ISO 9001:2015

February 23, 2025

Office Order No.:33-2025

Mr. Md. Abdul Alim Howlader (1088), Senior Officer, Cox's Bazar Full Service Center is hereby advised to sit and work at Cash Section and also assigned to deal with work at underwriting related works at Ramu FPR Center(0148), Cox's Bazar Zone-04 for 02 (Two) day(s) in a week in addition to his existing duties until a manpower join their.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Q

Copy forwarded to:

Mr. Md. Abdul Alim Howlader (1088), Senior Officer

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Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mr. Md. Abdul Alim Howlader (1088), Senior Officer

C.C. to: for kind information:

- 1. The Chief Executive officer
- 2. The Additional Managing Director.
- 3. The DMD (Dev.)
- 4. The SEVP & Chief Financial Officer.
- The SVP & Incharge, U/W & Re Insurance
 Dept. With a request to provide necessary Training to Mr. Abdul Alim.
- 6. Master file
- 7. Office Order file
- 8. Personal file

- 1. The EVP (PRT) & Incharge, Cox's Bazar Zone.
- 2. The Incharge Ramu FPR Centre.