



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 13, 2020

Office Order No.: 42-2020

For the greater interest of the Company, the Office Order No.: 38-2020, dated February 11, 2020 is hereby partially revised and the following employee is hereby transferred as under:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks	
01	Mr. Md. Faiz Ahmed (2132) Officer	Cash Section, Mirpur Org. Office, Dhaka Corp. Zone-03	—————	Cash Section, Konabari Org. Office, Dhaka Zone-08	Transfer
02	Mr. Md. Rasel Hossain Munsi (1839), Assistant Officer	Cash Section, Mawna Org. Office, Dhaka Zone-08	Cash Section, Konabari Org. Office, Dhaka Zone-08	Cash Section, Mirpur Org. Office, Dhaka Corp. Zone-03	Revised

Mr. Md. Faiz Ahmed shall handover the overall charges to Mr. Md. Rasel Hossain Munsi.

Mr. Md. Rasel Hossain Munsi shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03 as per previous Office Order No: 38-2020 dated February 11, 2020.

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. Master file.
7. Office Order file.
8. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. 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