



November 12, 2019

## Office Order No.:325-2019

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

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Abdul Azim (2438), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Chattogram Zone-11 (Chawakbazar)	Cash Section, Potia FPR Centre, Chattogram Zone-13	
02	Mr. Uday Sonkar Ghosh (2451), Assistant Officer (Cashier Cum computer Operator)	Cash Section, Potia FPR Centre, Chattogram Zone-13	Cash Section, Chattogram Zone-11 (Chawakbazar)	

Mr. Abdul Azim shall handover his overall charges to Mr. Uday Sonkar Ghosh after taking over the charges Mr. Uday Sonkar Ghosh shall handover the overall charges to Mr. Abdul Azim in presence of Internal Auditor.

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 18-11-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 16-11-2019 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 for kind information.
  2. The Deputy Managing Director & Chief Financial Officer.
  3. The Deputy Managing Director & Company Secretary.
  4. The SEVP & Incharge, Administration Dept.
  5. The SVP, Finance & Accounts Dept., Head Office.
  6. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
  7. Master file
  8. Office Order file
  9. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Division.
  2. The JEV (PRT) & Incharge, Chattogram Zone-13
  3. The JEV (PRT) & Incharge, Chattogram Zone-11

### আর্থিক নিরাপত্তার সেতুবন্ধন

