



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لائيف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited



October 16, 2019

Office Order No.:298-2019

For the greater interest of the Company, the following employees are hereby transferred and newly joined employees are given posting as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred/posted to	Remarks
01	Mr. Muhammad Abul Basher (1663), Junior Officer	Cash Section, Jaldi FPR Centre, Chittagong Zone-06	Cash Section, Chambol Bazar Org. Office, Chattogram Zone-06	Transfer
02	Mr. Md. Nazrul Islam (1993), Assistant Officer	Cash Section, Kornophuli Org. Office, Chattogram Zone-05	Cash Section, Toitong Org. Office, Cox's Bazar Zone-03	Transfer
03	Ms. Asma Jannat Nory (2479), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Harbang Org. Office, Chittagong Zone-06	Cash Section, Link Road Org. Office, Cox's Bazar Zone-02	Transfer
04	Ms. Sabakunnahar (2611), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Naikhongchory Org. Office, Cox's Bazar Zone-02	Cash Section, Chakaria FPR Centre, Cox's Bazar Zone-03.	Transfer
05	Ms. Jobaida Sharif Shumi (2751), Assistant Officer (Cashier Cum Computer Operator)	Newly joined at Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Kornophuli Org. Office, Chattogram Zone-05	Posting
06	Mr. Abdullah Md. Noman (2756), Assistant Officer (Cashier Cum Computer Operator)	Newly joined at Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Taknaf (Woman) Org. Office, Chattogram Zone-05	Posting
07	Mr. Tofail Ahmed Chowdhury (2754), Assistant Officer (Cashier Cum Computer Operator)	Newly joined at Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Jaldi FPR Centre Chittagong Zone-06	Posting
08	Mr. Khurshedul Islam (2757) Assistant Officer (Cashier Cum Computer Operator)	Newly joined at Chattogram Corp. Zone-03 (Muradpur)	Accounts Dept., Pekua Full Fledged Service Centre	Posting
09	AMr. Md. Arfat Ullah (2750) Assistant Officer (Cashier Cum Computer Operator)	Newly joined at Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Court Bazar Org. Office, Cox's Bazar Zone-02	Posting
10	Mr. Moksud Alam (2753), Assistant Officer (Cashier Cum Computer Operator)	Newly joined at Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Harbang Org. Office, Chittagong Zone-06	Posting
11	Ms. Ayesha Begum (2755), Assistant Officer (Cashier Cum Computer Operator)	Newly joined at Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Naikhongchory Org. Office, Cox's Bazar Zone-02	Posting

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
برائيم اسلامي لايف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited



Mr. Muhammad Abul Basher shall handover the overall charges to Mr. Tofail Ahmed Chowdhury, Mr. Md. Nazrul Islam shall handover the overall charges to Ms. Jobaida Sharif Shumi, Ms. Asma Jannat Nory shall handover the overall charges to Mr. Moksud Alam and Ms. Sabakunnahar shall handover the overall charges to Ms. Ayesha Begum.

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 23-10-2019.

Mr. Muhammad Abul Basher, Mr. Md. Nazrul Islam, Ms. Asma Jannat Nory and Ms. Sabakunnahar are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 21-10-2019 with a copy to the Administration Dept., Head Office, Dhaka.

The employees at serial no. 05, 06, 07, 08, 09, 10, 11 are advised to report their joining to the Incharge of respective Offices by 21-10-2019 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Accounts Dept., Pekua Full Fledge Service Centre Mr. Khurshedul Islam shall also deal with work of IT Dept., at same premises in addition to his existing duties.

The additional responsibility of Mr. Khurshedul Islam shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Copy forwarded to: Above 11 (Eleven) 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 EVP & Incharge (IT)
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 Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Chattogram Zone-06.
3. The EVP (PRT) & Incharge, Chattogram Zone-05.
4. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
5. The J EVP (PRT) & Incharge, Cox's Bazar Zone-03.
6. The Incharge, respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন



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ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primelamilifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
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Mahmudur Rahman Talukder

Senior Vice President (Admin)

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