



September 09, 2019

Office Order No.:257-2019

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. Kamruzzaman (0712), Senior Officer	Cash Section, Head Office, Dhaka	Accounts Dept., Head Office, Dhaka	
01	Mr. Nayem Azad (2515), Junior Officer (Cashier Cum Computer Operator)	Fin & Accounts Dept., Head Office, Dhaka	Cash Section, Head Office, Dhaka	

Mr. Md. Kamruzzaman shall handover his overall charges to Mr. Nayem Azad after taking over the charges Mr. Nayem Azad shall handover the overall charges SVP, Finance & Accounts Dept., Head Office, Dhaka.

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 17-09-2019.

The above employees are advised to report their joining to the SVP, Finance & Accounts Dept., Head Office, Dhaka by 12-09-2019 with a copy to the Administration Dept., Head Office, Dhaka after execution of asurety bond of Tk.5,00,000/-(Five lac) by Mr. Nayem Azad.

The Cash allowance @ Tk.750/- of Mr. Md. Kamruzzaman is hereby withdrawn.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

• Copy 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.

আর্থিক নিরাপত্তার সেতুবন্ধন



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



September 09, 2019

Office Order No.:257-2019

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. Kamruzzaman (0712), Senior Officer	Cash Section, Head Office, Dhaka	Accounts Dept., Head Office, Dhaka	
01	Mr. Nayem Azad (2515), Junior Officer (Cashier Cum Computer Operator)	Fin & Accounts Dept., Head Office, Dhaka	Cash Section, Head Office, Dhaka	

Mr. Md. Kamruzzaman shall handover his overall charges to Mr. Nayem Azad after taking over the charges Mr. Nayem Azad shall handover the overall charges SVP, Finance & Accounts Dept., Head Office, Dhaka.

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 17-09-2019.

The above employees are advised to report their joining to the SVP, Finance & Accounts Dept., Head Office, Dhaka by 12-09-2019 with a copy to the Administration Dept., Head Office, Dhaka after execution of asurety bond of Tk.5,00,000/-(Five lac) by Mr. Nayem Azad.

The Cash allowance @ Tk.750/- of Mr. Md. Kamruzzaman is hereby withdrawn.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

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

আর্থিক নিরাপত্তার সেতুবন্ধন