



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لايف انشورنس لميٽيٽيڊ  
Prime Islami Life Insurance Limited



June 24, 2019

## Office Order No.:169-2019

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	Mr. Ashim Kumar Madhu (1061), Senior Officer	Cash Section, Dohar Org. Office, Dhaka Zone-04	Cash Section, Munshiganj Org. Office, Dhaka Zone-04	Transfer
02	Mr. Md. Meraj Hossain (0668), Officer	Cash Section, Munshiganj Org. Office, Dhaka Zone-04	Cash Section, Tangail FPR Centre, Dhaka Zone-04	Transfer
03	Mr. Md. Rafiqul (0695), Officer	Cash Section, Kashimpur Agency Office, Dhaka Zone-04	Cash Section, Joydebpur Org. Office, Dhaka Zone-04	Transfer
04	Mr. Mohammad Ferdousul Alam (1127), Officer	Cash Section, Joydebpur Org. Office, Dhaka Zone-04	Cash Section, Kashimpur Agency Office, Dhaka Zone-04	Transfer
05	Mr. Md. Mohshin Ali (2112), Junior Officer (Cashier Cum Computer Operator)	Cash Section, Tangail FPR Centre, Dhaka Zone-04	Cash Section, Gatail Org. Office, Dhaka Zone-04	Transfer
06	Mr. Md. Shipon (2007), Office Assistant	Cash Section, Gatail Org. Office, Dhaka Zone-04	Cash Section, Dohar Org. Office, Dhaka Zone-04	Transfer

Mr. Md. Meraj Hossain shall handover the overall charges to Mr. Ashim Kumar Madhu after taking over the charges Mr. Ashim Kumar Madhu shall handover the overall charges Mr. Md. Shipon.

Mr. Md. Rafiqul shall handover the overall charges to Mr. Mohammad Ferdousul Alam after taking over the charges Mr. Mohammad Ferdousul Alam shall handover the overall charges Mr. Md. Rafiqul.

Mr. Md. Shipon shall handover the overall charges to Mr. Md. Mohshin Ali after taking over the charges Mr. Md. Mohshin Ali shall handover the overall charges Mr. Md. Meraj Hossain.

Above all handing and taking over of charges be made in presence of Internal Auditor.

Before handing and taking over of overall charges, the JEVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 03-07-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 30-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

  
**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

Copy forwarded to: Above 06 (six) employees.

### C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD, CFO & Company Secretary.
3. The SEVP & Incharge, Administration Dept.
4. The JEVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
5. Master file.
6. Office Order file.
7. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-04.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**  
Senior Vice President  
Administration Department.

Copy forwarded to: Above 06 (six) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন