



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



September 22, 2019

Office Order No.:272-2019

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

SI	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Sukur Ali (0644), Executive Officer	Cash Section, Pabna Org. Office, Rajshahi Zone-03	Accounts Dept., Head Office, Dhaka	
02	Mr. Md. Abu Taher (1451), Executive Officer	Shariah Dept., Head Office (Ext.), Dhaka	Cash Section, Pabna Org. Office, Rajshahi Zone-03	
03	Mr. Md. Azadul Islam (2210), Assistant Officer (Cashier Cum Computer Operator)	Cash section, Bonpara Org. Office, Paribar Kallayan Bima Division.	Cash Section, Mirzapur Org. Office, Dhaka Zone-04	

Mr. Md. Azadul Islam shall handover the overall charges to Mr. Md. Mijanur Rahman Khan (0274), AVP & Incharge, Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka. 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 29-09-2019.

After joining Mr. Md. Abu Taher at Cash Section, Pabna Org. Office, Mr. Md. Sukur Ali shall handover the overall charge to Mr. Md. Shafiqul Islam (1456), JAVP, Accounts Dept., Rajshahi Zone-03 SC in Presence of Internal Auditor.

Mr. Md. Abu Taher is advised to report his joining to the EVP (PRT) & Incharge, Rajshahi Zone-03 by 24-09-2019 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, Pabna Org. Office, Rajshahi Zone-03 with a copy to the administration Dept., Head Office, Dhaka.

Mr. Md. Abu Taher 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) and The Cash allowance @ Tk.750/- of Mr. Md. Sukur Ali is hereby withdrawn.

Mr. Md. Azadul Islam is advised to report his joining to the Incharge of Mirzapur Org. Office along with release letter from his existing office by 25-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Nurnabi Mia (0450), Senior Officer, Cash Section, Rajshahi Org. (A) Office, Paribar Kallayan Bima Division is hereby advised to sit and work at Cash Section, Bonpara Org. Office, Paribar Kallayan Bima Division for 01 (One) day in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

This Order shall come into force with immediate effect and shall remain valid until further Order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Nurnabi Mia for additional duties.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

Copy forwarded to: Above 04 (Four) employees.

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 SVP & Incharge, Shariah & Training Dept.
6. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
7. Master file.
8. Office Order file.
9. Personal file.
1. The SEVP (PRT) & PD, Paribar Kallayan Bima Division.
2. The SEVP (PRT) & Incharge, Dhaka Zone-04.
3. The EVP (PRT) & Incharge, Rajshahi Zone-03.
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.primeislamilifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
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Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

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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.primeislamilifebd.com