Dept.
- The SVP & Incharge, U/W Dept.
- 6. The Operation Incharge, Cox's Bazar Zone-03.
- 7. Master file.
- 8. Personal file.

1. The EVP PRT) & Incharge, Cox's Bazne-03.