ISO 9001:2015

February 27, 2020

## Office Order No.:48-2020

Mr. Md. Yeasin Ahmed (2376), Assistant Officer(Cashier Cum computer Operator), Accounts Dept., Head Office, Dhaka is hereby transferred to Board Affairs, Head Office, Dhaka and he will act as a Personal Secretary to the Deputy Managing Director & Company Secretary.

Mr. Md. Yeasin Ahmed is advised to report his joining to the Deputy Managing Director & Company Secretary along with release letter from his existing office immediately with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

Copy forwarded to:

Mr. Md. Yeasin Ahmed (2376), Assistant Officer.

## C.C. to:

- 1. The Chief Executive officer for kind information.
- 2. The Deputy Managing Director & CFO.
- The Deputy Managing Director & Company Secretary.
- The SEVP & Incharge, Administration Dept.
- The EVP & Incharge (I/A).
- 6. The SVP, Finance & Accounts Dept., Head Office, Dhaka
- 7. Master file
- 8. Office Order file
- 9. Personal file

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