



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

January 26, 2020

Office Order No.:20-2020

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Mohammad Ariful Mawla (2350), Assistant Officer	Cash Section, Sandwip Full Fledged SC, Chattogram Zone-10	Cash Section, Shiber Hat Org. Office, Chattogram Zone-10	
02	Mr. Abul Hasan (2758), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Shiber Hat Org. Office, Chattogram Zone-10	Cash Section, Sandwip Full Fledged SC, Chattogram Zone-10	

Mr. Mohammad Ariful Mawla shall handover the overall charges Mr. Abul Hasan after taking over the charges Mr. Abul Hasan shall handover the overall charges to Mr. Mohammad Ariful Mawla 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 02-02-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 29-02-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Mr. Mohammad Ariful Mawla (2350), Assistant Officer
- Mr. Abul Hasan (2758), Assistant 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 JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
 6. Master file.
 7. Office Order file.
 8. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Division.
 2. The JVP (PRT) & Incharge, Chattogram Zone-10.
 3. The Incharge, respective Offices.

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

