Prime Islami Life Insurance Limited

ISO 9001 : 2008 CERTIFIED

November 20, 2019

Office Order No.:331-2019

For the greater interest of the Company, the following employees are hereby transferred as under:

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Ms. Rasheda Begum (1933), Assistant Officer	Cash Section, Rawjan Org. Office, Chottogram Zone-12	Cash Section, Chottogram Zone-12 (Harhazari)	
02	Mr. Jiku Sharma (2398), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Chottogram Zone-12 (Harhazari)	Cash Section, Rawjan Org. Office, Chottogram Zone-12	

Ms. Rasheda Begum shall handover his overall charges to Mr. Jiku Sharma after taking over the charges Mr. Jiku Sharma shall handover the overall charges to Ms. Rasheda Begum 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 26-11-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 24-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin)

· Copy forwarded to: Above 02 (Two) employees.

C.C. to:

- 1. The Chief Executive Officer for kind information.
- The Deputy Managing Director & Chief Financial Officer.
- The Deputy Managing Director & Company Secretary.
- 4. The SEVP & Incharge, Administration Dept.
- 5. The SVP, Finance & Accounts Dept., Head Office.
- 61 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
- Office Order file
- 9. Personal file.

- The AMD (Dev.) & Incharge, Chattogram Division.
- The EVP (PRT) & Incharge, Chattogram Zone-12
- The Incharge, Rawjan Org. Office.



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