ISO 9001:2015

April 29, 2025

Office Order No.:67-2025

Mr. Mohammad Abu Baker (0409), Assistant Manager, Internal Audit Dept., Pekua Full Service Center, Cox's Bazar Zone-03 is hereby authorized to approve Maturity claims file sitting at Banshkhali Full Fledged SC, Chattogram Zone-02 in addition to his existing additional duty vide office order no.: 29-2024 dated February 25, 2024 at Banshkhali Full Fledged SC

Mr. Mohammed Jamsed (2869), Senior Officer, Policy Servicing Dept., Banshkhali Full Fledged SC, Chattogram Zone-02 is hereby assigned to prepare maturity claims file sitting at the same premises in addition to his existing duties until further order.

Mr. Md. Farid Uddin (3065), Senior Officer, Accounts Dept., Banshkhali Full Service Center, Chattogram Zone-02(0048), Chattogram Zone-02 is hereby assigned to Audit maturity claims file sitting at the same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

- Mr. Mohammad Abu Baker (0409), Assistant Manager.
- Mr. Mohammed Jamsed (2869), Senior Officer.
- Mr. Md. Farid Uddin (3065), Senior Officer

ISO 9001:2015 CERTIFIED

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Mahmudur Rahman Talukder

Executive Vice President AR & ADMIN Department

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- Mr. Mohammad Abu Baker (0409), Assistant Manager.
- Mr. Mohammed Jamsed (2869), Senior Officer.
- Mr. Md. Farid Uddin (3065), Senior Officer

C.C. to: for kind information:

- 1. The Chief Executive officer.
- The Deputy Managing Director (Operation).
- The DMD (Dev.)
- 4. The SVP & Incharge, Claims Dept.
- 5. Master file
- 6. Office Order file
- Personal file

- The EVP (PRT) & Incharge, Cox's Bazar Zone-03.
- 2. The EVP (PRT) & Incharge, Chattogram Zone-02.