



November 13, 2019

Office Order No.:326-2019

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Mohammad Rafiqul Islam (1007), Senior Officer	Policy Servicing Dept., Head Office, Dhaka	IT Section, Finance & Accounts Dept., Head Office, Dhaka.	
02	Mr. Md. Shahin Howlader (1396), Junior Officer	Claims Dept., Head Office, Dhaka	IT Section, Finance & Accounts Dept., Head Office, Dhaka.	

The above employees are advised to report their joining to the Incharge of the department along with release letter from their existing offices by 17-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mosa. Rozina Akhter (2648), Assistant Officer, Policy Servicing Dept., Gazipur Org. (A) Office, Dhaka Zone-03 is hereby advised to assist Mr. Md. Yeasin Jamader (0137), Senior Executive Officer, U/W Dept., Gazipur Org. (A) Office, she will distribute FPR, Attach Revenue Stamp with seal at Dalil, Maintain Register and others Underwriting related works at same premises in addition to her existing duties.

The additional responsibilities of Mosa. Rozina Akhter shall come into force with immediate effect and remain valid until further order.


Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন