



January 26, 2026

Office Order No.:10-2026

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. Yeasin Jamader (0137), Assistant Manager	Underwriting Dept., (Operation Incharge) Bhola Full Fledged Service Center, Bhola Zone	Cash Section, Ramu FPR Center(0148), Cox's Bazar Zone-04
02	Mr. Harun Ar Rashid (0153), SEO	Dispatch Section, HR & Administration Dept., Head Office, Dhaka	Underwriting Dept., Chuadanga Corporate Zone(2185), office
03	Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer	Cash Section, Ramu FPR Center(0148), Cox's Bazar Zone-04	Finance & Accounts Dept., (Operation Incharge) Cox's Bazar Full Service Center, Cox's Bazar Zone-01

Mr. Md. Yeasin Jamader shall handover the overall charges to Mr. Md. Emran Hossin (3058), EVP-02 (PRT) & Incharge, Bhola Zone.

Mr. Harun Ar Rashid shall handover the overall charges to Mr. Mohammed Lutful Quadir (1543), SEO, Store Section, Establishment Dept., Head Office, Dhaka.

Mr. Farhad Bin Muhammad Abdul Aziz shall handover the overall charges to Mr. Md. Yeasin Jamader (0137), Assistant Manager.

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 Ramu FPR Center, Mr. Md. Yeasin Jamader is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to his existing duties until further order.

Mr. Mohammed Lutful Quadir (1543), SEO, Store Section, Establishment Dept., Head Office, Dhaka is hereby assigned to work at Dispatch Section, HR & Administration Dept., Head Office, Dhaka sitting at same premises in addition to his existing duties until further order.



Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

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C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The AMD & Chief Financial Officer.
4. The SVP & Incharge, U/W & Re-Insurance Dept.
With a request to provide with necessary U/W training to Mr. Harun Ar Rashid.
5. The VP & Incharge, Establishment Dept.
6. Office Order file
7. Personal file

1. The AMD (DEV.) & Incharge, Cox's Bazar Corp. Zone.
2. The EVP (PRT) & Incharge, Bhola Zone
3. The EVP (PRT) & Incharge, Chuadanga Corp. Zone
4. The Incharge, Ramu FPR Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন