



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشيوونرس لميٲٲيٲ
Prime Islami Life Insurance Limited



September 12, 2019

Office Order No.:261-2019

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. Sharmin Hussain (1761), Senior Officer (IT) | IT Dept., Jashore Service Centre | Cash Section, Magura Org. Office, Khulna Zone | |
| 02 | Ms. Mahfuza Akter Minu (1092), Officer | Dev. Admin Dept., Chittagong Road SC, Dhaka Zone-07 | Cash Section, Adamjee EPZ Org. Office (Narayangonj), Dhaka Zone-07 | |

Ms. Mahfuza Akter Minu will be entitled to Cash allowance @tk750 per month and Surety bond of Tk.5,00,000/-(Five lac) will also be taken from Ms. Sharmin Hussain and Ms. Mahfuza Akter Minu.

Mr. Md. Mostafiqur Rahman (0244), Officer, U/W Dept., Chittagong Road Service Centre may be assigned to work of Dev. Admin Dept., at same premises in addition to his existing duties.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 17-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

The transfer of Ms. Farjana Yasmin (1002), Senior Officer, IT Dept., Jashore Service Centre vide Office Order No.:242-2019, dated September 03, 2019 at Cash Section, Magura Org. Office, Khulnar Zone is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy forwarded to: Above 03 (Three) employees.

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আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD, Company Secretary & CFO.
3. The SEVP & Incharge, Administration Dept.
4. The SVP, Finance & Accounts Dept.
5. The JVP & Incharge (I/A)
6. Master file.
7. Office Order file.
8. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01 & Khulna Zone.
2. The SEVP (PRT) & Incharge, Dhaka Zone-07
3. The EVP (PRT) & Incharge, Khulna Zone.
4. 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.primelamilifebd.com