

**Human Resources Division**

HO(HRD)/ 5499 /2017

April 11, 2017

**Office Order**

In terms of Bangladesh Bank's letters Nos: এইচআর-১(ওএন্ড ডি) ফোকাল-১/২০১৩-২ dated 10.10.2013, বিআরপিডি সার্কুলার লেটার নং- ২১ dated 12.11.2013 and ডিএফআইএম সার্কুলার নং- ০৭/২০১৩ dated 21.11.2013 and subsequent instruction circular (Instruction Circular No. 2017/20) dated 28/03/2017 of Human Resources Division, Prime Bank Limited, Head Office, for implementing the Integrity Strategy in Dhaka Region-3 of the Bank, following Executives/ Officials are appointed as Focal Point(s) of "Integrity/ Ethics Committee, Dhaka Region-3, Prime Bank Limited":

Sl.	Name & Functional Designation	Committee Position
1	Mozammel Hoque, SVP & Head of Mohakhali Branch, Cluster Head – 7	Focal Point – 6
2	Md. Abul Kalam Azad, VP & Head of Patuatuly Branch, Cluster Head – 9	Focal Point – 7

Therefore, as per the Bangladesh Bank's letter No: এইচআর-১/৮২৪/২০১৪-১২৩২ dated 02.06.2014 from Human Resources Department-1, the above mentioned Executives/ Officials being Focal Point(s) of Integrity/ Ethics Committee, Dhaka Region-3, Prime Bank Limited shall be responsible for following acts:

- To formulate a time-bound work-plan for the implementation of Integrity Strategy of Prime Bank Limited.
- To initiate proper steps for the implementation of work-plan.
- To conduct regular monthly meeting of Integrity/Ethics Committee, prepare agenda and meeting minutes. To take necessary initiative for implementing the decision of Superior Integrity/ Ethics Committee of Prime Bank Limited.
- To submit the monthly progress report/ meeting minutes regarding integrity strategy implementation within the specified timeframe to the concerned Authority or Superior Integrity/ Ethics Committee of the Bank.
- Other job related to the implementation of National Integrity Strategy in the Bank.

**Habibur Rahman**

Deputy Managing Director

(CO – ICC &amp; GB)

Chairman, Integrity/ Ethics Committee

Prime Bank Limited, Head Office, Dhaka

- Copy to :**
1. Managing Director, Prime Bank Limited, Head Office, Dhaka.
  2. All Deputy Managing Director(s), Prime Bank Limited, Head Office, Dhaka.
  3. SEVP & Head of HRD and Focal Point, Integrity/ Ethic Committee, Prime Bank Limited, Head Office, Dhaka.
  4. All Divisional Heads, Prime Bank Limited, Head Office, Dhaka.
  5. All Regional Head, Prime Bank Limited.
  6. All Heads of Branch and SME Branch, Prime Bank Limited.
  7. All Employees, Prime Bank Limited.