



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

May 14, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:76-2023

For the greater interest of the Company Mr. Aminur Rahman Md. Mashuk (2217), Junior Officer, Cash Section, Jurain Org. Office, Dhaka Zone-18 is hereby transferred to Cash Section, Finance & Accounts Dept., Head Office, Dhaka.

Mr. Aminur Rahman Md. Mashuk shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.

Mr. Aminur Rahman Md. Mashuk is advised to report his joining to the SEVP & Chief Financial Officer, Head Office, Dhaka along with Stationary Items allotted to him and release letter from his existing offices by 17-05-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Atik Hasan (2926), Junior Officer, Postagola Org. Office, Dhaka Corp. Zone-07 may be advised to sit and work at Cash Section, Jurain Org. Office (0128), Dhaka Zone-18 for 02 (Two) day(s) in a week in addition to his existing duties until further order.

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

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

Copy forwarded to:

- Mr. Aminur Rahman Md. Mashuk (2217), Junior Officer.
- Mr. Md. Atik Hasan (2926), Junior Officer.

C.C. to: for kind information:

1. The Chief Executive officer
2. The Deputy Managing Director (Operation).
3. The DMD (Dev.) & Incharge, Dev Admin Dept.
4. The AMD & Head of HR & ADMIN.
5. The SEVP & Chief Financial Officer.
6. Master file
7. Office Order file
8. Personal file
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07.
2. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01.
3. The EVP (PRT) & Incharge, Dhaka Zone-18.
4. The Incharge, Jurain Org. Office.
5. The Incharge, Postagola Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন



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আর্থিক নিরাপত্তার সেতুবন্ধন