



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائمر اسلامى لايف انشورنس لميٲٲٲٲ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

February 26, 2020

## Office Order No.:46-2020

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. Md. Bellal Hossain Junior Officer, (1973), (IT)	Cash Section, Tetul Jhora Org. Office, Dhaka Zone-04.	Cash Section, Mirzapur Org. Office, Dhaka Zone-04	
02	Mr. Md. Azadul Islam (2210), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Mirzapur Org. Office, Dhaka Zone-04	Cash Section, Tetul Jhora Org. Office, Dhaka Zone-04.	

Mr. Md. Bellal Hossain shall handover his overall charges to Mr. Md. Azadul Islam after taking over the charges Mr. Md. Azadul Islam shall handover his overall charges to Mr. Md. Bellal Hossain.

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 04-03-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to them and release letter from their existing offices by 02-03-2020 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. Master file.
8. Office Order file.
9. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04.
2. The Incharge, Tetul Jhora Org. Office.
3. The Incharge, Mirzapur Org. Office.

### 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



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
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