



August 01, 2019

Office Order No.:221-2019

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. Ashrafuzzaman (0240), Executive Officer | Cash Section, Faridpur Org. Office (Pabna), Rajshahi Zone-03 | Cash Section, Tanor Org. Office, Rajshahi Zone-03 | |
| 02 | Mr. Md. Rohinukara Rasel (2137), Office Assistant (Docket Keeper) | Cash Section, Tanor Org. Office, Rajshahi Zone-03 | Cash Section, Faridpur Org. Office (Pabna), Rajshahi Zone-03 | |

Mr. Md. Ashrafuzzaman shall handover his overall charges to Mr. Md. Rohinukara Rasel, after taking over the charges Mr. Md. Rohinukara Rasel shall handover the overall charges to Mr. Md. Ashrafuzzaman.

Above all handing and taking over of charges be made 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 08-08-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 06-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.


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 SVP, Finance & Accounts Dept., Head Office.
4. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
5. Master file
6. Office Order file
7. Personal file.
1. The EVP (PRT) & Incharge, Rajshahi Division.
2. The Incharge, Tanor Org. Office.
3. The Incharge, Faridpur Org. Office (Pabna).

আর্থিক নিরাপত্তার সেতুবন্ধন



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