



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

ISO 9001 : 2015
CERTIFIED

February 26, 2020

Office Order No.:44-2020

For the greater interest of the Company, Mr. Md. Abu Hanif (2560), Assistant Officer(Cashier Cum Computer Operator), Cash Section, Dhaka Zone-07 is hereby transferred to Cash Section, Baraiyer hat Org. Office, Chattogram Zone-4.

Mr. Md. Abu Hanif shall handover his overall charges to Mr. Mohammad Mozammel Hoque (0611), Executive Officer (Accounts), Dhaka Zone-07 SC 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 04-03-2020.

Mr. Md. Abu Hanif is advised to report his joining to the Incharge, Baraiyer hat Org. Office, Chattogram Zone-4 along with Stationary Items allotted to him and release letter from his existing office by 02-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Marzia Begum (1706), Assistant Officer, Cash Section, Kanaighat Org. Office(Gachbaria), Sylhet Zone-01 is hereby advised to sit and work at Cash Section, Kaligonj Org. Office, Sylhet Zone-01 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.

TA/DA allowance as per rules of the Company is admissible to Ms. Marzia Begum.

The additional responsibility of Ms. Marzia Begum shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

- Mr. Md. Abu Hanif (2560), Assistant Officer.
- Ms. Marzia Begum (1706), Assistant Officer.

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 SVP, Finance & Accounts Dept., Head Office.
6. The EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an Auditor as per Office Order.
7. Mr. Mohammad Mozammel Hoque (0611), Executive Officer (Accounts), Dhaka Zone-07
8. Office Order file.
9. Personal file.
10. Master file.
1. The AMD (Dev.) & Incharge, Chattogram & Sylhet Division.
2. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
3. The SEVP (PRT) & Incharge, Dhaka Zone-07.
4. The EVP (PRT) & incharge, Sylhet Zone-01.
5. The EVP (PRT) & incharge, Chattogram Zone-04.
6. 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, pilibd@gmail.com, web : www.primeislamilifebd.com



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

ISO 9001:2015
CERTIFIED

February 26, 2020

Office Order No.:44-2020

For the greater interest of the Company, Mr. Md. Abu Hanif (2560), Assistant Officer(Cashier Cum Computer Operator), Cash Section, Dhaka Zone-07 is hereby transferred to Cash Section, Baraiyer hat Org. Office, Chattogram Zone-4.

Mr. Md. Abu Hanif shall handover his overall charges to Mr. Mohammad Mozammel Hoque (0611), Executive Officer (Accounts), Dhaka Zone-07 SC 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 04-03-2020.

Mr. Md. Abu Hanif is advised to report his joining to the Incharge, Baraiyer hat Org. Office, Chattogram Zone-4 along with Stationary Items allotted to him and release letter from his existing office by 02-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Marzia Begum (1706), Assistant Officer, Cash Section, Kanaighat Org. Office(Gachbaria), Sylhet Zone-01 is hereby advised to sit and work at Cash Section, Kaligonj Org. Office, Sylhet Zone-01 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.

TA/DA allowance as per rules of the Company is admissible to Ms. Marzia Begum.

The additional responsibility of Ms. Marzia Begum shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

- Mr. Md. Abu Hanif (2560), Assistant Officer.
- Ms. Marzia Begum (1706), Assistant Officer.

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.primeislamiflifebd.com