



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
আর্থিক প্রতিষ্ঠান বিভাগ, অর্থ মন্ত্রণালয়

জীবন বীমা কর্পোরেশন
প্রশাসন বিভাগ

প্রধান কার্যালয়, ২৪, মতিঝিল বা/এ ঢাকা-১০০০।

ওয়েব সাইট: www.jbc.gov.bd, ই-মেইল: info@jbc.gov.bd


স্মারক নং ৫৩.১৯.০০০০.৩০২.১৪.০০১.২৪-৪০৪

তারিখ: ২৪/০৩/২০২৪ খ্রি.

সভার নোটিশ

আদিষ্ট হয়ে জানানো যাচ্ছে যে, বীমা উন্নয়ন ও নিয়ন্ত্রণ কর্তৃপক্ষ কর্তৃক বাস্তবায়নাধীন Bangladesh Insurance Sector Development Project (BISDP) এর অধীনে জীবন বীমা কর্পোরেশনের G4 প্যাকেজের আওতায় User Acceptance Test (UAT) কার্যক্রম সম্পন্নকরণের নিমিত্ত আগামীকাল ২৫/০৩/২০২৪ খ্রি. তারিখ বেলা ০২.০০ ঘটিকার সময় কর্পোরেশনের ম্যানেজিং ডাইরেক্টর জনাব অমল কৃষ্ণ মন্ডল (অতিরিক্ত সচিব) মহোদয়ের সভাপতিত্বে কর্পোরেশনের সম্মেলন কক্ষে এক জরুরি সভা আহ্বান করা হয়েছে। উক্ত সভায় বর্ণিত প্যাকেজের সাথে সংশ্লিষ্ট সকল ডেস্ক কর্মকর্তাগণকে উপস্থিত হওয়ার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

২। বিষয়টি অতীব জরুরি


২৪/০৩/২০২৪ খ্রি.
আবুল খায়ের মোহাম্মদ হাফিজুল্লাহ খান
উপসচিব
জেনারেল ম্যানেজার (প্রশাসন)
ফোন: ০২২২৩৩৮০৩৮১

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। প্রকল্প পরিচালক, বাংলাদেশ বীমা খাত উন্নয়ন প্রকল্প, ১০, দিলকুশা বা/এ ঢাকা-১০০০;
- ২। G4 প্যাকেজের আওতায় User Acceptance Test (UAT) কার্যক্রম সংশ্লিষ্ট সকল কর্মকর্তা;
- ৩। পিএস টু চেয়ারম্যান, বীমা উন্নয়ন ও নিয়ন্ত্রণ কর্তৃপক্ষ, চেয়ারম্যান মহোদয়ের সদয় অবগতির জন্য;
- ৪। পিএস টু এমডি, জীবন বীমা কর্পোরেশন;
- ৫। জেনারেল ম্যানেজার সকল, জীবন বীমা কর্পোরেশন;
- ৬। সংশ্লিষ্ট ফাইল।
- ৭। মাষ্টার ফাইল

