



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

January 23, 2020

Office Order No.:18-2020

For the greater interest of the Company, Mr. Shafiqul Islam (1456), Joint Assistant Vice President, Accounts Dept., Rajshahi Zone-03 Service Centre is hereby transferred to Accounts Dept., Rajshahi Full Fledged Service Centre.

Mr. Shafiqul Islam shall handover his overall charges to Mr. Md. Masum Maruf-ul-Hoque (0634), Executive Officer, Accounts Dept., Rajshahi Zone-03 SC 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 Office and submit a report to authority by 30-01-2020.

Mr. Shafiqul Islam is advised to report his joining to the Incharge, Rajshahi Full Fledged Service Centre along with Stationary Items allotted to him and release letter from his existing office by 28-01-2020 with a copy to the Administration Dept., Head Office, Dhaka.


Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

• Mr. Mr. Shafiqul Islam (1456), JAVP.

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. The Incharge, Rajshahi Full Fledged SC.
8. Mr. Md. Masum Maruf-ul-Hoque (0634), EO, Accounts Dept., Rajshahi Zone-03
9. Office Order file.
10. Personal file.
11. Master file.
1. The EVP (PRT) & Incharge, Rajshahi Division.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪
ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com



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Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

• Mr. Mr. Shafiqul Islam (1456), JAVP.

আর্থিক নিরাপত্তার সেতুবন্ধন

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