



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



ISO 9001 : 2008  
CERTIFIED

October 02, 2019

## Office Order No.:285-2019

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	A.K.M. Farid (0288), Senior Executive Officer	Underwriting Dept., Feni Service Centre	Dev. Admin Dept., B. Baria Full Fledge SC	
02	Mr. Mohammad Kabir Hossain (0933), Senior Officer	Cash Section, Cumilla Service Centre, Paribar Kallayan Bima Division.	Cash Section, Sonachaka Org. Office, Feni Zone-01	
03	Mst. Afroz Jahan (0770), Executive Officer	Policy Servicing Dept., Dhaka Zone-06	Cash Section, Notun Jurain Org. Office, Dhaka Zone-13	
04	Ms. Ishrat Jahan (1775), Junior Officer	Accounts Dept., Dhaka Zone-06	Policy Servicing Dept., Dhaka Zone-06	
05	Mr. Palash Kumuer Halder (1495), Junior Officer	U/W Dept., Head Office, Dhaka	Cash Section, Cumilla Service Centre, Paribar Kallayan Bima Division.	
06	Ms. Sabina Akter (2192), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Sylhet Full Fledge Service Centre	Cash Section, Sylhet Zone-02	

Mr. Mohammad Kabir Hossain shall handover his overall charges to Mr. Palash Kumuer Halder and Ms. Sabina Akter shall handover his overall charges to Mr. Md. Wahiduzzaman Hawlader (2187), JAVP, Accounts Dept., Sylhet Full Fledge Service Centre.

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 10-10-2019.

After Joining at B. Baria Full Fledge Service Centre A.K.M. Farid is hereby advised to work at Commission Section, at same premises in addition to his existing duties.

Additional responsibility of A.K.M. Farid shall come into force with immediate effect and shall remain valid until further order.

Mst. Afroz Jahan and Mr. Palash Kumuer Halder 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).

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office/Dept. by 07-10-2019 with a copy to the Administration Dept., Head Office, Dhaka.

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

- Copy forwarded to: Above 06 (six) 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 EVP & Incharge (U/W)
5. The SVP, Finance & Accounts Dept., Head Office.
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. The Incharge, Sylhet Full Fledge SC
8. Master file
9. Office Order file
10. Personal file.

1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
3. The SEVP (PRT) & PD, Paribar Kallayan Bima Division.
4. The SEVP (PRT) & Incharge, Dhaka Zone-06.
5. The SEVP (PRT) & Incharge, Feni Zone.
6. The EVP (PRT) & Incharge, Dhaka Zone-13
7. The EVP (PRT) & Incharge, B. Baria Zone.
8. The EVP (PRT) & Incharge, Sylhet Zone-02.

আর্থিক নিরাপত্তার সেতুর বা The Incharge, Respective Offices.



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