



September 04, 2019

Office Order No.: 243-2019

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

Sl.	Name & Designation	Present Office	Transferred to	Remarks
01	Ms. Maksuda Islam (1170), SEO	Commission Section, Mukto Bima Prokalpa Project Head Office	Accounts Dept., Mukto Bima Prokalpa Project Head Office	Transfer
02	Ms. Sahinoor (1453), Assistant Officer	Accounts Dept., Urban Bima Division Head Office	Accounts Dept., Mukto Bima Prokalpa Project Head Office	Transfer
03	Ms. Nipo Akter (2731) Assistant Officer	Cash Section Mogra Agency Office, B.Barua, Urban Bima Division	Cash Section Mukto Bima Prokalpa Project Head Office	Transfer
04	Mr. Md. Abdul Latif (2736) Assistant Officer	Cash Section Gongachara Regional Office, Rangpur, MB	Cash Section Bogura Org. Office, Rangpur, MB	Transfer

Ms. Nipo Akter and Mr. Md. Abdul Latif shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), JAVP & Incharge (F&A), Mukto Bima Prokalpa, Project Head Office, Dhaka 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 11-09-2019.

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


Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy forwarded to:

- Above 04(four) employees.

C.C. to:

- The Chief Executive Officer(C.C) for kind information.
- The SEVP & Incharge, Administration Dept.
- The SVP, Finance & Accounts Dept.
- The JSVP & Incharge, Commission Section
- The JVP & Incharge (I/A), with a request to ensure handing and taking over formalities in presence of auditor as per Office Order.
- The JAVP & Incharge, Finance & Accounts Dept., MB, H.O
- Office Order File
- Master file
- Personal file
- The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpa.
- The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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আর্থিক নিরাপত্তার সেতুবন্ধন