





প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لائيف انشيوورنس لميٽيٽ  
Prime Islami Life Insurance Limited



November 20, 2019

## Office Order No.:331-2019

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	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.

আর্থিক নিরাপত্তার সেতুবন্ধন