



August 25, 2019

## Office Order No.:234-2019

For the greater interest of the Company, Mr. Mohammed Anwarul Islam (1423), Junior Officer, Cash Section, Cox's Bazar Service Centre is hereby transferred to Cash Section, Eidgaon Org. Office, Cox's Bazar Zone-02.

Mr. Mohammed Anwarul Islam shall handover the overall charges to Mr. Mohammad Ahsanul Hoque (0623), Executive Officer, Cox's Bazar Service Centre 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 office and submit a report to authority by 01-09-2019.

Mr. Mohammed Anwarul Islam is advised to report his joining to the Incharge, Eidgaon Org. Office, Cox's Bazar Zone-02 along with release letter from his existing office by 28-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Muhammad Abdul Latif Dakua (1430), Officer, Accounts Dept., Khulna Full Fledge Service Centre is hereby assigned to issue PR/MR of Khulna Full Fledge Service Centre and Mr. Muhammad Zahurul Islam (2204), Assistant Officer, (Cashier Cum Computer Operator), IT Dept., Meherpur FPR Centre, Khulna Zone is hereby assigned to issue PR/MR of Meherpur FPR Centre sitting at same premises in addition to there existing assignment until further order.

Additional responsibilities of Mr. Muhammad Abdul Latif Dakua and Mr. Muhammad Zahurul Islam shall come into force with immediate effect and remain valid until further order.



**Mahmudur Rahman Talukder**

Senior Vice President

Administration Department.

*M.C.* Copy forwarded to: Above 03 (Three) employees.

### C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The EVP & Incharge, IT Dept.
4. The SVP, Finance & Accounts Dept., Head Office.
5. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order
6. Mohammad Ahsanul Hoque (0623), EO, Cox's Bazar SC.
7. Master file.
8. Office Order file.
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Khulna Zone.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
4. The Incharge, respective Offices.

### আর্থিক নিরাপত্তার সেতুবন্ধন



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আর্থিক নিরাপত্তার সেতুবন্ধন