



April 17, 2025

Office Order No.:56-2025

For the greater interest of the Company Ms. Nazmin Akter (1315), Senior Officer, Claims Dept., City Service Centre is hereby transferred to Claims Dept., Alibahar Full Fledged Service Centre, Dhaka Zone-13.

Ms. Nazmin Akter shall handover the overall charges to Kazi Mozaffor Hossain (0990), VP & Operation Incharge, City Service Centre, Dhaka.

After Joining Alibahar Full Fledged Service Centre, Ms. Nazmin Akter is hereby advised to deal with work of Policy Servicing related works at same premises in addition to her existing duties until further order.

Ms. Nazmin Akter is advised to report her joining to Mr. Md. Aminul Islam, EVP (PRT) Incharge, Dhaka Zone-13 along with Stationary Items allotted to her and release letter from her existing office by 24-04-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Nazmin Akter (1315), Senior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Nazmin Akter (1315), Senior Officer.

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.
5. The VP & Operation Incharge, City Service Centre.
6. Master file
7. Office Order file
8. Personal file
1. The EVP (PRT) & Incharge, Dhaka Zone-13.
2. The EVP (PRT) Incharge, Ali Bahar Full Fledged SC.

আর্থিক নিরাপত্তার সেতুবন্ধন