



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



October 14, 2019

Office Order No.:294-2019

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. Mamun Hossain (0348), Senior Officer	Cash Section, Saver Service Centre, Mukto Bima Prokalpo	Cash Section, Mukto Bima Prokalpo, Head Office, Dhaka	
02	Mr. Md. Mizanur Rahman (0511), Senior Officer	Cash Section, Kamrangichor Org. Office, Urban Bima Division	Cash Section, Saver Service Centre, Mukto Bima Prokalpo	
03	Ms. Nipo Akter (2731), Officer	Cash Section, Mukto Bima Prokalpo, Head Office, Dhaka	Cash Section, Kamrangichor Org. Office, Urban Bima Division	

Mr. Md. Mamun Hossain 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 Ms. Nipo Akter after taking over the charges Ms. Nipo Akter shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Joint Assistant Vice president, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka.

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 21-10-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 17-10-2019 with a copy to the Administration Dept., Head Office, Dhaka.


Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Copy forwarded to: Above 03 (Three) 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. Mr. Md. Shahjaman Shiraji (0937), JAVP, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka.
7. Master file
8. Office Order file
1. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
2. The Incharge, Saver Service Centre, Mukto Bima Prokalpo.
3. Kamrangichor Org. Office, Urban Bima Division.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Senior Vice President (Admin)

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আর্থিক নিরাপত্তার সেতুবন্ধন