



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



October 02, 2019

Office Order No.:286-2019

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. Mizanur Rahman (1059), Senior Officer	Cash Section, Rajshahi Zone-03 SC	Cash Section, Shibgonj Org. Office, Rajshahi Zone-03	
01	Mr. Md. Nawan Mone (2735), Assistant Officer	Cash Section, Shibgonj Org. Office, Rajshahi Zone-03	Cash Section, Sonamoszid Agency Office, Rajshahi Zone-03	

Mr. Md. Nawan Mone shall handover his overall charges to Mr. Md. Mizanur Rahman after taking over the charges Mr. Md. Mizanur Rahman shall handover the overall charges to Mr. Md. Shafiqul Islam (1456), JAVP, Accounts Dept., Rajshahi Zone-03.

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.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office 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 02 (Two) 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., Head Office.
5. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
6. Master file
7. Office Order file
8. Personal file.
1. The EVP (PRT) & Incharge, Rajshahi Division.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Senior Vice President (Admin)

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আর্থিক নিরাপত্তার সেতুবন্ধন