



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



October 24, 2019

## Office Order No.:308-2019

For the greater interest of the Company, Mr. Md. Khairuzzaman (2302), Assistant Officer, (Cashier Cum Computer Operator), Mawna Org. Office, Dhaka Zone-08 is hereby transferred to Cash Section, Tangail FPR Centre, Dhaka Zone-04.

Mr. Md. Khairuzzaman shall handover the overall charge to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03 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 31-10-2019.

Mr. Md. Khairuzzaman is advised to report his joining to the Incharge, Tangail FPR Centre, Dhaka Zone-08 by 29-10-2019 with a copy to the Administration Dept., Head Office, Dhaka.

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

• Mr. Md. Khairuzzaman (2302), Assistant Officer

**C.C. to:**

1. The Chief Executive officer for kind information.
2. The Deputy Managing Director & Chief Financial Officer.
3. The Deputy Managing Director & Company Secretary.
4. The SEVP & Incharge, Administration 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. Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03.
8. Master file
9. Office Order file
10. Personal file
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The SEVP (PRT) & Incharge, Dhaka Zone-04.
3. The EVP (PRT) & Incharge, Dhaka Zone-08.
4. The SVP & Incharge, Tangail FPR Centre.
5. The Incharge, Mawna Org. Office.

### 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

