



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

January 27, 2020

Office Order No.:26-2020

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	Mr. Mohammad Manik Mia (0655), Senior Officer	Dev.Admin Dept., Cosba FPR Centre, B. Baria Zone-02	Accounts Dept., Cosba FPR Centre, B. Baria Zone-02	
02	Mr. Molla Md. Nasir Ahmed (2567), Assistant Officer (Cashier Cum Computer Operator)	Accounts Dept., Cosba FPR Centre, B. Baria Zone-02	Cash Section, Cosba FPR Centre, B. Baria Zone-02	
03	Mr. Md. Abu Yousuf (2065), Assistant Officer	Cash Section, Akhaura Org. Office, B. Baria Zone-02	Dev.Admin Dept., Cosba FPR Centre, B. Baria Zone-02	
04	Ms. Nipo Akter (2731), Assistant Officer	Cash Section, Cosba FPR Centre, B. Baria Zone-02	Cash Section, Akhaura Org. Office, B. Baria Zone-02	

Ms. Nipo Akter shall handover his overall charges to Mr. Molla Md. Nasir Ahmed, after taking over the charges Mr. Molla Md. Nasir Ahmed shall handover the overall charges to Mr. Mohammad Manik Mia.

Mr. Md. Abu Yousuf shall handover his overall charges to Ms. Nipo Akter.

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 30-01-2020.

The above employees are advised to report their joining to the Incharge of respective Offices/Dept., along with Stationary Items allotted to them and release letter from their existing office by 03-02-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Dev.Admin Dept., Cosba FPR Centre Mr. Md. Abu Yousuf is hereby advised to work at Commission Section, at same premises in addition to his existing duties.

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

Mr. Molla Md. Nasir Ahmed shall have to execute a surety bond of Tk.5,00,000/-(Five lac) while joining at Cash Section and the Cash allowance @ Tk.750/- of Mr. Md. Abu Yousuf is hereby withdrawn.



Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Copy forwarded to: Above 04 (Four) 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.,
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. Master file
8. Office Order file
9. Personal file.
1. The EVP (PRT) & Incharge, B. Baria Zone.
2. The SVP (PRT) & Incharge, B. Baria Zone-02.
3. The Incharge, Akhaura Org. Office.

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