November 21, 2019

## Office Order No.:333-2019

For the greater interest of the Company, Mr. K. M. Solaiman (0638), Joint Vice President, Training Dept., Head Office (Ext.), Dhaka is hereby assigned on deputation to Establishment Dept., Head office, Dhaka. Mr. K. M. Solaiman shall sit and work at company's own building, located at 112, Kazi Nazrul Islam avenue, Bangla motor, Dhaka. He will responsible for maintaining inventory of construction materials and report any noncompliance and the progresses of work of creation of steel structure for car parking and renovation of existing Building for office and training space to the JSVP & Incharge, Establishment Department. The deputation will effect from 24/11/2019 and valid until completion of the work.

Mr. K. M. Solaiman is advised to report his joining to the JSVP & Incharge, Establishment Dept., Head Office, Dhaka with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Copy Forwarded to:

Mr. K. M. Solaiman (0638), Joint Vice President

## C.C. to: for kind information:

- The Chief Executive Officer.
- 2.1 The Deputy Managing Director & Chief Financial Officer.
- 3. The Deputy Managing Director & Company Secretary
- 4. The SEVP & Incharge, Administration Dept.
- 5. The SVP & Incharge, Training & Shariah Dept.
- The JSVP & Incharge, Establishment Dept.
- 7. The JVP & Incharge (I/A)
- 8. Master file.
- 9. Office Order file.
- 10. Personal file.

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Mahmudur Rahman Talukder Seniori Vice President (Admin)

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Mr. K. M. Solaiman (0638), Joint Vice President