



September 05, 2019

Office Order No.: 246-2019

Mr. Md. Israfil Hossain (1279), Officer, IT Dept., Notun Jurain Org Office, Dhaka Zone-13 is hereby assigned to carryout the additional responsibilities of Cash Section, Notun Jurain Org Office, Dhaka Zone-13 sitting at same premises in addition to his existing duties after execution of a surety bond of Tk.5,00,000/-(five lac).

For the greater interest of the Company Ms. Asma Akter (1534), Jr. Officer, Accounts Dept., Mukto Bima Prokalpa, Head Office, Dhaka is hereby transferred to Accounts Dept., Bhandaria Org. Office, Mukto Bima Prokalpa.

Ms. Asma Akter shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), JAVP & Incharge (F&A), Mukto Bima Prokalpa, 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 Office and submit a report to authority by 12-09-2019.

Ms. Asma Akter is advised to report her joining to the Incharge of respective Office along with release letter by 11-09-2019 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 EVP & Incharge, IT Dept.
4. The SVP, Finance & Accounts Dept.
5. The JVP & Incharge (I/A), with a request to ensure handing and taking over formalities in presence of auditor as per Office Order.
6. The JAVP & Incharge, Finance & Accounts Dept., MB, H.O
7. Office Order File
8. Master file
9. Personal file
1. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpa.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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