



August 22, 2019

## Office Order No.:230-2019

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Eyasin Shikdar (1505), Junior Officer	Cash Section, Chagalnaiya Org. Office, Feni Zone-02	Cash Section, Khilpara Org. Office, Feni Zone-01	
02	Mr. Abdul Hoque (1787), Assistant Officer	Cash Section, Khilpara Org. Office, Feni Zone-01	Cash Section, Chagalnaiya Org. Office, Feni Zone-02	

Mr. Eyasin Shikdar shall handover his overall charges to Mr. Abdul Hoque after taking over the charges. Mr. Abdul Hoque shall handover the overall charges to Mr. Eyasin Shikdar.

Above all handing and taking over of charges be made in presence of Internal Auditor.

Before handing and taking over of overall charges, the JVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 29-08-2019.

After joining at Chagalnaiya Org. Office, Mr. Abdul Hoque is hereby advised to sit and work at Cash Section, Parshuram Org. Office, Feni Zone-02 for 02 (Two) day(s) in a week in addition to his existing duties.

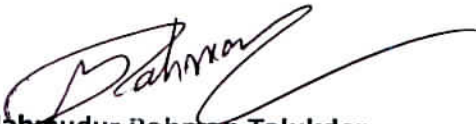
The working days at above Office, will be settled by the respective Office incharges.

This Order shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Abdul Hoque for additional duties.

The additional responsibility of Mr. Eyasin Shikdar vide Office Order No.:239-2014 dated October 28, 2014 at Parshuram Org. Office, Feni Zone-02 is hereby cancelled.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 27-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.



**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

• Copy forwarded to: Above 02 (Two) employees.

### C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The SVP, Finance & Accounts Dept., Head Office.
4. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
5. Master file
6. Office Order file
7. Personal file.
1. The SEVP (PRT) & Incharge, Feni Zone.
2. EVP (PRT) & Incharge, Feni Zone-01.
3. The EVP (PRT) & Incharge, Feni Zone-02.
4. The Incharge, respective Offices.

### আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিল্লীকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

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