



July 22, 2019

Office Order No.:205-2019

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. Humayan Kabir (2072), SEO	Internal Audit Dept., Head Office, Dhaka	Accounts Dept., Dhaka Zone-06	As In-Charge
02	Mr. Md. Moaggem Hossain Khan (0522), Executive Officer	Accounts Dept., Dhaka Zone-06	Internal Audit Dept., Head Office, Dhaka	
03	Mr. Md. Rafiqul Islam (1197), Executive Officer	Accounts Dept., Chattogram Zone-07	Accounts Dept., Mirsarai Full Fledged SC	
04	Mr. Md. Abdul Latif (1756), Senior Officer	Underwriting Dept., Chattogram Zone-07	Internal Audit Dept., Mirsarai Full Fledged SC	

Mr. Md. Moaggem Hossain Khan shall handover the overall charges to Mr. Md. Humayan Kabir and Mr. Md. Rafiqul Islam shall handover the overall charges to Ms. Taslima Akter (2672), Assistant Officer, Chattogram Zone-07.

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 29-07-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 25-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

৯২/৬৬ Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন