



মেঘনা লাইফ ইন্স্যুরেন্স পিএলসি MEGHNA LIFE INSURANCE PLC

Ref : MLI/HO/Admin/002/2025/ ৪২৪

20 April 2025

Office Order

The duties and responsibilities of Mr. Mohammad Ahsan Ibne Kabir, Chief Co-ordinator has been redefined. From now he will look after the affair's of Company's Training, Public Relation & HR Department.

His duties and responsibilities will be as follows :

Public Relations Functions :

- 1- To Build strong relationship with government agencies and with other related Companies.
- 2- Planning, co-ordinating and executing public relation activities and events to enhance the positive image of the Company.
- 3- Manage and co-ordinate Company's print, broadcast and media advertising campaign.
4. Supervise production, distribution and submission of bill of Company's publications.
- 5- To compose news of company's different activities like development meeting, Claim meeting, Board meeting, Shariah Council meeting, Social and other activities and take necessary action to release such news in print, electronic and social media.
- 6- To Co-ordinates with different media to buy and reserve advertising space with appropriate media outlets; creates and maintains integrated campaign spec sheets and determine production deadlines.

Training Functions :

Needs Assessment: Ascertain training needs within the organization through various methods like survey, employee's performance review and discussing with department line managers.

Program Development: Design and develop training programs, training modules, selection of trainee, compose of course material, selection of techniques etc.

Program Evaluation: Evaluate the effectiveness of training programs by collecting feedback from participants, tracking performance improvements, and assessing the overall impact on the organization.

Record Keeping: Maintain accurate records of training activities, participant attendance, and program evaluations.



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Budget Management: Prepare & taking approval of training budget, ensuring that training activities are conducted within the budget.

Collaboration: Work with all stakeholders to ensure that training programs align with organizational goals and strategic priorities.

HR Functions :

Recruitment and Selection: To ascertain requisite manpower in the Company and will take necessary steps to appoint qualified candidates in the open position. This include & determination of educational qualification, required experience, appropriate position, giving advertisement, taking written examination & interview and finalizing recruitment. After recruitment take necessary arrangement for on the job training for fresh leg.

Training: To increase the performance of employee that will contribute to the growth of Company arrange inhouse training and will also manage training for executives conducted by different professional bodies like BSEC, NBR, ICMAB, ICAB, IDRA etc.

Working Environment: To ensure safe healthy & comfortable working environment.

Performance Evaluation: By selecting right people at the right position appraise the performance of the employee.

Compensation & Benefits: After appraisal of employees performance recommend rational pay & benefits to motivate & retain employees.

Workforce Planning: For smooth & proper functioning ascertain future workforce need.

Motivation: Take various steps to motivate employees to enhance their productivity.

Service Rule: Ensure that all the activities are conducted following the service rule & other related laws of the land.

Annual Confidential Report: Recommend on employee's Annual Confidential Report (ACR) upto Deputy Vice President of the Company.

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In addition, he will be required to perform such other duties as may be assigned by the Management from time to time.

This order shall come into force with immediate effect.

Sd./

(N. C. Rudra)

Chief Executive Officer

Mr. Mohammad Ahsan Ibne Kabir
Chief Co-ordinator
Meghna Life Insurance PLC
Head Office. Dhaka.

C.C.to:

01. Chairman, 02. Vice Chairman, 03. Director, 04. Addl. MD & CFO, 05. Consultant & Head of Marketing, 06. All DMD, 07. All EVP/SVP, 08. SVP (IT) - requested to upload this order on Meghna Life Portal, 09. All VP, 10. Company Secretary, 11. All DVP/AVP, 12. PS to CEO, 13. File.

(N. C. Rudra)

Chief Executive Officer

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