



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



December 17, 2019

## Office Order No.:358-2019

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. Faiz Ahmed (2132), Officer	Accounts Dept., Dhaka Zone-07	Cash Section, Dhaka Zone-08 (Mirpur)	
02	Mr. Md. Rasel Hossain Munsif (1839), Assistant Officer	Cash Section, Dhaka Zone-06	Cash Section, Mawna Org. Office, Dhaka Zone-08	
03	Mr. Shipon (2007), Office Assistant	Cash Section, Dhaka Zone-08 (Mirpur)	Cash Section, Dhaka Zone-06	

Mr. Shipon shall handover his overall charges to Mr. Md. Faiz Ahmed after taking over the charges Mr. Md. Faiz Ahmed shall handover his overall charges to Mr. Mohammad Mozammel Hoque (0611), Executive Officer, Accounts Dept., Dhaka Zone-07.

Mr. Md. Rasel Hossain Munsif shall handover his overall charges to Mr. Md. Humayun Kabir (2072), Senior Executive Officer, Accounts Dept., Dhaka Zone-06.

Mr. Md. Faiz Ahmed 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).

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 23-12-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 21-12-2019 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 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 Mozammel Hoque (0611), EO, Accounts Dept., Dhaka Zone-07.
8. Mr. Md. Humayun Kabir (2072), Senior EO, Accounts Dept., Dhaka Zone-06.
9. Master file
10. Office Order file
11. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
3. The EVP (PRT) & Incharge, Dhaka Zone-08.
4. The SEVP (PRT) & Incharge, Dhaka Zone-06.
5. The SEVP (PRT) & Incharge, Dhaka Zone-07.
6. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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