



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیٹ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 09, 2020

Office Order No.:35-2020

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. Md. Nazrul Islam (0928), Executive Officer	Cash Section, Ctg. Road Org. Office, Dhaka Zone-07	Cash Section, Ctg. Road Service Centre, Dhaka Zone-07	
02	Mr. Maynul Islam (1135), Officer	Cash Section, Ctg. Road Service Centre, Dhaka Zone-07	Cash Section, Ctg. Road Org. Office, Dhaka Zone-07	
03	Mr. Md. Shahinur Rahman (2233), Assistant Officer (Cashier Cum computer Operator)	Cash Section, Arihazar Org. Office, Dhaka Zone-02	Cash Section, Meradia Org. Office, Dhaka Zone-06	
04	Mr. Sagar Chandro Mojumder (2618), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Meradia Org. Office, Dhaka Zone-06	Cash Section, Arihazar Org. Office, Dhaka Zone-02	

Mr. Md. Nazrul Islam shall handover the overall charges to Mr. Maynul Islam after taking over the charges Mr. Maynul Islam shall handover the overall charges to Mr. Md. Nazrul Islam.

Mr. Md. Shahinur Rahman shall handover the overall charges to Mr. Sagar Chandro Mojumder after taking over the charges Mr. Sagar Chandro Mojumder shall handover the overall charges to Mr. Md. Shahinur Rahman.

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

Before handing and taking over of overall charges, the EVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 16-02-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 12-02-2020 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.

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