



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامى لائيف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

December 11, 2024

Office Order No.:222-2024

Mr. Osmanul Haque (0723), SEO, Finance & Accounts Dept., Pekua Full Service Center, Cox's Bazar Zone-03 is hereby transferred to Finance & Accounts Dept., Cox's Bazar Full Service Center(0043), as Operation Incharge.

Mr. Osmanul Haque shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Muhammed Minhaz Uddin (1422), Assistant Manage, Pekua Full Service Center, Cox's Bazar Zone-03 in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 22-12-2024.

Mr. Osmanul Haque is advised to report his joining to Mr. Mohammadullah EVP (PRT) & Incharge, Cox's Bazar Zone along with Stationary Items allotted to him and release letter from his existing offices immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Muhammed Minhaz Uddin (1422), Assistant Manager, U/W Dept., Pekua Full Service Center, Cox's Bazar Zone-03 is hereby advised to deal with work of Finance & Accounts related work sitting at same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

- Mr. Muhammed Minhaz Uddin (1422), Assistant Manager.
- Mr. Osmanul Haque (0723), Senior Executive Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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HR & ADMIN Department

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- Mr. Osmanul Haque (0723), Senior Executive Officer.

C.C. to : for kind information :

1. The Chief Executive officer
2. The Additional Managing Director.
3. The DMD (Dev.)
4. The SEVP & CFO.
5. The SVP & Incharge, I/A Dept. with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
6. The SVP & Incharge, U/W Dept.
7. Master file
8. Office Order file
9. Personal file
1. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
2. The EVP (PRT) & Incharge, Cox's Bazar Zone-03.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-01.

আর্থিক নিরাপত্তার সেতুবন্ধন