



January 11, 2021

Office Order No.:06-2021


For the greater interest of the Company, Mr. Suman Chandra Mandal (1407), Junior Officer, IT Dept., Shubadda Org. Office, Dhaka Zone-07 is hereby transferred to Cash Section, at same office.

Mr. Suman Chandra Mandal is advised to report his joining to the Incharge, Shubadda Org. Office, Dhaka Zone-07 immediately with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Shubadda Org. Office, Mr. Suman Chandra Mandal shall also works at IT Dept., at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Suman Chandra Mandal vide Office Order No.:129-2019, dated 19-03-2019 at Cash Section, Shubadda Org. Office is hereby cancelled.

Mr. Suman Chandra Mandal will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).


Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

- Mr. Suman Chandra Mandal (1407), Junior Officer



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

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Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

- Mr. Suman Chandra Mandal (1407), Junior Officer

C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Incharge, HR & Admin Dept.
5. The EVP & Incharge, IT Dept.
6. The SVP & Incharge, Finance & Accounts Dept.
7. Master file
8. Office Order file
9. Personal file
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-07.
3. The Incharge, Shubadda Org. Office, Dhaka Zone-07.

আর্থিক নিরাপত্তার সেতুবন্ধন