



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

January 02, 2020

Office Order No.:03-2020

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	Ms. Golshan Ara Monny (2495), Assistant Officer (Cashier Cum Computer Operator)	IT Dept., Lohagora FPR Centre, Chattogram Zone-06	Cash Section, Harbang Org. Office, Chattogram Zone-06	
02	Mr. Md. Maksud Alam (2753), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Harbang Org. Office (Chakaria) Chattogram Zone-06	Cash Section, Chunti Org. Office, Chattogram Zone-06	

Mr. Md. Maksud Alam shall handover his overall charges to Ms. Golshan Ara Monny 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 09-01-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing offices by 07-01-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Abul Hossain (0764), Executive Officer, IT Dept., Lohagora FPR Centre, Chattogram Zone-06 is hereby assigned to work at Accounts Dept., of Lohagora FPR Centre, Chattogram Zone-06 sitting at same premises in addition to his existing duties.

Additional responsibilities of Mr. Abul Hossain shall come into force with immediate effect and shall remain valid until Ms. Mahfuza (1437), Junior Officer Accounts Dept., Lohagora FPR Centre resumes her duties after maternity leave.

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. Master file
8. Office Order file
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03
2. The EVP (PRT) & Incharge, Chattogram Zone-06
3. The Incharge, Lohagora FPR Centre.
4. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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