ISO 9001 : 2015

September 02, 2021

## Office Order No.:154-2021

M. Zia Uddin (2358), Junior Officer, Cash Section, Taknaf Org. Office, Cox's Bazar Zone-01 is hereby advised to sit and work at Cash Section, Shamlapur Org. Office, Cox's Bazar Zone-01 for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Offices, will be settled by the respective Office Incharges.

TA/DA allowance as per rules of the Company is admissible to M. Zia Uddin.

The additional responsibility of M. Zia Uddin shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder Senior Vice President (HR & ADMIN)

M. Zia Uddin (2358), Junior Officer.

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M. Zia Uddin (2358), Junior Officer.

## C.C. to: for kind information:

- 1. The Chief Executive officer.
- 2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 3. The AMD & CS, Head of HR & ADMIN.
- 4. The SVP & Incharge, Finance & Accounts Dept.
- 5. Master file
- Office Order file
- 7. Personal file

- 1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
- 2. The EVP (PRT) & Incharge, Cox's Bazar Zone-01.
- 3. The Incharge, Taknaf Org. Office, Cox's Bazar Zone-01.
- 4. The Incharge, Shamlapur Org. Office, Cox's Bazar Zone-01.