



August 25, 2019

Office Order No.:232-2019

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	Remarks
01	Mr. Ripon Hossain (1109), Officer	Cash Section, Dhaka Zone-06	Cash Section, Postogola Org. Office, Dhaka Zone-06	
02	Mr. Md. Rasel Hossain Munsi (1839), Assistant Officer	Cash Section, Postogola Org. Office, Dhaka Zone-06	Cash Section, Dhaka Zone-06	

Mr. Md. Rasel Hossain Munsi shall handover his overall charges to Mr. Ripon Hossain after taking over the charges Mr. Ripon Hossain shall handover the overall charges to Mr. Md. Humayun Kabir (2072), Senior Executive Officer, Dhaka Zone-06.

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

Before handing and taking over of overall charges, the JVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 01-09-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 28-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

• Cop., forwarded to: Above 02 (Two) employees.

C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The SVP, Finance & Accounts Dept., Head Office.
4. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
5. Master file
6. Office Order file
7. Personal file.

1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The SEVP (PRT) & Incharge, Dhaka Zone-06
3. The Incharge, Postogola org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited



August 25, 2019

Office Order No.:232-2019

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01	Mr. Ripon Hossain (1108), Officer	Cash Section, Dhaka Zone-06	Cash Section, Postogola Org. Office, Dhaka Zone-06	
02	Mr. Md. Rasel Hossain Munsi (1839), Assistant Officer	Cash Section, Postogola Org. Office, Dhaka Zone-06	Cash Section, Dhaka Zone-06	

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Mahmudur Rahman Talukder
Senior Vice President (Admin)

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন