



June 17, 2019

Office Order No.:161-2019

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

Sl.	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Munshi Ashfacur Rahman (0021), Assistant Vice President	Group Insurance Division, Head Office, Dhaka	Dev. Admin Dept., Head Office, Dhaka	
02	Mr. Md. Razaul Kabir (0283), Assistant Vice President	Dev. Admin Dept., Head Office, Dhaka	Dev. Admin Dept., Dhaka Zone-04	
03	Mr. Kawser Ahammad Howlader (0889), Senior Executive Officer	Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka	Accounts Dept., Dhaka Zone-04	

Mr. Kawser Ahammad Howlader shall handover the overall charge to Mr. Md. Asaduzzaman (0484), Assistant Vice President, Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka in Presence of Internal Auditor.

Before handing and taking over of overall charges, the JEVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 24-06-2019.

The above executives are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 20-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.


Kazi Abul Manjur

Senior Executive Vice President

Administration Department.

- Munshi Ashfacur Rahman (0021), Assistant Vice President.
- Mr. Md. Razaul Kabir (0283), Assistant Vice President.
- Mr. Kawser Ahammad Howlader (0889), Senior Executive Officer

C.C. to:

1. The Chief Executive Officer for kind information.
 2. The DMD, CFO & Company Secretary.
 3. The Asst. MD (Dev.) & Incharge, Dev. Admin Dept.
 4. The SEVP & Incharge, Administration Dept.
 5. The JEVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
 6. The JEVP & Incharge, Group Insurance Division.
 7. Master file.
 8. Office Order file.
 9. Personal file.
1. The SEVP (PRT) & PD, Paribar Kallayan Bima Division.
 2. The SEVP (PRT) & Incharge, Dhaka Zone-04.

আর্থিক নিরাপত্তার সেতুবন্ধন



June 17, 2019

All Departmental Heads, Head Office
All Project Directors
All In-charge (Zone/Corporate Zonal Office)
All Employees

Office Circular : 67-2019

This is for information of all concerned that the Commission Department is hereby absorbed with Finance & Accounts Department as a section of Accounts Department.

The Incharge of Commission section shall work under the direct supervision of the Head of Accounts Dept.

This Order shall come into force with immediate effect and remain valid until further Order.


Muhammed Shah Alam, FCA
Chief Executive Officer

Copy Forwarded to :

- Mr. Mohammad Sheikh Abu Khaled, JEVP & In-charge, Commission Dept.

C. C. to :

1. The DMD Company Secretary & CFO, for kind information.
2. The SEVP & Incharge, Administration Dept.
3. Office Circular File.
4. Master file.

আর্থিক নিরাপত্তার সেতুবন্ধন