BISDP G4 UAT Schedule for JBC
Venue: JBC Start Date: 24-March-24

SL	Module Name	Date	Time
1.1	Human Resource Management	24-03-24	10:00 AM – 3:00 PM
1.1.1	Employee, User, User Permission, etc.	& 25-03-24 , 27-03-24	
1.1.2	Application Management		
1.1.3	Renewal		
1.1.4	Recruitment/Appointment (Reports - 3/20)		
1.1.5	Appraisal		
1.1.6	Disciplinary Action		
1.1.7	Attendance		
1.1.8	Leave		
1.1.9	Transfer		
1.1.10	Payroll		
1.12	Training Management	28-03-24	
1.12.1	Internal Training		
1.12.2	Local Training		
1.12.3	Foreign Training		
1.9	Operation Management	31-03-24	
1.9.1	Meeting Conduct		
1.9.2	Committee Formation		
1.11	Library Management	01-04-24	
1.11.1	Book Purchase Requisition		
1.11.2	Book Loan		
1.8	Case/Complaint/Grievance Management	02-04-24	
1.8.1	Law (Case Handling)		
2	Grievance Complaints Redressal System (GCR)	03-04-24	
2.1	Admin		
2.2	Complaint		
2.3	Grievance		
2.4	Arbitration		
2.5	Prosecution		
2.6	Report		
1.5	Property Management	04-04-24	
1.5.1	Rental Agreement		
1.5.2	Rent Collection		
1.5.3	Utility Servicing		
1.5.4	Property Maintenance		
1.7	PR & Publication	15-04-24	
1.7.1	Advertisement Management		
1.7.2	TVC Management		
1.7.3	News Coverage		
1.6	Procurement Management	16-04-24	10:00 AM – 4:00 PM
1.6.1	Service Procurement		
1.6.2	Consumable Goods Procurement		
1.6.3	Capital Goods Procurement		
1.6.4	Audit Disposal Process		
1.4	Inventory Management	17-04-24	

1.4.1	Store Management		
1.4.2	Item Management		
1.3	Fixed Asset Management	18-04-24	
1.3.1	Asset Management		
1.10	Fleet Management	21-04-24	
1.10.1	Vehicle Management		
1.10.2	Driver Management		
1.10.3	Route Management		
1.10.4	Incident Management		
1.10.5	Tracking Management		
1.2	Account Management	22-04-24	
1.2.1	General Ledger		
1.2.2	Investment (Cash or Cash Alternative) Management		
1.2.3	Budget Management		
1.2.4	Payment		
1.2.5	Account Receivable		
1.2.6	Accounts Payable		
1.2.7	Loan and Advance		
1.2.8	VAT & Tax Management		
1.2.9	Audit		
1.2.10	Cash Management (FDR / Investment)		
1.2.11	Budget Estimation		
1.2.12	Configuration Setup		
3	Email System	23-04-24	
3.1	Admin Panel		
3.2	Manage Personal Account in Webmail		

BISDP G-4 User Acceptance Testing (UAT) Schedule for JBC
Venue: JBC
Stakeholder: JBC

