



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



December 08, 2019

## Office Order No.:348-2019

For the greater interest of the Company, the Office Order No.:345-2019, dated 03-12-2019 has been partially revised and 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, Baraboo Org. Office, Dhaka Zone-15	The Transfer Order No: 345-2019, Dated December 03, 2019 is hereby revised.
02	Mr. Sohel Howlader (1778), Senior Officer	Dev. Admin Dept., Lalmohan Org. Office, Barishal Zone-02	Cash Section, Tojimuddin Org. Office, Barishal Zone-02	
03	K. M. Saiful Islam (0516), Officer	Cash Section, Zia Nagar Org. Office, Barishal Zone-01	Cash Section, Lalmohan Org. Office, Barishal Zone-02	
04	Ms. Rumana Akter (1515), Junior Officer	Cash Section, Bhatiaty Org. Office, Chattogram Zone-01	Cash Section, Zia Nagar Org. Office, Barishal Zone-01	
05	Mr. Md. Tapash Hawlader (1227), Junior Officer	Comission Section, Urban Bima Division, Head Office, Dhaka	Cash Section, Saver Service Centre, Mukto Bima Prokalpo	
06	Ms. Nipo Akter (2731), Assistant Officer	Cash Section, Saver Service Centre, Mukto Bima Prokalpo	Cash Section, Cosba FPR Centre, B. Baria Zone-02	
07	Mr. Md. Bellal Hossen (1666), Assistant Officer	Cash Section, Dhaka Corp. Zone-01	Cash Section, Mawna Org. Office, Dhaka Zone-08	
08	Ms. Janifa Jamal (2226), Assistant Officer (Cashier Cum computer Operator)	Cash Section, Baraboo Org. Office, Dhaka Zone-15	Cash Section, Shasangaon Org. Office (Narayangonj), Dhaka Zone-16	
09	Mr. Ziaul Haq (2378), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Shasangaon Org. Office (Narayangonj), Dhaka Zone-16	Cash Section, Pagla Org. Office (Narayangonj), Dhaka Zone-16	
10	Ms. Doly Akter (2572), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Anowara Org. Office, Chattogram Zone-13	Cash Section, Bhatiaty Org. Office, Chattogram Zone-01	
11	Mr. Saidul Islam (2630), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Cosba FPR Centre, B. Baria Zone-02	Cash Section, Chasara Org. Office, Dhaka Zone-16	
12	Mr. Md. Imteaj Hossain (2759), Office Assiatant (Rec. Kp).	Policy Servicing Dept., Agrabad SC	Cash Section, Anowara Org. Office, Chattogram Zone-13	

Mr. Md. Kamruzzaman shall handover the overall charges to the SVP, Finance & Accounts Dept., Head Office, Dhaka as per previous Office Order No: 345-2019 dated December 03, 2019.

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 لائف انشيوورنس لميتيڊ  
Prime Islami Life Insurance Limited



Mr. Sohel Howlader shall handover his overall charges to K. M. Saiful Islam after taking over the charges K. M. Saiful Islam shall handover the overall charges to Ms. Rumana Akter.

Ms. Rumana Akter shall handover his overall charges to Ms. Doly Akter after taking over the charges Ms. Doly Akter shall handover the overall charges to Mr. Md. Imteaj Hossain.

Mr. Saidul Islam shall handover his overall charges to Ms. Nipo Akter Hawlader after taking over the charges Ms. Nipo Akter shall handover his overall charges to Mr. Md. Tapash Hawlader after taking over the charges Mr. Md. Tapash Hawlader shall handover the overall charges to Mr. Mohammad Abdullah (1234), Joint Vice President, Accounts Dept., Urban Bima Division, Head Office, Dhaka.

Mr. Ziaul Haq shall handover his overall charges to Ms. Janifa Jamal after taking over the charges Ms. Janifa Jamal shall handover the overall charges to Mr. Md. Kamruzzaman.

Mr. Md. Bellal Hossen shall handover his overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., Dhaka Corp. Zone-01.

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 14-12-2019.

Mr. Md. Kamruzzaman, Mr. Sohel Howlader and Mr. Md. Tapash Hawlader 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).

Mr. Md. Imteaj Hossain will be entitled to Cash allowance@ Tk.300/-(ThreeHundred) 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 10-12-2019 with a copy to the Administration Dept., Head Office, Dhaka.

**Mahmudur Rahman Talukder**

Senior Vice President (Admin)

Copy forwarded to: Above 12 (Twelve) 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 SVP, Finance & Accounts Dept.,
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. Mohammad Abdullah (1234), JVP, Accounts Dept., Urban Bima Division, Head Office, Dhaka.
8. K. M. Monower Hossain (1276), AVP, Accounts Dept., Dhaka Corp. Zone-01.
9. Master file
10. Office Order file
11. Personal file.

1. The Asst. MD (Dev.) & Incharge, Chattogram Division.
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
3. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
4. The SEVP (PRT) & Incharge, Urban Bima Division & Mukto Bima Prokalpo.
5. The SEVP (PRT) & Incharge, Agrabad SC.
6. The EVP (PRT) & Incharge, Dhaka Zone-02
7. The EVP (PRT) & Incharge, Barishal Zone.
8. The EVP (PRT) & Incharge, B. Baria Zone.
9. The EVP (PRT) & Incharge, Dhaka Zone-15.
10. The J EVP (PRT) & Incharge, Barishal Zone-02.
11. The SVP (PRT) & Incharge, Barishal Zone-01
12. The SVP (PRT) & Incharge, B. Baria Zone-02
13. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন





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ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primelamilifebd.com



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