ISO 9001:2015 CERTIFIED

February 06, 2025

## Office Order No.: 20-2025

Mr. Md. Anser Ali Howlader (1288), Executive Officer, Policy Servicing Dept., Bhola Full Fledged Service Center , Bhola Zone is hereby assigned to prepare Policy schedule (Bima Dalil) and also maintain policy stamp record sitting at the same premises in addition to his existing duties.

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

Mahmudur Rahman Talukder

**Executive Vice President** HR & ADMIN Department

Copy forwarded to:

Mr. Md. Anser Ali Howlader (1288), Executive Officer

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Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

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Mr. Md. Anser Ali Howlader (1288), Executive Officer

C.C. to: for kind information:

- The Chief Executive officer.
- 2. The Additional Managing Director.
- The SVP & Incharge, Claims Dept.
- 4. Master File
- Office Order file.

- 1. The EVP (PRT) & Incharge, Barishal Corp. Zone.
- 2. The EVP (PRT) & Incharge, Bhola Zone