



July 31, 2019

Office Order No.:220-2019

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. Mahmuda Baitun Naher (1233), Senior Officer	Accounts Dept., Agrabad Service Centre	Cash Section, Chattogram Zone-07	
02	Mr. Md. Mamun (2491), Office Assistant (Rec.Kp)	Underwriting Dept., Mirsarai Full Fledged Service Centre.	Policy Servicing Dept. (Dalil) Mirsarai Full Fledged SC	
03	Mr. Md. Washim Uddin (2154), Messenger	Messenger, Mirsarai Full Fledged Service Centre.	Policy Servicing Dept., (Docket Keeper), Mirsarai Full Fledged Service Centre.	

Ms. Mahmuda Baitun Naher shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre 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 Offices and submit a report to authority by 07-08-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 05-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Mahmuda Baitun Naher will be entitled to Cash allowance@ Tk.750/-(Six Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

Ms. Shirin Akter (2445), Assistant Officer (Cashier Cum Computer Operator) Cash Section, Mirsarai Full Fledged Service Centre is hereby assigned to work at Commission Section, and she will deal with Commission related works at same premises in addition to her existing duties.

Additional responsibilities of Ms. Shirin Akter shall come into force with immediate effect and remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

Copy forwarded to: Above 04 (Four) 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 SVP, Finance & Accounts Dept., Head Office.
 5. The JSVP & Incharge, Commission Section.
 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. Master file.
 8. Office Order file.
 9. Personal file.
1. The SEVP (PRT) & Incharge, Chattogram Zone-01.
 2. The EVP (PRT) & Incharge, Chattogram Zone-07.
 3. The Incharge, Mirsarai Full Fledge SC.

আর্থিক নিরাপত্তার সেতুবন্ধন



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