



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

January 29, 2024

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:13-2024

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Mohammad Abdullah (1234), Deputy Vice President	Finance & Accounts Dept., Head Office, Dhaka	Finance & Accounts Dept., Mirsharai Full Fledged Service Center(0047), Chattogram Zone-04	As Operation Incharge Chattogram Zone-04
02	Mr. Mohammad Abdur Rahim (1022), Assistant Vice President	Finance & Accounts Dept., (Operation Incharge) Mirsharai Full Fledged Service Center(0047), Chattogram Zone-04	Finance & Accounts Dept., Head Office, Dhaka	Transfer

At first Mr. Mohammad Abdullah shall handover his overall charges along with Papers/Documents and his Computer (if any) to the SEVP & CFO Head Office, Dhaka in presence of Internal Auditor.

Mr. Mohammad Abdur Rahim shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Mohammad Abdullah, DVP in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 13-02-2024.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 11-02-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.


Md. Shamsul Alam
Chief Executive Officer

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

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

January 29, 2024

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:13-2024

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. Mohammad Abdullah (1234), Deputy Vice President	Finance & Accounts Dept., Head Office, Dhaka	Finance & Accounts Dept., Mirsharai Full Fledged Service Center(0047), Chattogram Zone-04	As Operation Incharge Chattogram Zone-04
02	Mr. Mohammad Abdur Rahim (1022), Assistant Vice President	Finance & Accounts Dept., (Operation Incharge) Mirsharai Full Fledged Service Center(0047), Chattogram Zone-04	Finance & Accounts Dept., Head Office, Dhaka	Transfer

At first Mr. Mohammad Abdullah shall handover his overall charges along with Papers/Documents and his Computer (if any) to the SEVP & CFO Head Office, Dhaka in presence of Internal Auditor.

Mr. Mohammad Abdur Rahim shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Mohammad Abdullah, DVP in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 13-02-2024.

The above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 11-02-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Md. Shamsul Alam
Chief Executive Officer

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

C.C. to: for kind information:

1. The Deputy Managing Director (Operation).
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The DMD (Dev.)
4. The SEVP & CFO.
5. The EVP, HR & Administration Dept.
6. The SVP & Incharge. Internal Audit Dept.
7. Master file
8. Office Order file.
9. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-04.

আর্থিক নিরাপত্তার সেতুবন্ধন