July 23, 2019

Office Order No.:207-2019

For the greater interest of the Company, the following Assistant Officer is hereby transferred and newly joined employees are given posting as under:

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred/posted to	Remarks
01	Mr. Md. Tofazzal Hossain (2726), Junior Officer	Newly joined at Agrabad Service Centre	Policy Servicing Dept., Mirsarai Full Fledged SC	Posting
02	Mr. Md. Ashraf Ali (2727), Assistant Officer	Newly joined at Agrabad Service Centre	Claims Dept., Mirsarai Full Fledged SC	Posting
03	Ms. Kamrunnahar Akter (2530), Assistant Officer (Cashier Cum computer Operator)	Policy Servicing Dept., Agrabad Service Centre	Claims Dept., Agrabad Service Centre	Transfer

The above employees are advised to report their joining to the In-charge of respective offices/Dept., by 28-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Copy forwarded to: Above 03 (Three) employees.

C.C. to:

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

- The SEVP (PRT) & Incharge, Agrabad SC.
- 2. The Incharge, Mirsarai Full Fledge SC

July 23, 2019

Office Order No.: 207-2019

For the greater interest of the Company, the following Assistant Officer is hereby transferred and newly joined employees are given posting as under:

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred/posted to	Remarks
01	Mr. Md. Tofazzal Hossain (2726), Junior Officer	Newly joined at Agrabad Service Centre	Policy Servicing Dept., Mirsarai Full Fledged SC	Posting
02	Mr. Md. Ashraf Ali (2727), Assistant Officer	Newly joined at Agrabad Service Centre	Claims Dept., Mirsarai Full Fledged SC	Posting
03	Ms. Kamrunnahar Akter (2530), Assistant Officer (Cashier Cum computer Operator)	Policy Servicing Dept., Agrabad Service Centre	Claims Dept., Agrabad Service Centre	Transfer

The above employees are advised to report their joining to the In-charge of respective offices/Dept., by 28-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Manmudur Rahman Talukder Senior Vice President (Admin)

· Copy forwarded to: Above 03 (Three) employees.