



June 24, 2019

Office Order No.:170-2019

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. Md. Mostafizur Rahman (0827), Executive Officer	Commission Section, Bogura Service Centre	Internal Audit Dept., B. Baria Service Centre	Transfer
02	M. A. Motin (0508), Officer	Cash Section, Dhaka Corp. Zone-01	Accounts Dept., Bogura Service Centre	Transfer
03	Al-Amin (1421), Junior Officer	Cash Section, Chattogram Zone-09	Audit Dept., Sandwip Full Fledged SC	Transfer
04	Ms. Munny Akter (2652, Assistant Officer, Cashier Cum Cpmputer Operator	Cash Section, Agrabad SC	Cash Section, Chattogram Zone-09	Transfer

M. A. Motin shall handover the overall charges to Mr. Md. Jakir Hossain (0637), Joint Senior Vice President, Accounts Dept., Dhaka Corp. Zone-01.

Al-Amin shall handover the overall charges to Ms. Munny Akter after taking over the charges Ms. Munny Akter shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre.

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 01-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

Copy forwarded to: Above 04 (Four) 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 AMD (Dev.) & Incharge, Chattogram Division.
2. The EVP (PRT) & Incharge, Rajshahi Division.
3. The EVP (PRT) & Incharge, B. Baria Zone.
4. The JEVP (PRT) & Incharge, Chattogram Zone-10.
5. The SVP (PRT) & Incharge, Chattogram Zone-09.
6. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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



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আর্থিক নিরাপত্তার সেতুবন্ধন