

Human Resources Division

HO(HRD)/ 7749 /2017

May 30, 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 Cluster-2, Dhaka Region-1 of the Bank, following Executive/ Official is appointed as Focal Point of "Integrity/ Ethics Committee, Cluster-2, Dhaka Region-1, Prime Bank Limited":

Sl.	Name & Functional Designation	Committee Position
1	Md. Shahin Alam, EVP & Head of Motijheel Branch, Cluster Head -2	Focal Point - 2

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 of Integrity/ Ethics Committee, Cluster-2, Dhaka Region-1, 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.

Ziaur Rahman

SEVP & Head of HR Division
Focal Point, Integrity/ Ethic Committee
Prime Bank Limited, Head Office, Dhaka

Copy to : 1. Concerned Regional Head.
2. Office Copy.