



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

March 12, 2020

## Office Order No.:59-2020

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	Ms. Salma Akter (0911) SEO	IT Dept., Paribar Kallayan Bima Division, Head Office (Abolished), Dhaka	Cash Section, Notun Jurain Org. Office, Dhaka Zone-13	
02	Mr. Md. Aminul Islam (0605), SEO	Accounts Dept., Paribar Kallayan Bima Division, Head Office (Abolished), Dhaka	Cash Section, Gopaldi Org. Office Dhaka Zone-07	
03	Ms. Farjana Yasmin (1002), Senior Officer	IT Dept., Meherpur Org. Office, Khulna Zone	Cash Section, Fullbari Gate Org. Office, Khulna Zone	
04	Mr. Ashik Adhikari (1667), Assistant Officer	Cash Section, Fullbari Gate Org. Office, Khulna Zone	Cash Section, Meherpur Org. Office, Khulna Zone	

Mr. Md. Aminul Islam shall handover his overall charges to Mr. Md. Mijanur Rahman Khan (0274), AVP & Incharge, Accounts Dept., Paribar Kallayan Bima Division, Head Office (Abolished), Dhaka and Mr. Ashik Adhikari shall handover his overall charges to Ms. Farjana Yasmin.

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 22-03-2020.

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 18-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The additional responsibility of Ms. Farjana Yasmin (1002), Senior Officer, Meherpur Org. Office, Khulna Zone vide Office Order No.:368-2019, dated 30-12-2019 at Cash Section, Meherpur Org. Office is hereby cancelled.

**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

- Copy forwarded to: Above 04 (Four) 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. Mr. Md. Mijanur Rahman Khan (0274), AVP
8. Master file.
9. Office Order file.
10. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-07.
3. The EVP (PRT) & Incharge, Khulna Zone.
4. The J EVP (PRT) & Incharge, Dhaka Zone-13.
5. The Incharge, respective Offices.

### আর্থিক নিরাপত্তার সেতুবন্ধন

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.primeislamilifebd.com



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