November 16, 2019

Office Order No.:329-2019

Musammat Sabina Eyasmin (2581), Assistant Officer (Cashier Cum Computer Operator), Bishownath Org. Office, Sylhet Zone-02 is hereby advised to sit and work at Cash Section, Bishownath Uttarpar Agency Office, Paribar Kallayan Bima Division for 02 (Two) day(s) in a week in addition to her existing duties as per terms of reference shown hereunder.

TERMS OF REFERENCE

- I. To issue PR/MR of Bishownath Uttarpar Agency Office, Paribar Kallayan Bima Division.
- II. To ensure deposit of premium to the respective Bank Account regularly and to prepare separate DCS and sending DCS to the Incharge, Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka.
- III. PR/MR book shall be issued from the Accounts Dept. of Paribar Kallayan Bima Division, Head Office, Dhaka as per requisition of Musammat Sabina Eyasmin.

The working days at above Office, will be settled by the respective Office incharges.

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

Conveyance allowance as per rules of the Company is admissible to Musammat Sabina Eyasmin.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Musammat Sabina Eyasmin (2581), Assistant Officer

C.C. to:

- 1. The Chief Executive officer for kind information.
- 2. The Deputy Managing Director & Chief Financial Officer.
- 3. The Deputy Managing Director & Company Secretary.
- 4. The SEVP & Incharge, Administration Dept.
- 5. The JEVP & Incharge (I/A)
- 6. Master file
- 7. Office Order file
- 8. Personal file

- The SEVP (PRT) PD, Paribar Kallayan Bima Division.
- 2. The EVP (PRT) & Incharge, Sylhet Zone-01.
- 3. The EVP (PRT) & Incharge, Sylhet Zone-02.
- 4. The Incharge, respective Offices.

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Musammat Sabina Eyasmin (2581), Assistant Officer

- আর্থিক নিরাপত্তার সেতুবন্ধন