



September 09, 2019

## Office Order No.: 255-2019


For the greater interest of the Company the following employees are hereby transferred as under:

Sl.	Name & Designation	Present Office	Transferred to	Remarks
01	Ms. Shipra Biswas (2642), Assistant Officer(Cashier cum Computer Operator)	Finance & Accounts Dept., Sylhet Zone-1(079)	Commission Section, Finance & Accounts Dept., Sylhet Full Fledged SC	Transfer
02	Mosa. Rozina Akhter(2648), Assistant Officer(Cashier cum Computer Operator)	Finance & Accounts Dept., Gazipur FPR Centre Dhaka Corp. Zone-03	Policy Servicing Dept. Gazipur FPR Centre Dhaka Corp. Zone-03	Transfer

Ms. Shipra Biswas shall handover the overall charges to Mr. Md. Shamsur Rahman (0509), Officer(F&A), Sylhet Zone-1(079) and Mosa. Rozina Akhter shall handover the overall charges to Mr. Md. Rafiqul Islam (0460), SO(Cash), Gazipur FPR Centre (Dhk-3) in presence of Internal Auditor.

Before handing and taking over of overall charges, the JVP & Incharge (I/A), shall ensure a through audit of mentioned Offices and submit a report to authority by 16-09-2019.

The above employees are advised to report their joining to the the Incharge of respective Offices along with release letter by 12-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

  
**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.
4. The JVP & Incharge (I/A), with a request to ensure handing and taking over formalities in presence of auditor as per Office Order.
5. The JVP & Incharge, Sylhet Full Fledged SC
6. Office Order File
7. Master file
8. Personal file
1. The Asst. Managing Director(Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The EVP (PRT) & Incharge, Sylhet Zone-01.
3. The J EVP(PRT) & Incharge, Gazipur FPR Centre

আর্থিক নিরাপত্তার সেতুবন্ধন



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



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