



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائٹم اسلامي لائيف انشورنس لميٽيٽيڊ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

March 08, 2021

## Office Order No.:38-2021

For the greater interest of the Company, the Office Order No: 15-2021, dated February 02, 2021 is here by revised and the following Executive is transferred as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks
01	Mr. Md. Abul Kalam Azad (0122), AVP Finance & Accounts Dept., Feni Full Fledged Service Centre	_____	Finance & Accounts Dept., Agrabad Service Centre	Transfer
02	Mr. Mohammad Abdur Rahim (1022), AVP Finance & Accounts Dept., Agrabad Service Centre	Finance & Accounts Dept., Cumilla Full Fledged Service Centre	Finance & Accounts Dept., Feni Full Fledged Service Centre	Revised Transfer
03	Mr.Wahiduzzaman Hawlader (2187), JAVP Finance & Accounts Dept., Cumilla Full Fledged Service Centre	Finance & Accounts Dept., Agrabad Service Centre	He will stay at his existing Office.	Transfer Order is cancelled

Mr. Md. Abul Kalam Azad shall handover his overall charges to Mr. Mohammad Abdur Rahim after taking over the charges Mr. Mohammad Abdur Rahim shall handover his overall charges to Mr. Md. Abul Kalam Azad.

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 16-03-2021.

Mr. Md. Abul Kalam Azad and Mr. Mohammad Abdur Rahim are advised to report their joining to the Incharge of respective Offices along with release letter from their existing Office/Dept. by 14-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

  
08/03/21

**Kazi Abul Manjur**

Assistant Managing Director & Incharge  
HR & ADMIN Dept.

- Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

March 08, 2021

## Office Order No.:38-2021

For the greater interest of the Company, the Office Order No: 15-2021, dated February 02, 2021 is here by revised and the following Executive is transferred as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks
01	Mr. Md. Abul Kalam Azad (0122), AVP Finance & Accounts Dept., Feni Full Fledged Service Centre	_____	Finance & Accounts Dept., Agrabad Service Centre	Transfer
02	Mr. Mohammad Abdur Rahim (1022), AVP Finance & Accounts Dept., Agrabad Service Centre	Finance & Accounts Dept., Cumilla Full Fledged Service Centre	Finance & Accounts Dept., Feni Full Fledged Service Centre	Revised Transfer
03	Mr.Wahiduzzaman Hawlader (2187), JAVP Finance & Accounts Dept., Cumilla Full Fledged Service Centre	Finance & Accounts Dept., Agrabad Service Centre	He will stay at his existing Office.	Transfer Order is cancelled

Mr. Md. Abul Kalam Azad shall handover his overall charges to Mr. Mohammad Abdur Rahim after taking over the charges Mr. Mohammad Abdur Rahim shall handover his overall charges to Mr. Md. Abul Kalam Azad.

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 16-03-2021.

Mr. Md. Abul Kalam Azad and Mr. Mohammad Abdur Rahim are advised to report their joining to the Incharge of respective Offices along with release letter from their existing Office/Dept. by 14-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

  
08/03/21  
**Kazi Abul Manjur**

Assistant Managing Director & Incharge  
HR & ADMIN Dept.

- Copy forwarded to: Above 03 (Three) employees.

### C.C. to : for kind information :

1. The Chief Executive Officer for kind information.
2. The DMD & CS.
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.
1. The DMD (Dev.) & Incharge, Chattogram
2. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
3. The Incharge, Feni Corp. Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন