



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



June 17, 2019

Office Order No.:162-2019

Mr. Md. Ali Jinnah (2248), Assistant Officer (Cashier Cum Computer Operator), Hathazari Org. Office, Urban Bima Division is hereby transferred to Cash Section, Rawjan Org. Office, Urban Bima Division.

Mr. Md. Ali Jinnah shall handover the overall charge to Mr. Mohammad Abdullah (1234), Joint Vice President, Accounts Dept., Urban Bima Division, Head Office, Dhaka in Presence of Internal Auditor. Before handing and taking over of overall charges, the J EVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 24-06-2019.

Mr. Md. Ali Jinnah is advised to report his joining to the Incharge, Rawjan Org. Office, Urban Bima Division along with release letter from his existing offices by 20-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Tanvir Uddin (2115), Assistant Officer (Cashier Cum Computer Operator), IT Dept., Hathazari Org. Office, Urban Bima Division is hereby assigned to work at Cash Section of Hathazari Org. Office, Urban Bima Division sitting at same premises in addition to his existing duties.

Mr. Faisal Uddin (2548), Assistant Officer (Cashier Cum Computer Operator), U/W Dept., Cox's Bazar Org. (DPD), Office, Mukto Bima Prokalpo is hereby advised to sit and work at U/W Dept., Ukhia FPR Centre, Cox's Bazar Zone-01 for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

The additional responsibility of Mr. Tanvir Uddin and Mr. Faisal Uddin shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Faisal Uddin.

Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

• Copy forwarded to: Above 03 (Three) employees.

C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD, CFO & Company Secretary.
3. The SEVP & Incharge, Administration Dept.
4. The JEV & Incharge (I/A)
5. The EVP Incharge (U/W)
6. The EVP & Incharge (IT)
7. Office Order file.
8. Personal file.
9. Master file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
3. The JEV (PRT) & Incharge, C's Bazar Zone-01.

আর্থিক নিরাপত্তার সেতুবন্ধন