



December 29, 2019

## Office Order No.:367-2019

Ms. Nipo Akter (2731), Assistant Officer, Cash Section, Cosba FPR Centre, B. Baria Zone-02 is hereby assigned to carry out the additional responsibilities of the following 02 organizing Offices in addition to her existing duties as per terms of reference shown hereunder.

Additional Responsibilities		
Name of organizing offices	Schedule	Remarks
Mogra Org. Office (Urban)	02 (Two) day(s) in a month	The working days at mentioned 02 Offices will be settled by the Incharge of the respective Offices.
Sharail Org. Office, (Urban)	02 (Two) day(s) in a month	

### TERMS OF REFERENCE

- I. To issue PR/MR of Mogra Org. Office and Sharail Org. Office, Urban Bima Division.
- II. To ensure deposit of premium to the respective Bank Account regularly and to prepare separate DCS and sending DCS to the Incharge, Accounts Dept., Urban Bima Division, Head Office, Dhaka.
- III. PR/MR book shall be issued from the Accounts Dept. of Urban Bima Division, Head Office, Dhaka as per requisition of Ms. Nipo Akter.

Additional responsibilities of Ms. Nipo Akter come into force with immediate effect shall remain valid until further order.

TA/DA as per rules of the Company is admissible to Ms. Nipo Akter in this regard.

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

Copy forwarded to:

- Ms. Nipo Akter (2731), Assistant Officer.

### আর্থিক নিরাপত্তার সেতুবন্ধন

