



November 14, 2019

## Office Order No.:353-2019

For the greater interest of the Company, Ms. Laila Arjumand Banu (0849), SEO, Policy Servicing Dept., and Ms. Selina Akter (1376), Officer, IT Dept., Combined Service Centre, Head Office, Dhaka is hereby deputed to Establishment Dept., Head Office, Dhaka and they will responsible to update Asset & Store data register information at the software.

The Deputation of Ms. Laila Arjumand Banu and Ms. Selina Akter shall come into force with immediate effect and shall remain valid until 15 (Fifteen) working Days.

Ms. Laila Arjumand Banu and Ms. Selina Akter are advised to report their joining to the JSVP & Incharge, Establishment Dept., Head Office, Dhaka with a copy to the Administration Dept., Head Office, Dhaka.

  
**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

Copy Forwarded to:

- Ms. Laila Arjumand Banu (0849), SEO
- Ms. Selina Akter (1376), Officer.

### C.C. to: for kind information:

1. The Chief Executive Officer.
2. The DMD & CFO.
3. The SEVP & Incharge, Administration Dept.
4. The EVP & Incharge, IT Dept.,
5. The JSVP & Incharge, Establishment Dept.
6. The JSVP & Incharge, Policy Servicing & Claims Dept.
7. The JVP & Incharge (I/A)
8. The JVP & Incharge, Combined SC
9. Master file.
10. Office Order file.
11. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

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