



November 20, 2019

Office Order No.:332-2019

For the greater interest of the Company, Ms. Taslima Akter (2672), Assistant Officer (Cashier Cum Computer Operator), Cash Section, Chattogram Zone-07 is hereby transferred to IT Dept., Chattogram Zone-07 at same office.

Ms. Taslima Akter shall handover her overall charges to Mahmuda Baitun Naher (1233), Senior Officer, Cash Section, Chattogram Zone-07 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 26-11-2019.

Ms. Taslima Akter is advised to report her joining to the EVP (PRT) & Incharge, Chattogram Zone-07 by 24-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

After joining at IT Dept., Chattogram Zone-07 Ms. Taslima Akter shall also deal with work of Underwriting & Dev. Admin Dept., at same premises in addition to her existing duties.

The additional responsibility of Ms. Taslima Akter shall come into force with immediate effect and shall remain valid until further order.

Mr. Mizanur Rhman (2488), Assistant Officer, Cash Section, Bohoddarkata Org. Office, Cox's Bazar Zone-03 is hereby advised to sit and work at Cash Section, Kalarmar Chora Org. Office, Cox's Bazar Zone-03 for 03 (Three) day(s) in a week in addition to his existing duties.

The working days at Kalarmar Chora Org. Office, will be settled by the respective Office incharges.

This Order shall come into force with effect from November 11, 2019 and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Mizanur Rhman (2488), Assistant Officer.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Ms. Taslima Akter (2672), Assistant Officer.
- Mr. Mizanur Rhman (2488), Assistant Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন