



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



June 24, 2019

Office Order No.:172-2019

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 | Ms. Rehana Akter (1057), Senior Officer | Policy Servicing Dept., Head Office, Dhaka | Policy Servicing Dept., Central DPS SC, Head Office, Dhaka | Transfer |
| 02 | Mr. Md. Atikur Rahman (1737), Assistant Officer | Cash Section, Ruphsde Org. Office, B. Baria Zone-01 | Cash Section, Debidwar Org. Office, Cumilla Zone-03 | Transfer |
| 03 | Ms. Oazeda Akter (2520), Assistant Officer (Cashier Cum Computer Operator) | Cash Section, Debidwar Org. Office, Cumilla Zone-03 | Cash Section, Ruphsde Org. Office, B. Baria Zone-01 | Transfer |

Mr. Md. Atikur Rahman shall handover the overall charges to Ms. Oazeda Akter after taking over the charges Ms. Oazeda Akter shall handover the overall charges to Mr. Md. Atikur 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 J EVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 01-07-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 27-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

After joining at Debidwar Org. Office Mr. Md. Atikur Rahman is hereby advised to sit and work at Cash Section, Bagur Notun Bazar Org. Office, Cumilla Zone-03 for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

This Order shall come into force with immediate effect and shall remain valid until further order.

Conveyance allowance as per rules of the Company is admissible to Mr. Md. Atikur Rahman for additional duties.

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 & Company Secretary.
3. The SEVP & Incharge, Administration Dept.
4. The J EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
5. The JSVP & Incharge (C.C), Policy Servicing & Claims Dept.
6. The VP & Incharge, CDPS.
7. Master file.
8. Office Order file.
9. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Zone.
2. The EVP (PRT) & Incharge, B. Baria Zone.
3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primelamilifebd.com



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ISO 9001 : 2008
CERTIFIED

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আর্থিক নিরাপত্তার সেতুবন্ধন

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ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primeislamififebd.com