



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

ISO 9001 : 2015  
CERTIFIED

March 10, 2020

## Office Order No.:58-2020

For the greater interest of the Company, Mr. Md. Shahjalal Sawdagar (0680), Officer, Cash Section, Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 is hereby transferred to Cash Section, Rajapur Org. Office, Feni Zone-01.

Mr. Md. Shahjalal Sawdagar shall handover his overall charges to Mr. Md. Abdul Khaleque (1579), Junior Officer, IT Dept., Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 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 18-03-2020.

Mr. Md. Shahjalal Sawdagar 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 15-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The transfer of Mr. Md. Abdul Khaleque (1579), Junior Officer, IT Dept., Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 vide Office Order No.:50-2020, dated March 03, 2020 at Cash Section, Rajapur Org. Office, Feni Zone-01 is hereby cancelled and he will stay at his existing place of posting.

Mr. Md. Abdul Khaleque is hereby assigned to work at Cash Section of Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 at same premises in addition to his existing duties.

Additional responsibilities of Mr. Md. Abdul Khaleque shall come into force with immediate effect and remain valid until further order.

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

**Mahmudur Rahman Talukder**  
Senior Vice President  
Administration Department.

- Mr. Md. Shahjalal Sawdagar (0680), Officer
- Mr. Md. Abdul Khaleque (1579), Junior 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 EVP & Incharge (IT)
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. The SVP, Finance & Accounts Dept., Head Office.
8. Office Order file.
9. Personal file.
10. Master file.
1. 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.

আর্থিক নিরাপত্তার সেতবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primelamilifebd.com



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**Mahmudur Rahman Talukder**

Senior Vice President

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- Mr. Md. Shahjalal Sawdagar (0680), Officer
- Mr. Md. Abdul Khaleque (1579), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

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