



December 15, 2019

## Office Order No.:356-2019

For the greater interest of the Company Ms. Meherun Nesa (1091), Junior Officer, Cash section, Jurain Org. Office, Dhaka Zone-04 is hereby transferred to Cash Section, Tatul Jhora Org. Office, Dhaka Zone-04.

Ms. Meherun Nesa shall handover his overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04 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.

Ms. Meherun Nesa is advised to report his joining to the Incharge, Tatul Jhora Org. Office, Dhaka Zone-04 along with release letter from his existing office by 19-12-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Siddiquir Rahman (0585), JAVP, Underwriting Dept., Cosba FPR Centre, B. Baria Zone-02 is hereby advised to deal with work of IT Dept., at same premises in addition to his existing duties.

Additional responsibilities of Mr. Siddiquir Rahman shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**

Senior Vice President (Admin)

- Mr. Siddiquir Rahman (0585), JAVP.
- Ms. Meherun Nesa (1091), Junior Officer.

**C.C to:**

1. The Chief Executive Officer for kind information.
2. The DMD & CFO.
3. The DMD & CS.
4. The SEVP & Incharge, Administration Dept.
5. The EVP & Incharge, U/W Dept.
6. The EVP & Incharge, IT Dept.
7. The SVP, Finance & Accounts Dept., Head Office, Dhaka
8. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
9. Office Order file
10. Master file
11. Personal file
1. The SEVP (PRT) & Incharge, Dhaka Zone-04.
2. The EVP (PRT) & Incharge, B. Baria Zone.
3. The Incharge, Cosba FPR Centre.
4. The Incharge, Tatul Jhora Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Senior Vice President (Admin)

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- Ms. Meherun Nesa (1091), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন