



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

ISO 9001:2015
CERTIFIED

February 13, 2020

Office Order No.:40-2020

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 Sabbir Mahmud (2539), Assistant Officer(Cashier Cum Computer Operator)	Cash Section, Pahartoli Org. Office, Chattogram Zone-12	Cash Section, Agrabad Service Centre	
02	Ms. Munny Akter (2652, Assistant Officer, Cashier Cum Computer Operator	Cash Section, Chattogram Zone-09	Cash Section, Pahartoli Org. Office, Chattogram Zone-12	

Mr. Mohammad Sabbir Mahmud shall handover her 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 EVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 20-02-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 18-02-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

- Copy forwarded to: Above 02 (Two) 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. The SVP, finance & Accounts Dept., Head Office, Dhaka
7. Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad SC.
8. Master file.
9. Office Order file.
10. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Division.
2. The EVP (PRT) & Incharge, Chattogram Zone-12.
3. The Incharge, Chattogram Zone-09.
4. 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



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ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamiflifebd.com