



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

January 21, 2020

Office Order No.:17-2020

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. Fatema Begum (2346), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Bohoddarhat Org. Office, Chattogram Zone-05	Accounts Dept., Chattogram Corp. Zone-03	
02	Ms. Jobaida Khanam (2558), Assistant Officer (Cashier Cum computer Operator)	Accounts Dept., Chattogram Corp. Zone-03	Cash Section, Bohoddarhat Org. Office, Chattogram Zone-05	

Ms. Fatema Begum and Ms. Jobaida Khanam shall handover the overall charges to Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03 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 28-01-2020.

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 offices by 26-01-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Jobaida Khanam 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 (Admin)

Copy forwarded to: Above 02 (Two) 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., 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. Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.
8. Master file
9. Office Order file
10. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The Incharge, Bohoddarhat Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪
ফ্যাক্স : ৮৮-০২-৯৫৬৪৭৯০ ই-মেইল : ceo@primelifebd.com, nililbd@gmail.com, web : www.primelifebd.com



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৯৫৬৪৭৯০ ই-মেইল : ceo@primelifebd.com, nililbd@gmail.com, web: www.primelifebd.com