SI No.	Module Name	Name & Designation (Not According To Seniority)	Phone	E-Mail
1.1	Human Resource Management (Admin)	1. Md. Liakat Ali Khan, Deputy General Manager, Internal Audit Division, HO	01401150706	liakatkhan1969@gmail.com
1.1.1	Employee, User, User Permission Etc.	2. Goutam Kumar Saha, Deputy General Manager, BRO	01401150733	gksaha66@gmail.com
1.1.2	Application Management	3. Mohammad Eyafesh Ali, Deputy General Manager, RRO	01401150732	eyafeshali@gmail.com
1.1.3	Renewal	4. Md.Azizul Haque, Deputy General Manager, MRO	01401150737	azizjbc69@gmail.com
1.1.4	Recruitment/Appointment(Reports3/20)	5. Md. Towhidur Rahman, Deputy General Manager (Acting), KRO	01401150735	towhid777@gmail.com
1.1.5	Attendance	6. Mohammad Mahbubul Alam, Deputy General Manager, Head Office	01673440363	mahbubjbc@gmail.com
1.1.6	Leave	7. Md. Faruk Hossain, Assistant General Manager, TA Division, Head Office	01817503430	faruquejbc@gmail.com
1.1.7	Transfer	8. Mohammad Abdul Basset Khan, Assistant General Manager, CRO	01912236160	khan.abdulbaset@yahoo.com
1.1.8	Payroll	9. Susanta Kumar Roy, Manager, DRO	01401150749	susantaroy40850@gmail.com
1.1.9	Appraisal	10. Md. Delwar Hossain, Manager, Admin, Head Office	01552344850	dilujbc@gmail.com
1.1.10	Disciplinaryaction	11. Md. Nazmmul Islam Biswas, Manager, KRO	01716188465	nibiswasjbc@gmail.com
		12. Ismot Ara Ahmed, Manager, Admin, Head Office	01552353873	ismotjbc@yahoo.com
		13. Shyamol Kumar Saha, Manager, Development Division, Head Office	01716002066	mosharrafhbd@gmail.com
		14. Md. Mosharrof Hossain, Manager, ICT Division, Head Office	01973896327	nmtayab@gmail.com
		15. Nuruddin Mohammad Toyeb, Manager, CRO	01521124571	mehadi@jbc.gov.bd
		16. Md. Malek Mia, Manager, SRO	01830066123	malekjbc71@gmail.com
		17. Noruttoum Datto, Manager, SRO	01923619197	arowshan168@gmail.com
		18. Engr. Md. Mehadi Hasan, System Analyst, ICT Division, Head Office	01842108891	shuvasish@jbc.gov.bd
		19. Engr. Shuvasish Karmaker Shuvo, PMP, PSM, CISA, Senior Programmer, ICT Division, Head Office	01679772410	azadjbc@gmail.com
		20. Rawson Wara, Deputy Manager, Internal Audit & Inspection Division, HO	01718283899	
		21. Mohammad Abul Kalam Azad, Deputy Manager	01913389602	
		22. Robbany, UDA, Administration Division, Head Office	01552353873	
1.1	Human Resource Management (Dev.)	1. Md. Liakat Ali Khan, Deputy General Manager, Internal Audit & Inspection Division, Head Office	01401150706	liakatkhan1969@gmail.com
		2. Goutam Kumar Saha, Deputy General Manager, BRO Office	01401150733	gksaha66@gmail.com
		3. Mohammad Eyafesh Ali, Deputy General Manager, RRO	01401150732	eyafeshali@gmail.com
		4. Md. Abdur Rahim Mia, Deputy General Manager, Head Office	01401150734	mrahimjbc65@gmail.com
		5. Mohammad Abdul Majid, Assistant General Manager (In-Charge), RaRO	01727666454	aminmrjbc@gmail.com
		6. Md. Ruhul Amin, Manager, Development Division, Head Office	01556307567	majid.jbc94@gmail.com
		7. Md. Fazlul Faruque, Manager, Development Division, Head Office	01712606206	fazlulfaruque@gmail.com
		8. Shyamol Kumar Saha, Manager, Development Division, Head Office	01711943924	shyamol@jbc.gov.bd
		9. Md. Monimul Islam, Manager, Development Division, RRO	01712986434	monimulislam034@gmail.com
				sbhuiyanjbc@gmail.com

