



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

ISO 9001 : 2015
CERTIFIED

May 17, 2021

Office Order No.:81-2021

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. Pranab Kumar Dhar (2778), AVP	Accounts Dept., Cox's Bazar Service Centre	Accounts Dept., Keranihat FPR Centre, Chattogram Zone-06
02	Mr. Md. Harunnor Rashid (2188), JAVP	Policy Servicing Dept., Keranihat FPR Centre, Chattogram Zone-06	Internal Audit Dept., Chattogram Corp. Zone-01 Agrabad Service Centre, Chattogram
03	Gazi Mahamudur Rahman (1473), JAVP	Internal Audit Dept., Chattogram Corp. Zone-01 Agrabad Service Centre, Chattogram	Internal Audit Dept., Chattogram Corp. Zone-03 Muradpur Service Centre, Chattogram
04	Mr. Arifur Rahman Nayon (1821), Assistant Officer	Internal Audit Dept., Chattogram Corp. Zone-03 Muradpur Service Centre, Chattogram	Policy Servicing Dept., Keranihat FPR Centre, Chattogram Zone-06

Mr. Pranab Kumar Dhar shall handover the overall charges to Mr. Farhad Bin Muhammad Abdul Aziz (2800), Assistant Officer, Accounts Dept., Cox's Bazar SC.

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

Before handing over of overall charges of Mr. Pranab Kumar Dhar, the JSVP & Incharge (I/A) shall ensure a thorough Audit of respective Office and submit a report to authority by 23-05-2021.

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 20-05-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Policy Servicing Dept., Keranihat FPR Centre, Mr. Arifur Rahman Nayon shall also works at Internal Audit Dept., at same premises in addition to his existing duties until further order.


Kazi Abul Manjur

Assistant Managing Director & In charge
HR & ADMIN Department

Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Kazi Abul Manjur

Assistant Managing Director & In charge
HR & ADMIN Department

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C.C. to : for kind information:

1. The Chief Executive Officer
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The AMD & Incharge, HR & ADMIN Dept.
5. The SVP, Finance & Accounts Dept.
6. The JSVP & Incharge, Internal Audit Dept.
7. Mr. Farhad Bin Muhammad Abdul Aziz (2800), Assistant Officer, Accounts Dept., Cox's Bazar SC.
8. Master file
9. Office Order file
10. Personal file.
1. The DMD (Dev.) Chattogram.
2. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
4. The EVP (PRT) & Incharge, Cox's Bazar Zone-06
5. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন