



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



November 26, 2019

Office Order No.:335-2019

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. Jakir Hossain (0378), SEO,	Accounts Dept., Khulna Full Fledged Service Centre	Internal Audit Dept., Khulna Full Fledge Service Centre.	
02	Mr. Md. Kamrul Islam (1032), Senior Officer (IT)	Cash Section, Dhaka Zone-08 (Mirpur)	Cash Section, Dohar Org. Office, Dhaka Zone-04	
03	Mr. Shipon (2007), Office Assistant	Cash Section, Dhaka Zone-06	Cash Section, Dhaka Zone-08 (Mirpur)	

Mr. Md. Jakir Hossain shall handover his overall charges to Mr. Muhammad Abdul Latif Dakua (1430), Officer, Khulna Full Fledge Service Centre.

Mr. Md. Kamrul Islam shall handover his overall charges to Mr. Shipon after taking over the charges Mr. Shipon shall handover the overall charges to Mr. Md. Humayun Kabir (2072), Senior Executive Officer, Accounts Dept., Dhaka Zone-06.

Above all handing and taking over of charges be made 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 02-12-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 30-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

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

C.C. to:

1. The Chief Executive Officer for kind information.
2. The Deputy Managing Director & Chief Financial Officer.
3. The Deputy Managing Director & Company Secretary.
4. The SEVP & Incharge, Administration Dept.
5. The SVP, Finance & Accounts Dept., Head Office.
6. 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. Mr. Md. Humayun Kabir (2072), SEO, Dhaka Zone-06.
8. Mr. Muhammad Abdul Latif Dakua (1430), Officer, Khulna Full Fledge Service Centre.
9. Master file
10. Office Order file
11. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The SEVP (PRT) & Incharge, Dhaka Zone-04.
3. The SEVP (PRT) & Incharge, Dhaka Zone-06.
4. The EVP (PRT) & Incharge, Dhaka Zone-08.
5. The EVP (PRT) & Incharge, Khulna Zone.
6. The Incharge, Dohar Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন



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