		10. Md. Shahjahan Bhuiyan, Manager, BRO 11. Md. Mosharrof Hossain, Manager, ICT Division, Head Office 12. Md. Nazmmul Islam Biswas, Manager, Khulna Regional office 13. Noruttoum Datto, Manager, SRO 14. Md. Aurangajeb, Manager, MRO 15. Md. Vikharulalam, Manager, Head Office 16. Engr. Md. Mehadi Hasan, System Analyst, ICT Division, Head Office 17. Syeda Salma Sultana, Deputy Manager (Current Charge), Development Division, Head Office 18. Jesmin Akter, Assistant Manager, Development Division, Head Office 19. Shahabuddin, Junior Officer, Development Division, Head Office 20. Engr. Samina Tasnia Islam, Assistant System Analyst, ICT Division, Head Office 21. Md. Faruk Ahmed, Manager-Development Division, DRO 22. Rawson wara, Deputy Manager, Internal Audit & Inspection Division, Head Office 23. Md. Monir Hossen Sohag, Control Supervisor, ICT Division, Head Office 24. Shahabuddin, Junior Officer, Development Division, Head Office 25. Shaheen Khan, UDA, ICT Division, Head Office	01552355024 01914955938 01716188465 01712973498 01521124571 01973896327 01915819526 01917012476 01842108891 01712368188 01726744433 01716193090 01710195770 01712368188 01774666189	aurangajeb65@gmail.com mehadi@jbc.gov.bd salmamunni7@gmail.com mosharrafhbd@gmail.com vikharul2006@gmail.com salamjbc4@gmail.com shahabuddin.jbc@gmail.com samina.tasnia@jbc.gov.bd faruk1968@gmail.com arowshan168@gmail.com monir.hossen@jbc.gov.bd shahabuddin.jbc@gmail.com shaheenkhan63083@gmail.com
1.2	Account Management	1. Md. Shahadat Hossen, FCMA, Deputy General Manager, Finance & Accounts Division, Head Office	01729298917	shahadat.abrar2018@gmail.com
1.2.1	General Ledger		01401150732	eyafeshali@gmail.com
1.2.2	Investment (Cash or cash alternative) Management	2. Mohammad Eyafesh Ali, Deputy General Manager, RRO	01968776027	unialam1966@gmail.com
1.2.3	Budget Management	3. Md.Kamrul Alam, Assistant General Manager, Finance & Accounts, HO	01401150749	khan.abdulbaset@yahoo.com
1.2.4	Payment	4. Mohammad Abdul Bashet Khan, Assistant General Manager, CRO	01712718123	skzaman1967@gmail.com
1.2.5	Accounts Receivable	5. Sheikh Khayeruzzaman, Deputy General Manager, DRO	01711070533	ferdausalamkhan@gmail.com
1.2.6	Accounts Payable	6. Md.Ferdous Alam Khan, Manager, Consolidation accounts, Head Office	01673263050	ihkhanjbc@gmail.com
1.2.7	Loan and Advance	7. Shyamol Kumar Saha, Manager, Development Division, Head Office	01675561747	shahkamruzzamanjbc@gmail.com
1.2.8	Vat &Tax Management	8. Shah Md. Kamruzzaman, Manager, Central Accounts Division, HO	01973896327	siddiuqetaher.raj153@gmail.com
1.2.9	Audit	9. Mohammad Omar Faruk, Manager, P.F & Pension Division, Head Office	01712222777	karimrezaul410@gmail.com
1.2.10	Cash Management(FDR/Investment)	10. Md. Rezaul Karim, Manager, Investment Department, Head Office	01401150745	nibiswasjbc@gmail.com
1.2.11	Budget Estimation	11. Md. Nazmmul Islam Biswas, Manager, KRO	01521124571	mehadi@jbc.gov.bd
1.2.12	Configuration Setup	12. Engr. Md. Mehadi Hasan, System Analyst, ICT Division, Head Office	01716188465	faruque.m.omar@gmail.com
		13. Md. Abu Taher Siddiuqe, Manager, RRO	01715051522	bimal1966@gmail.com
		14. Bimal Kumar Kar, Manager, KRO	01842108891	hafizjbc@gmail.com
		15. Noruttoum Datto, Manager, SRO	01920929778	selina.inv@gmail.com
		16. Md. Ruhul Amin, Deputy Manager, Central Fund Management, HO	01912538949	alajbc@gmail.com
		17. Md.Hafizur Rahman, Deputy Manager,DRO	01819438801	ruhul@jbc.gov.bd
		18. Md. Mosharrof Hossain, Manager, ICT Division, Head Office	01968776056	nurul.jbc@gmail.com
				arowshan168@gmail.com
				sujonshad12@gmail.com

