



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



June 12, 2019

Office Order No.:153-2019

For the greater interest of the Company, the Office Order No.:145-2019, dated May 30, 2019 is hereby partially revised and the following employee is hereby transferred as under:

Sl	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks	
01	Mr. Mohammad Iftakhar Hossan Mazumder (1267), Officer (IT)	Cash Section, Nangolbandh Org. Office, Dhaka Zone-07	Cash Section, Kornophuli Org. Office, Chattogram Zone-05	Accounts Dept., Dhaka Zone-06	Revised
02	Mr. Md. Kawser (1433), Junior Officer	Accounts Dept., Head Office, Dhaka	—————	Cash Section, Nangolbandh Org. Office, Dhaka Zone-07	Transfer
03	Mr. Md. Omar Farook (2540) Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Farmgate Org. Office, Dhaka Zone-02	Cash Section, Nangolbandh Org. Office, Dhaka Zone-07	Accounts Dept., Head Office, Dhaka	Revised

Mr. Mohammad Iftakhar Hossan Mazumder shall handover the overall charges to Mr. Mohammad Mozammel Hoque (0611), EO, Accounts Dept., Dhaka Zone-07 as per previous Office Order No: 145-2019 dated May 30, 2019.

Mr. Md. Kawser shall handover the overall charges to the Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka.

Mr. Md. Omar Farook shall handover the overall charges to Mr. Md. Obaidur Rahman (0359), EO, (Cash), Dhaka Zone-02.

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

Before handing and taking over of overall charges, the J EVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 19-06-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 17-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

Copy forwarded to: Above 03 (Three) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD, CFO & Company Secretary.
3. The SEVP & Incharge, Administration Dept.
4. The J EVP & Incharge (I/A).
5. Master file.
6. Office Order file.
7. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The SEVP (PRT) & Incharge, Dhaka Zone-06.
3. The SEVP (PRT) & Incharge, Dhaka Zone-07.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন