Prime Islami Life Insurance Limited

December 29, 2019

Office Order No.:365-2019

For the greater interest of the Company the following employees are hereby transfer

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Saiful Islam (2554), Assistant Officer(Cashier Cum computer Operator)	Cash Section, Enamnahar Org. Office, Chittogram Zone-10	Commission Section, Sandwip Full Fledge SC Chattogram Zone-10	Kemarks
02	Mr. Md. Mohin Uddin (2738), Messenger	Sandwip Full Fledge SC Chattogram Zone-10	Policy Servicing Dept., Sandwip Full Fledge SC Chattogram Zone-10	He is assigned to work as Docket Keeper of the SC

Mr. Md. Saiful Islam shall handover his overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre 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 02-01-2020.

The above employees are advised to report their joining to the JEVP (PRT) & Incharge, Chattogram Zone-10 along with release letter from their existing office by 01-01-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Commission Section, Chattogram Zone-10 Mr. Md. Saiful Islam is hereby advised to work at OR Section, Policy Servicing Dept., at same premises in addition to his existing duties.

Mr. Md. Shamsul Hoq (2673), Asistant Officer (Cashier Cum computer Operator), Cash section, Akber Hat Org. Office, Chattogram Zone-10 is hereby advised to sit and work at Cash Section, Enamnahar Org. Office, Chittogram Zone-10 for 03 (Three) 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.

The additional responsibility of Mr. Md. Saiful Islam and Mr. Md. Shamsul Hoq 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. Shamsul Hoq.

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.

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

Mr. Mohammad Abdur Rahim (1022), AVP. Accounts Dept., Agrabad Service Centre.

8. Master file

9. Office Order file

 The Asst. MD (Dev.) & Incharge, Chattogram Division.

2. The JEVP (PRT) & Incharge, Chattogram Zone-10.

The Incharge, Enamnagar Org. Office.

The Incharge, respective offices.

- আর্থিক নিরাপত্তার সেতুবন্ধন -Personal file.

Prime Islami Life Insurance Limited



ISO 9001 : 2008

December 29, 2019

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Mahmudur Rahman Talukder Senior Vice President (Admin)

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