



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامي لائف انشورنس لميٽيٽ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 11, 2020

Office Order No.: 38-2020

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	Most. Surma Begum (1696), Junior Officer	Accounts Dept., Head Office, Dhaka	Cash Section, Adamjee EPZ Org. Office, Dhaka Zone-07	
02	Ms. Sharmin Sultana (1611), Assistant Officer	Cash Section, Adamjee EPZ Org. Office, Dhaka Zone-07	Cash Section, Mawna Org. Office, Dhaka Zone-08	
03	Mr. Md. Rasel Hossain Munsi (1839), Assistant Officer	Cash Section, Mawna Org. Office, Dhaka Zone-08	Cash Section, Konabari Org. Office, Dhaka Zone-08	

Most. Surma Begum shall handover her overall charges to the Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka.

Ms. Sharmin Sultana shall handover her overall charges to Mr. Mohammad Mozammel Hoque (0611), Executive Officer (Accounts), Dhaka Zone-07 SC.

Mr. Md. Rasel Hossain Munsi shall handover her overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03

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 18-02-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 16-02-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

- Copy forwarded to: Above 03 (Three) 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 EVP & 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 AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-03.
3. The SEVP (PRT) & Incharge, Dhaka Zone-07.
4. The EVP (PRT) & Incharge, Dhaka Zone-08
5. 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, piliibd@gmail.com, web : www.primeislamilifebd.com



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Mahimudur Rahman Talukder

Senior Vice President
Administration Department.

- Copy forwarded to: Above 03 (Three) 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