



October 06, 2019

Office Order No.:290-2019

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. Rezaul Karim (0517), Officer	Training Dept., Head Office (Ext.), Dhaka	Accounts Dept., Dhaka Zone-04	
02	Mr. Md. Solaiman Ali (1486), Officer	Accounts Dept., Head Office, Dhaka	Shariah Dept., Head Office (Ext.), Dhaka	

Mr. Md. Solaiman Ali shall handover the overall charges to the Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka 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 15-10-2019.

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

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

• Copy forwarded to: Above 02 (Two) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
2. The Deputy Managing Director & CFO.
3. The SEVP & Incharge, Administration Dept.
4. The SVP & Incharge, Shariah & Training Dept.
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. Master file.
8. Office Order file.
9. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-04.

আর্থিক নিরাপত্তার সেতুবন্ধন



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



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Mahmudur Rahman Talukder
Senior Vice President
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আর্থিক নিরাপত্তার সেতুবন্ধন