



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لاائف انشورنس لمیٹیٹ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 02, 2021

Office Order No.:15-2021

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
01	Mr. Mohammad Abdur Rahim (1022), AVP	Fin & Accounts Dept., Agrabad Service Centre	Fin & Accounts Dept., Cumilla Full Fledged Service Centre
02	Mr. Wahiduzzaman Hawlder (2187), JAVP	Fin & Accounts Dept., Cumilla Full Fledged Service Centre	Fin & Accounts Dept., Agrabad Service Centre


Mr. Mohammad Abdur Rahim shall handover his overall charges to Mr. Wahiduzzaman Hawlder after taking over the charges Mr. Wahiduzzaman Hawlder shall handover his overall charges to Mr. Mohammad Abdur Rahim.

Above all handing and taking over of charges be made in presence of Internal Auditor.

Before handing and taking over of overall charges, the JSVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 11-02-2021.

Mr. Mohammad Abdur Rahim is advised to report his joining to the SEVP (PRT) & Incharge, Cumilla Corp. Zone along with Stationary Items allotted to him and release letter from his existing offices by 09-02-2020 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Wahiduzzaman Hawlder is advised to report his joining to the Deputy Managing Director (Dev.) & Incharge, Chattogram along with Stationary Items allotted to him and release letter from his existing offices by 09-02-2020 with a copy to the HR & Administration Dept., Head Office, Dhaka.


Kazi Abul Manjur
Assistant Managing Director & Incharge
HR & ADMIN Dept.

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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Kazi Abul Manjur

Assistant Managing Director & Incharge
HR & ADMIN Dept.

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

C.C. to:

1. The Chief Executive Officer for kind information.
1. The DMD (Dev.) & Incharge, Chattogram
2. The DMD & CS.
2. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The JSVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
5. The SVP, Finance & Accounts Dept., Head Office, Dhaka
6. Master file.
7. Office Order file.
8. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন