





November 14, 2019

## Office Order No.:327-2019

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	Ms. Lipi Das (2352), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Khulshi Org. Office, Chottogram Zone-04	Cash Section, Cornell hat Org. Office, Chattogram Zone-12	
02	Mr. Sahedul Miraz (2556), Assistant Officer (Cashier Cum computer Operator)	Accounts Dept., Agrabad SC	Cash Section, Khulshi Org. Office, Chottogram Zone-04	

Ms. Lipi Das shall handover his overall charges to Mr. Sahedul Miraz after taking over the charges Mr. Sahedul Miraz shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre 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 20-11-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 18-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Arfanul Islam (2706), Assistant Officer (Doc. Keeper), Dev. Admin Dept., Chattogram Zone-03 SC (Muradpur) is hereby advised to work at OR Section, Policy Servicing Dept., at same premises in addition to his existing duties.

The additional responsibility of Mr. Arfanul Islam shall come into force with immediate effect and shall remain valid until further order.

  
**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন