



July 18, 2019

## Office Order No.:201-2019

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	Ms. Israt Jahan Beauty (2481), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Jamalpur Org. (B) Office (Melendha), Mukto Bima Prokalpo	Cash Section, Paribar Kallayan Bima Division, Head Office, Dhaka	
02	Ms. Shamsunaher (2627), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Dhaka Zone-02	Cash Section, Jatrabari Org. Office, Dhaka Zone-02	

Ms. Israt Jahan Beauty shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Joint Assistant Vice president, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka.

Ms. Shamsunaher shall handover the overall charges to Mr. Md. Obaidur Rahman (0359), EO, (Cash), Dhaka Zone-02.

Above all handing and taking over of charges be made 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 25-07-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 23-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Shefali (1612), Junior Officer, Cash Section, Jamalpur Org. (A) Office, Mukto Bima Prokalpo is hereby advised to sit and work at Cash Section, Jamalpur Org. (B) Office (Melendha), Mukto Bima Prokalpo for 01 (One) day in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

This Order shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Ms. Shefali.

**Mahmudur Rahman Talukder**

Senior Vice President

Administration Department.

Copy forwarded to: Above 03 (Three) employees.

### C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The SVP, Finance & Accounts Dept., Head Office.
4. The Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order
5. Mr. Md. Shahjaman Shiraji (0937), JAVP, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka.
6. Mr. Md. Obaidur Rahman (0359), EO, (Cash), Dhaka Zone-02.
7. Master file.
8. Office Order file.
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03 and Acting Incharge, Paribar Kallayan Bima Division.
2. The EVP (PRT) & Acting Incharge, Urban Bima Division & Mukto Bima Prokalpo.
3. The Incharge, Respeptive Offices

আর্থিক নিরাপত্তার সেতুবন্ধন



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আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

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