



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

January 13, 2020

## Office Order No.:10-2020

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. Mitu Ghosh (1387), Senior Officer (IT)	Claims Dept., Head Office, Dhaka	Actuarial Dept., Head Office, Dhaka	
02	Mr. Mr. Rezaul Karim (0517), Officer	Accounts Dept., Dhaka Corp. Zone-04	Accounts Dept., Tangail FPR Centre, Tangail Zone-01	
03	Mr. Md. Meraj Hossain (0668), Officer	Cash Section, Tangail FPR Centre, Tangail Zone-01	Accounts Dept., Dhaka Corp. Zone-04	

Mr. Mr. Rezaul Karim shall handover his overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.

Mr. Md. Meraj Hossain shall handover his overall charges to Mr. Mohammad Sharif Hossain (1281), AVP, Accounts Dept., Tangail FPR Centre, Tangail 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 20-01-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to them and release letter from their existing office by 16-01-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The Cash allowance @ Tk.750/- of Mr. Md. Meraj Hossain is hereby withdrawn.

After joining at Actuarial Department Ms. Mitu Ghosh is hereby advised to continue her existing work of Claims Department in addition to her duties at actuarial Department.

The additional responsibility of Ms. Mitu Ghosh shall come into force with immediate effect and shall remain valid until further order.

**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 JVP & Incharge, Actuarial & Group Insurance Division.
  6. The SVP, Finance & Accounts Dept.,
  7. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
  8. Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.
  9. Mr. Mohammad Sharif Hossain (1281), AVP, Accounts Dept., Tangail FPR Centre, Tangail Zone-01.
  10. Master file
  11. Office Order file
  12. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04.
  2. The SVP (PRT) & Incharge, Tangail Zone-01.

#### আর্থিক নিরাপত্তার সেতুবন্ধন

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



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**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

Copy forwarded to: Above 03 (Three) employees.

*MA*

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪  
ফ্যাক্স : ৮৮-০১-৯৫৬৪৩৯০ ই-মেইল : ceo@primelifebd.com nililbd@gmail.com web : www.primelifebd.com