



September 2, 2019

Office Order No.:241-2019

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. Husain Ahmad (2186), Assistant Officer	Cash Section, Bishwanath Org. Office, Sylhet Zone-02	Cash Section, Juri Org. Office, Moulvibazar Zone	
02	Musammat Sabina Eyasmin (2581), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Bishwanath Org. Office, Paribar Kallayan Bima Division	Cash Section, Bishwanath Org. Office, Sylhet Zone-02	

The transfer of Mr. Md. Nazmul Islam (2483), Assistant Officer (Cashier Cum Computer Operator), Cash Section, Bishwanath Org. Office, Paribar Kallayan Bima Division vide Office Order No.:233-2019, dated August 25, 2019 at Cash Section, Juri Org. Office, Moulvibazar Zone is hereby cancelled.

Musammat Sabina Eyasmin shall handover her overall charges to Mr. Md. Mijanur Rahman, AVP & Incharge, Finance & Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka after handing over the charges Musammat Sabina Eyasmin shall takeover the overall charges from Mr. Husain Ahmad.

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 through Audit of mentioned Offices and submit a report to authority by 10-09-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 08-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Copy forwarded to: Above 04 (four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Senior Vice President (Admin)

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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. AVP & Incharge, Finance & Accounts Dept., PKB.
6. Master file
7. Office Order file
8. Personal file.
1. The SEVP (PRT) & PD, Paribar Kallayan Bima Division.
2. The JVP (PRT) & Incharge, Sylhet Zone-02.
3. The JVP (PRT) & Incharge, Moulvibazar Zone.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন