



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



October 31, 2019

## Office Order No.: 317-2019

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. Jasim Uddin Khan (0282), Sr. Executive Officer	Policy Servicing Dept., Mukto Bima Prokalpa, Project Head Office	Establishment Dept., Head Office	
02	Mr. Md. Zamsher Ali (0510), Officer	Finance & Accounts Dept., Paribar Kallayan Bima Division, Project Head Office	Cash Section, Nandail Org. Office, Urban Bima Division	
03	Ms. Selina Akter (1376), Officer	IT Dept., Dhaka Corp. Zone-03	IT Dept., Combined Service Center	
04	Ms. Shahida (2355), Office Assistant	IT Dept., Combines Service Centre	Policy Servicing Dept., Mukto Bima Prokalpa, Project Head Office	

After Joining Mr. Md. Zamsher Ali at Nandail Org. Office, Urban Bima Division is hereby advised to sit and work at Cash Section, Kendua Org. Office, Urban Bima Division for 02(Two) days in a week in addition to his existing duties until further order.

Mr. Md. Zamsher Ali shall handover the overall charge to Mr. Md. Mijanur Rahman Khan (0274), AVP & Incharge, Accounts Dept., Paribar Kallayan Bima Division, Project Head Office 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 07-11-2019.

Mr. Md. Jasim Uddin Khan, Ms. Selina Akter and Ms. Shahida are advised to report their joining to the Incharge of respective offices along with release letter from their existing offices by 04-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Zamsher Ali is advised to report his joining to the Incharge, Nandail Org. Office, Urban Bima Division along with release letter from his existing office by 06-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

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

- Copy forwarded to: Above 05 (Five) employees.

**C.C. to: for kind information :**

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|---|---|
| 1. The Chief Executive Officer  | 1. The Asst. Managing Director (Dev.) & Incharge, Dhaka Corp. Zone-03 |
| 2. The Deputy Managing Director & CFO.  | 2. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpa.    |
| 3. The Deputy Managing Director & CS.   | 3. The SEVP (PRT) & PD, Paribar Kallayan Bima Division.               |
| 4. The SEVP & Incharge, Administration Dept.  | 4. The Incharge, respective Offices                                   |
| 5. The EVP & Incharge (IT)  |   |
| 6. The SVP, Finance & Accounts Dept., Head Office.  |   |
| 7. The JSVP & Incharge, Policy Servicing & Claims.  |   |
| 8. The JSVP & Incharge, Establishment Dept.   |   |
| 9. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an Auditor as per Office Order. |   |
| 10. The JVP & Incharge, Combined Service Center.  |   |
| 11. Master file   |   |
| 12. Office Order File.  |   |
| 13. Personal File   |   |

আর্থিক নিরাপত্তার সেক্রেটারি

