November 12, 2026

Office Order No.:159-2026

Ms. Pardin Sultana Rifat (3402), Junior Officer, Chandanaish Organization Office(0044), Chattogram Zone-15 is hereby advised to sit and work at Cash Section, Bandarban Organizational Office (0519), Chattogram Zone-15 for 02 (Two) day(s) in a week in addition to her existing duties.

TA/DA as per rules of the Company is admissible to Ms. Pardin Sultana Rifat in this regard.

The working days of additional duty will be settled by the respective Office incharges.

The additional responsibility of Ms. Pardin Sultana Rifat shall come into force with effect from November 15, 2026 and shall remain valid until Mst. Sadia Alam (2997), Officer, resumes her duties.

Mr. Jahidul Islam (3486), Messenger, Alibahar Full Fledged Service Center, Dhaka Zone-13 is hereby advised to deal with Docket Keeper related works sitting at the same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Ms. Pardin Sultana Rifat (3402), Junior Officer
- Mr. Jahidul Islam (3486), Messenger

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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Ms. Pardin Sultana Rifat (3402), Junior Officer
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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 EVP & Incharge, Policy Servicing & Claims Dept.
5. The SVP & Incharge, I/A Dept.
6. Personal file.
7. Master File
8. Office Order file.

1. The EVP (PRT) & Incharge, Chattogram Zone-15
2. The EVP (PRT) & Incharge, Dhaka Zone-13