		<p>19. Md. Nurul Islam, Manager, Dhaka Regional Office</p> <p>20. Engr. Samina Tasnia Islam, Assistant System Analyst, ICT Division, HO</p> <p>21. Salena Goni, Deputy Manager, Investment Division, Head Office</p> <p>22. Md. Alaluddin, Deputy Manager, Finance & Accounts Department, HO</p> <p>23. Md. Aminul Islam, Deputy Manager, Finance & Accounts Division, HO</p> <p>24. Pradip Kumar Saha, Deputy Manager, Account Consolidation, HO</p> <p>25. Sharif Amirul Islam, Deputy Manager, Finance Department, Head Office</p> <p>26. Md. Hossna Kamal, Manager, Claim Division, RaRO</p> <p>27. Md. Moshtakur Rahman, Deputy Manager, P.F & Pension, Head Office</p> <p>28. Md. Iqbal Hossain Khan, Manager-Claim Department, CRO</p> <p>29. Rawson wara, Deputy Manager, Internal Audit Division, HO</p> <p>30. Engr. Saiful Islam, Assistant Programmer, ICT Division, HO</p> <p>31. Md. Abu Sayed, Assistant Manager, Central Accounts Division, HO</p> <p>32. Md. Sujon Molla, Junior Officer, Consolidated Accounts, Head Office</p> <p>33. Biswajit Mondal, Control Supervisor, ICT Division, Head Office</p> <p>34. Shamsunnahar, Finance & Accounts Division, Head Office</p> <p>35. Dewan Mohammad Waliulla Mamun, Assistant Manager, Premium Collection Booth, Head Office</p> <p>36. Md. Ahsanullah, Junior Officer, PF & Pension Division, HO</p> <p>37. Habiba Akter, Junior Officer, Consolidation Accounts, Head Office</p> <p>38. Md. Sorwar Hossen, Junior Officer, PF & Pension Division, HO</p> <p>39. Khadijatul kubra, Junior Officer, P.F & Pension Division, Head Office</p> <p>40. Monowara Islam, Junior Officer, PF & Pension Division, Head Office</p> <p>41. Md. Abdur Rahman, Junior Office, Finance & Accounts Division, HO</p> <p>42. Beauty Rani Das, Assistant Manager, Investment Division, Head Office</p> <p>43. Abdul Halim, Assistant Manager, Investment Division, Head Office</p> <p>44. Md. Sadequle Islam, Junior Officer, Investment Department, Head Office</p> <p>45. Md. Monir Hossen Sohag, Control Supervisor, ICT Division, Head Office</p> <p>46. Md. Nazrul Chowdhury, Office Assistant, CRO</p>	<p>01726744433</p> <p>01717072391</p> <p>01515215552</p> <p>01911566858</p> <p>01518345721</p> <p>01842108891</p> <p>01556313978</p> <p>01917114079</p> <p>01718389798</p> <p>01716301252</p> <p>01717464596</p> <p>01710195770</p> <p>01817113559</p> <p>01711136728</p> <p>01552353873</p> <p>01818668665</p> <p>01792060678</p> <p>01712752735</p> <p>01722179524</p> <p>01762707054</p> <p>01819154204</p> <p>01518328840</p>	<p>aminuljbc@gmail.com</p> <p>hkamal.jbc@gmail.com</p> <p>amirulkaliajbc@gmail.com</p> <p>mdnuruddin@jbc.gov.bd</p> <p>hassan.deco@jbc.gov.bd</p> <p>monir.hossen@jbc.gov.bd</p> <p>mmrahman31270@gmail.com</p> <p>pradipjbc@gmail.com</p> <p>sayedjbc@gmail.com</p> <p>habiba.jbc@gmail.com</p> <p>biswajit@jbc.gov.bd</p> <p>halim484.a@gmail.com</p> <p>beautyrdasjbc@gmail.com</p> <p>khadiza_kubra35@yahoo.com</p>
1.3	Fixed Asset Management	1. Md. Liakat Ali Khan, Deputy General Manager, Internal Audit & Inspection Division, Head Office	01401150706	liakatkhan1969@gmail.com
1.3.1	Asset Management	2. Md. Shahadat Hossen, FCMA, Deputy General Manager, Finance & Accounts Division, Head Office	01729298917	shahadat.abrar2018@gmail.com
		3. Sheikh Khayeruzzaman, Deputy General Manager (Acting), DRO	01712718123	skzaman1967@gmail.com
		4. Md. Mahbubul Hoque, Assistant General Manager, E/E Division, Head Office	01712695583	mahbubulhoquejbc@gmail.com
		5. Mohammad Mahbub Elahi, Manager, E/E Division, Head Office	01914740367	mahbubsand@gmail.com
		6. Pramankar Sarkar, Manager, , E/E Division, Head Office	01554322048	pramankar.jbc@gmail.com
		7. Md. Ferdousalam Khan, Manager, Head Office	01711070533	ferdausalamkhan@gmail.com
		8. Shyamol Kumar Saha, Manager, Development Division, Head Office	01712-973498	vikharul2006@gmail.com
			01973896327	mosharrafhbd@gmail.com
				nurul.jbc@gmail.com

