ISO 9001:2015 CERTIFIED

November 24, 2020

## Office Order No.:241-2020

For the greater interest of the Company, Ms. Tanjin Akhter (2843), Assistant Officer, newly Joined at Agrabad Service Centre, Chattogram is hereby given posting to Underwriting Dept., Agrabad Service Centre.

Ms. Tanjin Akhter is advised to report his joining to the DMD (Dev.) & Incharge, Agrabad immediately with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin)

• Ms. Tanjin Akhter (2843), Assistant Officer.

## C.C. to:

- 1. The Chief Executive Officer for kind information.
- 2. The DMD & CS.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The SEVP & Incharge, Administration Dept.
- 5. The EVP & Incharge (U/W).
- 6. Master file
- 7. Office Order file
- 8. Personal file.

1. The DMD (Dev.) & Incharge, Agrabad.

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Mahmudur Rahman Talukder Senior Vice President (Admin)

Ms. Tanjin Akhter (2843), Assistant Officer.