ISO 9001:2015

January 08, 2025

## Office Order No.:01-2025

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

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Harun Ar Rashid (0959), SEO	Cash Section, Senbag Org. Office(0057), Noakhali Zone-01	Cash Section, Koraish Munshi FPR Center(0552), Noakhali Zone-01
02	Mr. Md. Mizanur Rahman (2290), Officer	Cash Section, Koraish Munshi FPR Center(0552), Noakhali Zone-01	Cash Section, Senbag Org. Office(0057), Noakhali Zone-01

Mr. Harun Ar Rashid and Mr. Md. Mizanur Rahman shall handover the overall charges to Mr. Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC, Noakhali Zone.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter with photocopy of attendance register with their last attendance from their existing offices by 13-01-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

**Executive Vice President** HR & ADMIN Department

Copy forwarded to: Above 02 (Two) employees.

C.C. to: for kind information:

- The Chief Executive officer.
- The Additional Managing Director.
- The SEVP & Chief Financial Officer.
- Mr. Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC, Noakhali Zone.
- Personal file.
- 6. Master File
- Office Order file.

- The AMD (Dev.) & Incharge, Noakahali Corp. Zone.
- The Incharge, respective offices.

ISO 9001:2015

January 08, 2025

## Office Order No.:01-2025

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

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Harun Ar Rashid (0959), SEO	Cash Section, Senbag Org. Office(0057), Noakhali Zone-01	Cash Section, Koraish Munshi FPR Center(0552), Noakhali Zone-01
02	Mr. Md. Mizanur Rahman (2290), Officer	Cash Section, Koraish Munshi FPR Center(0552), Noakhali Zone-01	Cash Section, Senbag Org. Office(0057), Noakhali Zone-01

Mr. Harun Ar Rashid and Mr. Md. Mizanur Rahman shall handover the overall charges to Mr. Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC, Noakhali Zone.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter with photocopy of attendance register with their last attendance from their existing offices by 13-01-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

**Executive Vice President** HR & ADMIN Department

Copy forwarded to: Above 02 (Two) employees.