



November 28, 2019

Office Order No.:342-2019

For the greater interest of the Company Mr. Imam Uddin Haider (1330), Junior Officer, Cash Section, Feni APD Office, (Noakhali), Mukto Bima Prokalpo is hereby transferred to IT Dept., Feni APD Office, (Noakhali), Mukto Bima Prokalpo at same office.

Mr. Imam Uddin Haider shall handover the overall charge to Mr. Md. Younus Bhuiyan (1330), Senior Officer, Cash Section, Feni APD Office, (Noakhali), Mukto Bima Prokalpo 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 04-12-2019.

Mr. Imam Uddin Haider is advised to report his joining to the Incharge, Feni APD Office, (Noakhali), Mukto Bima Prokalpo by 02-12-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Imam Uddin Haider will be entitled to IT allowance @ tk.1000 per month Centre instead of Cash allowance @ Tk.750/- .

After Joining at IT Dept., Feni APD Office Mr. Imam Uddin Haider shall also deal with work of U/W Dept., at same premises in addition to his existing duties.

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

Mahmudur Rahman Talukder

Senior Vice President (Admin)

Copy Forwarded to:

- Mr. Imam Uddin Haider (1330), Junior 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, U/W Dept.,
6. The EVP & Incharge, IT 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. Master file.
9. Office Order file.
10. Personal file.
1. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
2. The Incharge, Feni APD Office, Mukto Bima.

আর্থিক নিরাপত্তার সেতুবন্ধন



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



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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