



July 24, 2019

Office Order No.:209-2019

For the greater interest of the Company, Ms. Sabina Akter (2192), Assistant Officer (Cashier Cum Computer Operator), Cash Section, Sylhet Zone-02 is hereby transferred to Cash Section, Sylhet Full Fledge Service Centre.

Ms. Sabina Akter shall handover the overall charges to Mr. Kalipado Kar (0947), Officer, Sylhet Zone-02 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 Office and submit a report to authority by 31-07-2019.

Ms. Sabina Akter is advised to report his joining to the JVP & Incharge, Sylhet Full Fledge Service Centre along with release letter from their existing office by 29-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mohammad Abdus Samad (1476), Officer, IT Dept., Sylhet Full Fledge SC is hereby advised to work at U/W Dept., at Sylhet Zone-02 in addition to his existing duties.

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



Mahmudur Rahman Talukder

Senior Vice President (Admin)

- Copy forwarded to: Above 02 (Two) employees.

C.C. to:

1. The Chief Executive officer (C.C) for kind information.
 2. The SEVP & Incharge, Administration Dept.
 3. The EVP & Incharge (U/W)
 4. The EVP & Incharge (IT)
 5. The SVP, Finance & Accounts Dept., Head Office.
 6. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
 7. The Incharge, Sylhet Full Fledge SC.
 8. Master file.
 9. Office Order file.
 10. Personal file.
1. The J EVP (PRT) & Incharge, Sylhet Zone-02.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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