

প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড

Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

March 03, 2020

Office Order No.:50-2020

For the greater interest of the Company, Mr. Md. Abdul Khaleque (1579), Junior Officer, IT Dept., Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 is hereby transferred to Cash Section, Rajapur Org. Office, Feni Zone-01.

Mr. Md. Abdul Khaleque is advised to report his joining to the Incharge, Razapur Org. Office, Feni Zone-01 along with Stationary Items allotted to him and release letter from his existing office by 08-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Abdul Khaleque shall have to execute a surety bond of Tk.5,00,000/-(Five lac) while joining at Cash Section.

The additional responsibility of Mr. Abul Hasan (1687), Officer, U/W Dept., Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 vide Office Order No.:51-2016, dated February 10, 2016 at U/W Dept. Sylhet Zone-01 and Sylhet Zone-02 is hereby cancelled.

Mahmudur Rahman Talukder

Senior Vice President Administration Department.

- Mr. Md. Abdul Khaleque (1579), Junior Officer.
- Mr. Abul Hasan (1687), Officer.

C.C. to:

- 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 (U/W)
- 6. The EVP & Incharge (IT)
- The EVP & Incharge (I/A).
- 8. The SVP, Finance & Accounts Dept., Head Office.
- 9. Office Order file.
- 10. Personal file.
- 11. Master file.

- The SEVP (PRT) & Incharge, Feni Zone.
- 2. The EVP (PRT) & Incharge, Feni Zone-01.
- 3. The Incharge, Maizdicourt FPR Centre.
- 4. The Incharge, Rajapur Org. Office.

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