



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



The additional responsibility of Mr. Md. Atikur Rahman (1737), Assistant Officer, Cash Section, Debidwar Org. Office, Cumilla Zone-03 vide Office Order No.:337-2019, dated November 27, 2019 at Cash Section, Dhalua Agency Office, Cumilla Zone-04 and Mr. Md. Shahid Podder (1545), Junior Officer, Cash Section, Nangol koat Org. Office, Cumilla Zone-01 vide Office Order No.:287-2019, dated October 02, 2019 at Cash Section, Dhalua Agency Office, Cumilla Zone-04 are hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Copy forwarded to: Above 07 (Seven) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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



December 03, 2019

Office Order No.:345-2019

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. Kamruzzaman (0712), Senior Officer | Finance & Accounts Dept., Head Office, Dhaka | Cash Section, Mawna Org. Office (Sereepur), Dhaka Zone-08. | |
| 02 | Mr. Mokaddes Hossain (0519), Senior Officer | Cash Section, Chaddogram Org. Office, Cumilla Zone-01 | Cash Section, Dhalua Agency Office, Cumilla Zone-04 | |
| 03 | Ms. Daijy Akter (2040), Assistant Officer | Policy Servicing Dept., Cumilla Full Fledge SC | Cash Section, Laksham FPR Centre, Cumilla Zone-04 | |
| 04 | Mr. Md. Abaydul Haque (2670), Assistant Officer (Cashier Cum Computer Operator) | Cash Section, Laksham FPR Centre, Cumilla Zone-04 | Cash Section, Chaddogram Org. Office, Cumilla Zone-04 | |
| 05 | Mr. Md. Al-Amin Molla (1222), Messenger | Cumilla Service Centre | Policy Servicing Dept., Cumilla Full Fledge SC | He is assigned to work at Docket. |

Mr. Md. Kamruzzaman shall handover his overall charges to SVP, Finance & Accounts Dept., Head Office, Dhaka.

Mr. Mokaddes Hossain shall handover his overall charges to Mr. Md. Abaydul Haque after taking over the charges Mr. Md. Abaydul Haque shall handover the overall charges to Ms. Daijy Akter.

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 09-12-2019.

Mr. Md. Kamruzzaman and Ms. Daijy Akter will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 07-12-2019 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, Pak Bangora Org. Office (0623), Cumilla Zone-03 for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above offices will be settled by the respective Office incharge.

This Order 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. Md. Atikur Rahman.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০
ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com



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



The additional responsibility of Mr. Md. Atikur Rahman (1737), Assistant Officer, Cash Section, Debidwar Org. Office, Cumilla Zone-03 vide Office Order No.:337-2019, dated November 27, 2019 at Cash Section, Dhalua Agency Office, Cumilla Zone-04 and Mr. Md. Shahid Podder (1545), Junior Officer, Cash Section, Nangol koat Org. Office, Cumilla Zone-01 vide Office Order No.:287-2019, dated October 02, 2019 at Cash Section, Dhalua Agency Office, Cumilla Zone-04 are hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Copy forwarded to: Above 07 (Seven) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
 2. The DMD & CFO.
 3. The DMD & CS.
 4. The SEVP & Incharge, Administration Dept.
 5. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
 6. The Incharge, Cumilla Full Fledge SC.
 7. Master file
 8. Office Order file
 9. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Zone.
 2. The JEV (PRT) & Incharge, Cumilla Zone-03.
 3. The JEV (PRT) & Incharge, Cumilla Zone-04.
 4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন