

প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড

Prime Islami Life Insurance Limited

SO 9001 : 2015

July 25, 2021

Office Order No.:122-2021

For the greater interest of the Company, Mr. Md. Ali Jinnah (2248), Junior Officer, Cash Section, Hathazari Full Fledged Service Centre, Chattogram Zone-12 is hereby transferred to Cash Section, Rawjan Org. Office, Chattogram Zone-12.

Mr. Md. Ali Jinnah shall handover the overall charges to Mr. Md. Abul Kalam Azad (0122), AVP, Accounts Dept., Agrabad Service Centre.

Mr. Md. Ali Jinnah is advised to report his joining to the Incharge, Rawjan Org. Office, Chattogram Zone-12 along with Stationary Items allotted to him and release letter from his existing offices by 29-07-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Rahim Uddin (2871), Junior Officer, Cash Section, Fatikchaari Org. Office, Chattogram Zone-12 vide Office Order No.:34-2021, dated 03-03-2021 at Cash Section, Rawjan Org. Office, Chattogram Zone-12 is hereby cancelled.

Mahmudur Rahman Talukder Senior Vice President (HR & ADMIN)

• Mr. Md. Ali Jinnah (2248), Junior Officer.

Mr. Mohammad Rahim Uddin (2871), Junior Officer.

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Manmudur Rahman Talukder Senior Vice President (HR & ADMIN)

- Mr. Md. Ali Jinnah (2248), Junior Officer.
- Mr. Mohammad Rahim Uddin (2871), 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 DMD (Dev.), Chattogram
- 2. The EVP (PRT) & Incharge, Chattogram Zone-12.
- 3. The Incharge, Rawjan Org. Office.
- 4. The Incharge, Fatikchaari Org. Office.