



August 29, 2019

## Office Order No.:238-2019

For the greater interest of the Company, Ms. Sharmin Akter (0998), Junior Officer, Cash Section, Barishal Service Centre, Mukto Bima Prokalpo is hereby transferred to Cash Section, Bhola Sador Org. Office, Mukto Bima Prokalpo.

Ms. Sharmin Akter shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Joint Assistant Vice president, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka 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 05-09-2019.

Ms. Sharmin Akter is advised to report her joining to the Incharge, Bhola Sador Org. Office, Mukto Bima Prokalpo along with release letter from his existing office by 04-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

- Ms. Sharmin Akter (0998), Junior Officer

**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. Mr. Md. Shahjaman Shiraji (0937), JAVP, Accounts Dept., Mukto Bima Prokalpo, Head Office.
  6. Master file.
  7. Office Order file.
  8. Personal file.
1. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
  2. The Incharge, respective Offices.

### আর্থিক নিরাপত্তার সেতুবন্ধন



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