



January 26, 2026

Office Order No.:09-2026

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Md. Habib (3210), Officer	Cash Section, Saknipur FPR Center(0694), Tangail Zone-01	Cash Section, Modhupur FPR Centre(0667), Tangail Zone-01
02	Mr. Md. Tula Mia (3043), Junior Officer	Cash Section, Modhupur FPR Centre(0667), Tangail Zone-01	Cash Section, Sakhipur FPR Center(0694), Tangail Zone-01

Mr. Md. Habib and Mr. Md. Tula Mia shall handover the overall charges to Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 01-02-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Modhupur FPR Centre, Mr. Md. Habib is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to his existing duties until further order.

After Joining at Sakhipur FPR Center, Mr. Md. Tula Mia is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Tula Mia vide Office Order No.:115-2025, dated 20-10-2025 at U/W Related works is hereby cancelled.



Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.



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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

C.C. to: for kind information:

1. The Chief Executive officer.	1. The EVP (PRT) & Incharge, Tangail Corp. Zone.
2. The Additional Managing Director.	2. The Incharge, Sakhipur FPR Center
3. The AMD & Head of IT	3. The Incharge, Modhupur FPR Centre.
4. The AMD & Chief Financial Officer.	
5. The SVP & Incharge, Underwriting & Re Insurance Dept.	
6. Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.	
7. Office Order file	
8. Personal file	

আর্থিক নিরাপত্তার সেতুবন্ধন