



October 31, 2019

Office Order No.: 315-2019

For the greater interest of the Company Ms. Munera Akther (1785), Assistant Officer, Cash Section, Finance & Accounts Dept., Dhaka Zone-06 SC is hereby transferred to Finance & Accounts Dept., Dhaka Zone-07 SC.

Ms. Munera Akther shall handover the overall charge to Mr. Md. Humayun Kabir (2072), Senior Executive Officer & Incharge, Accounts Dept., Dhaka Zone-06 SC in Presence of Internal Auditor.

Cash allowance @ Tk.750/- of Ms. Munera Akhter is hereby withdrawn.

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 06-11-2019.

Ms. Munera Akther is advised to report her joining to the SEVP(PRT) & Incharge, Dhaka Zone-07 SC by 05-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy Forwarded to:

- Mr. Md. Humayun Kabir (2072), Senior Executive Officer
- Ms. Munera Akther (1785), Assistant Officer

C.C. to: for kind information :

1. The Chief Executive Officer.
 2. The Deputy Managing Director & Chief Financial Officer.
 3. The Deputy Managing Director & Company Secretary
 4. The SEVP & Incharge, Administration Dept.
 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. Master file.
 7. Office Order file.
 8. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-06 SC.
 2. The SEVP (PRT) & Incharge, Dhaka Zone-07 SC.

আর্থিক নিরাপত্তার সেতুবন্ধন

