



August 29, 2019

Office Order No.:237-2019

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	Ms. Ishrat Jahan (1775), Junior Officer	Accounts Dept., Head Office, Dhaka	Accounts Dept., Dhaka Zone-06	
02	Mr. Md. Rahamat Ullah Rasel (2120), Junior Officer (Cashier Cum Computer Operator)	Cash Section, Dhaka Zone-07	Cash Section, Dhaka Zone-02	
03	Mr. Md. Abu Hanif (2560), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Dhaka Zone-02	Cash Section, Dhaka Zone-07	
04	Mr. Md. Shohel Howlader (2709), Assistant Officer	Accounts Dept., Dhaka Zone-09	Cash Section, Satair Org. Office (Faridpur), Dhaka Zone-03	

Ms. Ishrat Jahan shall handover the overall charges to the Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka.

Mr. Md. Rahamat Ullah Rasel shall handover the overall charges to Mr. Mohammad Mozammel Hoque (0611), Executive Officer, Dhaka Zone-07.

Mr. Md. Abu Hanif shall handover the overall charges to Mr. Obaidur Rahman (0359), Executive Officer, Dhaka Zone-02.

Mr. Md. Shohel Howlader shall handover the overall charges to Mr. Md. Nur Islam (0829), Executive Officer, Dhaka Zone-09.

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 05-09-2019.

Mr. Md. Shohel Howlader will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 04-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

• Copy forwarded to: Above 04 (Four) 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. Mr. Mohammad Mozammel Hoque (0611), EO, Dhaka Zone-07.
6. Mr. Obaidur Rahman (0359), EO, Dhaka Zone-02.
7. Mr. Md. Nur Islam (0829), EO, Dhaka Zone-09.
8. Master file.
9. Office Order file.
10. Personal file.

1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
3. The SEVP (PRT) & Incharge, Dhaka Zone-07.
4. The EVP (PRT) & Incharge, Dhaka Zone-02.
5. The EVP & Incharge, Dhaka Zone-09
6. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primeislamiflifebd.com



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



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Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

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