



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

ISO 9001:2015
CERTIFIED

July 14, 2021

Office Order No.:117-2021

For the greater interest of the Company, Ms. Shampa Rani Sarker (0881), Officer, Cash Section, Jamalgonj Org. Office, Sylhet Corp. Zone is hereby transferred to Cash Section, Sayestagonj, Org. Office, Moulavibazar Bazar Zone.

Ms. Shampa Rani Sarker shall handover the overall charges to Mr. Md. Ismail Hossen Rubel (1455), Manager, Accounts Dept., Sylhet Full Fledged SC.

Ms. Shampa Rani Sarker is advised to report her joining to the Incharge, Sayestagonj Org. Office, Moulavibazar Zone along with Stationary Items allotted to him and release letter from her existing offices by 19-07-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Sayestagonj, Org. Office, Moulavibazar Bazar Zone Ms. Shampa Rani Sarker shall sit and work at Cash Section, Jamalgonj Org. Office, Sylhet Corp. Zone for 01 (One) day in a month in addition to her existing duties.

The working days at above Office, will be settled by the respective Office incharges.

TA/DA allowance as per rules of the Company is admissible to Ms. Shampa Rani Sarker.


Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 AMD & Incharge, HR & Administration Dept.
 5. The SVP & Incharge, Finance & Accounts Dept.
 6. Master file
 7. Office Order file
 8. Personal file
1. The SEVP (PRT) & Incharge, Sylhet Corp. Zone.
 2. The Incharge, Moulavibazar Zone.
 3. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন