



December 15, 2019

Office Order No.:354-2019

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. Md. Milan Bepari (1788), Officer (IT)	Cash Section, Notun Jurain Org. Office, Dhaka Zone-13	Cash Section, Malibag FPR Centre, Dhaka Zone-06	
02	Mr. Tushar Bala (2607), Assistant Officer (Cashier Cum computer Operator)	Cash Section, Malibag FPR Centre, Dhaka Zone-06	Accounts Dept., Head Office, Dhaka	

Mr. Tushar Bala shall handover his overall charges to Mr. Md. Milan Bepari after taking over the charges Mr. Md. Milan Bepari shall handover his overall charges to Mr. Md. Israfil Hossain (1279, Officer, IT Dept., Notun Jurain Org. Office, Dhaka Zone-13.

Above all handing and taking over of charges be made 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 22-12-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 18-12-2019 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 DMD & CFO.
3. The SEVP & Incharge, Administration Dept.
4. The SVP, Finance & Accounts Dept.,
5. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
6. Mr. Md. Israfil Hossain, Officer (1279), IT Dept., Notun Jurain Org. Office, Dhaka Zone-13.
7. Master file
8. Office Order file
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The EVP (PRT) & Incharge, Dhaka Zone-13.
3. The SEVP (PRT) & Incharge, Dhaka Zone-06.
4. The Incharge, Malibag FPR Centre.
5. The Incharge, Notun Jurain Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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