



September 05, 2019

## Office Order No.:250-2019

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. Md. Abu Sayed (1129), Executive Officer	Policy Servicing Dept., Rajshahi Full Fledge SC	Claims Dept., Rajshahi Full Fledge SC	
02	Ms. Jenifar Sultana (1867), Junior Officer	Claims Dept., Rajshahi Full Fledge SC	IT Dept., Rajshahi Zone-03 SC	
03	Ms. Shishir Howlader (1994), Assistant Officer	Establishment Dept., Head Office, Dhaka	Cash Section, Sonachaka Org. Office, Feni Zone-01.	

Mr. Md. Abu Sayed and Ms. Jenifar Sultana are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 11-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Shishir Howlader is advised to report his joining to the SEVP (PRT) & Incharge, Feni Corp. Zone by 11-09-2019 for training with a copy to the Administration Dept., Head Office, Dhaka. After completion of necessary training he will report his joining to the Incharge, Sonachaka Org. Office, Feni Zone-01 with a copy to the administration Dept., Head Office, Dhaka.

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

**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

- Copy forwarded to: Above 03 (Three) employees.

### C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The EVP & Incharge (IT)
4. The SVP, Finance & Accounts Dept., Head Office.
5. The JVP & Incharge (I/A)
6. Mr. Md. Abul Kalam Azad (0122) AVP, Accounts Dept., Feni Full Fledge SC. With an advice to provide with necessary training to Ms. Shishir Howlader
7. Master file.
8. Office Order file
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Division.
2. The SEVP (PRT) & Incharge, Feni Zone
3. The EVP (PRT) & Incharge, Rajshahi Division.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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



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