



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

ISO 9001:2015
CERTIFIED

January 08, 2020

Office Order No.:07-2020

For the greater interest of the Company, Mr. Riaz Hossain Molla (1901), Officer (IT), Finance & Accounts Dept., Head Office, Dhaka is hereby transferred to Cash Section, Malibag FPR Centre, Dhaka Zone-06.

Mr. Riaz Hossain Molla shall handover his overall charges to SVP, Finance & Accounts Dept., Head Office, Dhaka 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 15-01-2020.

Mr. Riaz Hossain Molla is advised to report his joining to the Incharge, Malibag FPR Centre, Dhaka Zone-06 along with Stationary Items allotted to him and release letter from his existing office by 13-01-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Riaz Hossain Molla shall have to execute a surety bond of Tk.5,00,000/-(Five lac) while joining at Cash Section.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

• Mr. Riaz Hossain Molla (1901), Officer

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., Head Office.
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. Office Order file.
8. Personal file.
9. Master file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The SEVP (PRT) & Incharge, Dhaka Zone-06.
3. The Incharge, Malibag FPR Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪



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ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com