



July 11, 2019

## Office Order No.:195-2019

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. Rafiqul Islam (0652), Senior Officer	Internal Audit Dept., Khulna Full Fledge Service Centre	Accounts Dept., Head Office, Dhaka	
02	Mr. Md. Monirul Islam (2344), Junior Offibcer (Cashier Cum Computer Operator)	Accounts Dept., Head Office, Dhaka	Internal Audit Dept., Khulna Full Fledge Service Centre	

Mr. Md. Monirul Islam shall handover the overall charges to The Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka in presence of Internal Auditor. Before handing and taking over of overall charges, The Incharge (I/A) shall ensure a thorough Audit of mentioned offices and submit a report to authority by 22-07-2019.

The above employees are advised to report their joining to the Incharge of respective offices along with release letter from their existing office by 18-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

  
**Mahmudur Rahman Talukder**  
Senior Vice President  
Administration Department.

সি ৬০ Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

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### C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
4. The SVP, Finance & Accounts Dept., Head Office.
5. Master file.
6. Office Order file.
7. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The EVP (PRT) & Incharge, Khulna Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন