



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 30, 2021

Office Order No.:112-2021



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. Md. Siddiqur Rahman Akond (0390), EO	Cash Section, Chowhara Org. Office, Cumilla Zone-01	Cash Section, Homna Org. Office, Cumilla Zone-02
02	Ms. Aklima Akter (2485), AO	Cash Section, Homna Org. Office, Cumilla Zone-02	Cash Section, Debidwar Org. Office, Cumilla Zone-03
03	Mr. Md. Atikur Rahman (1737), AO	Cash Section, Debidwar Org. Office, Cumilla Zone-03	Cash Section, Chowhara Org. Office, Cumilla Zone-01

Mr. Md. Siddiqur Rahman Akond, Ms. Aklima Akter and Mr. Md. Atikur Rahman shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), JAVP, Cumilla Full Fledged SC.

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 07-07-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Debidwar Org. Office, Ms. Aklima Akter shall sit and work at Cash Section, Pak Bangora Org. Office (0623), Cumilla Zone-03 for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above offices will be settled by the respective Office incharge.

This Order shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Ms. Aklima Akter.

The additional responsibility of Mr. Md. Atikur Rahman (1737), Assistant Officer, Cash Section, Debidwar Org. Office vide Office Order No.:345-2019, dated December 03, 2019 at Cash Section, Pak Bangora Org. Office (0623), Cumilla Zone-03 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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03	Mr. Md. Atikur Rahman (1737), AO	Cash Section, Debidwar Org. Office, Cumilla Zone-03	Cash Section, Chowhara Org. Office, Cumilla Zone-01

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Senior Vice President (HR & ADMIN)

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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 & Administration Dept.
5. The SVP & Incharge, Finance & Accounts Dept.
6. Mr. Wahiduzzaman Hawlader (2187), JAVP, Cumilla Full Fledged SC
7. Master file
8. Office Order file
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The EVP (PRT) & Incharge, Cumilla Zone-01.
3. The J EVP (PRT) & Incharge, Cumilla Zone-02
4. The J EVP (PRT) & Incharge, Cumilla Zone-03
5. The Incharge, respective office.

আর্থিক নিরাপত্তার সেতুবন্ধন