October 29, 2026

Office Order No.:153-2026

Mr. Md. Matiar Rahman Mallik (3471), Assistant Manager, Policy Servicing Dept., Konabari Full Fledged Service Center, Tangail Zone is hereby authorized to counter sign Policy schedule (Bima Dalil), and also assigned to approved SB, Maturity file and pay slip sitting at same premises in addition to his existing duties until further order.

Mr. Bikash Chandra Mistry (1664), Junior Officer, Cash Section, Polli Biddut FPR Center(0538), Dhaka Zone-08 is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Mr. Md. Matiar Rahman Mallik (3471), Assistant Manager.
- Mr. Bikash Chandra Mistry (1664), Junior Officer

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Mahmudur Rahman Talukder
Executive Vice President
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- Mr. Md. Matiar Rahman Mallik (3471), Assistant Manager.
- Mr. Bikash Chandra Mistry (1664), Junior Officer

C.C. to : for kind information :

1. The Chief Executive officer
2. The Additional Managing Director.
3. The EVP & Incharge, Policy Servicing & Claims Dept.
4. The EVP & Incharge, U/W & Re Insurance Dept. with a request to arrange necessary training to Mr. Bikash Chandra Mistry
5. Master file
6. Office Order file
7. Personal file

1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-07 & Rangpur Corp. Zone
2. The EVP (PRT) & Incharge, Tangail Zone
3. The EVP (PRT) & Incharge, Dhaka Zone-08
4. The Incharge, Polli Biddut FPR Center