		<p>9. Md. Mosharrof Hossain, Manager, ICT Division, Head Office</p> <p>10. Md. Nurul Islam, Manager, DRO</p> <p>11. Engr. Md. Mehadi Hasan, System Analyst, ICT Division, Head Office</p> <p>12. Engr. Samina Tasnia Islam, Assistant System Analyst, ICT Division, Head Office</p> <p>13. Md . Azimur Rahman, Deputy Manager, Head Office</p> <p>14. Md. Aminul Islam, Deputy Manager, Head Office</p> <p>15. Md. Faruque Hossen, Manager, Internal Audit & Inspection, Head Office</p> <p>16. Sabiha Sayed, Deputy Manager, Internal Audit Division, Head Office</p> <p>17. Rawson wara, Deputy Manager, Internal Audit, Head Office</p> <p>18. Engr. Md. Saiful Islam, Assistant Programmer, ICT Division, Head Office</p> <p>19. Beauty Rani Das, Assistant Manager, Investment Division, Head Office</p> <p>20. Biswajit Mondal, Control Supervisor, ICT Division, Head Office</p> <p>21. Md. Nur Uddin, Senior Control Supervisor, ICT Division, Head Office</p> <p>22. Md. Monir Hosen, UDA, E/E Division, Head Office</p>	<p>01819438801</p> <p>01718597800</p> <p>01917114079</p> <p>01818313529</p> <p>01718048482</p> <p>01726744433</p> <p>01521513632</p> <p>01714737927</p> <p>01792060678</p> <p>01552353873</p> <p>01715892081</p> <p>01935079429</p>	<p>azimurjcbbbb99@gmail.com</p> <p>aminulibc@oemail.com</p> <p>faruquejbc99@gmail.com</p> <p>shabihassayed.jbc@gmail.com</p> <p>arowshan168@gmail.com</p> <p>saiful.ap@jbc.gov.bd</p> <p>beautyrdasjbc@gmail.com</p> <p>biswajit@jbc.gov.bd</p> <p>mdshohag71997@gmail.com</p>
1.10	Fleet Management	1. Md. Liakat Ali Khan, Deputy General Manager, Internal Audit Division, HO	01401150706	liakatkhan1969@gmail.com
1.10.1	Vehicle Management	2. Md. Shahadat Hossen, FCMA, Deputy General Manager, Finance & Accounts Division, Head Office	01729298917	lutfor521@gmail.com
1.10.2	Driver Management	3. Md. Faruk Hossain, Assistant General Manager, Technical Affairs Division, Head Office	01912236160	faruquejbc@gmail.com
1.10.3	Route Management	4. Lutfor Rahman, Manager, Head Office	01711-068603	arowshan168@gmail.com
1.10.4	Incident Management	5. Shyamol Kumar Saha, Manager, Development Division, Head Office	01973896327	masudul.jbc.gov@gmail.com
		6. Md. Mosharrof Hossain, Manager, ICT Division, Head Office	01815562907	mosharrafhbd@gmail.com
		7. Engr. Md. Mehadi Hasan, System Analyst, ICT Division, Head Office	01816774442	ihossain4442@gmail.com
		8. Rawson wara, Deputy Manager, Internal Audit & Inspection Division, Head Office	01821737858	samsunnahar@gmail.com
		9. Engr. Samina Tasnia Islam, Assistant System Analyst, ICT Division, HO	01816774442	mdalamgirjbc2004@gmail.com
		10. Md. Masudul Haque, Assistant Manager, Transport Division, Head Office	01716182670	hassan.deco@jbc.gov.bd
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