June 20, 2019

## Office Order No.:168-2019

For the greater interest of the Company, Mr. Md. Shamsuddin (2059), Messenger, Sandip Full Fledged Service Centre is hereby transferred to Policy Servicing Dept., as Docket Keeper at same office.

Mr. Md. Shamsuddin is advised to report his joining to the Incharge, Sandip Full Fledged Service Centre by 25-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Mr. Md. Shamsuddin (2059), Messenger

## C.C. to:

- 1. The Chief Executive officer for kind information.
- 2. The DMD, CFO & Company Secretary
- 3. The SEVP & Incharge, Administration Dept.
- 4. The JEVP & Incharge (I/A)
- The JSVP & Incharge, (C.C) Policy Servicing & Claims Dept.
- 6. Master file
  - 7. Office Order file
  - 8. Personal file

- The AMD (Dev.) & Incharge, Chattogram Division.
- The JEVP (PRT) & Incharge, Chattogram Zone-10



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nudur Rahman Talukder Senjor Vice President (Admin)

Mr. Md. Shamsuddin (2059), Messenger