



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لائف انشيو رنس لميتيد
Prime Islami Life Insurance Limited



November 27, 2019

Office Order No.:337-2019

For the greater interest of the Company, Ms. Mahfuza Akter Minu (1092), Officer, Cash Section, Adamjee EPZ Org. Office (Narayanganj), Dhaka Zone-07 is hereby transferred to Cash Section, Sanarpar Org. Office, Dhaka Zone-07.

Ms. Mahfuza Akter Minu shall handover her overall charges to Ms. Sharmin Sultana (1611), Assistant Officer, Cash Section, Adamjee EPZ Org. Office (Narayanganj), Dhaka Zone-07 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 03-12-2019.

Ms. Mahfuza Akter Minu is advised to report her joining to the Incharge, Sanarpar Org. Office, Dhaka Zone-07 by 01-12-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Atikur Rahman (1737), Assistant Officer, Cash Section, Debidwar Org. Office, Cumilla Zone-03 is hereby advised to sit and work at Cash Section, Dhalua Agency Office, Cumilla Zone-04 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.

This Order shall come into force with effect shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Atikur Rahman for additional duties.

The additional responsibility of Mr. Md. Atikur Rahman (1737), Assistant Officer, Cash Section, Debidwar Org. Office, Cumilla Zone-03 vide Office Order No.:172-2019 dated June 24, 2019 at Cash Section, Bagur Notun Bazar Org. Office, Cumilla Zone-03 and Office Order No.:79-2014 dated February 06, 2014 at Cash Section, Bancharampur Org. Office, B. Baria Zone are hereby cancelled.


Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Ms. Mahfuza Akter Minu (1092), Officer.
- Mr. Md. Atikur Rahman (1737), Assistant Officer.

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 EVP & Incharge (IT)
 6. The SVP, Finance & Accounts Dept.
 7. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
 8. Ms. Sharmin Sultana (1611), Assistant Officer, Cash Section, Adamjee EPZ Org. Office .
 9. Office Order file
 10. Master file
 11. Personal file
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01
 2. The SEVP (PRT) & Incharge, Dhaka Zone-07
 3. The SEVP (PRT) & Incharge, Cumilla Zone.
 4. The Incharge, Cumilla Zone-03.
 5. The Incharge, Cumilla Zone-04.
 6. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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- Mr. Md. Atikur Rahman (1737), Assistant Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন