



November 16, 2019

Office Order No.:328-2019

Mr. Risur Rahman (0938), Executive Officer, B. Baria Full Fledge Service Centre is hereby advised to sit and work at Underwriting Dept., Ashugonj FPR Centre, B. Baria Zone for 02 (Two) day(s) in a week in addition to his existing duties. He will deal with Underwriting related works and also provide with necessary Underwriting training to Mr. Md. Anwar Faruq (2598), Assistant Officer (Cashier Cum Computer Operator), IT Dept., Ashugonj FPR Centre, B. Baria Zone.

Other than above mentioned 02 Day(s) Mr. Md. Anwar Faruq (2598), Assistant Officer (Cash Cum IT) Ashugonj FPR Centre shall sit and work at Underwriting Dept., B. Baria Full Fledge Service Centre for the rest 03 (Three) day(s) of the week if it is felt necessary.

The working days at above Offices, will be settled by the respective Office incharges.

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

TA/DA allowance as per rules of the Company is admissible to Mr. Risur Rahman and Mr. Md. Anwar Faruq.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

- Mr. Risur Rahman (0938), Executive Office.
- Mr. Md. Anwar Faruq (2598), Assistant Officer.

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 EVP & Incharge (U/W).
 6. The EVP & Incharge (IT).
 7. The JVP & Incharge (I/A).
 8. Master file
 9. Office Order file
 10. Personal file
1. The SEVP (PRT) & Incharge, Cumilla & B. Baria Zone.
 2. The EVP & Incharge, B. Baria Zone.
 3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

