



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

March 18, 2020

Office Order No.:62-2020

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	Mohammad Iftekhar Hossain Mazumder (1267), Officer (Cashier Cum Computer Operator)	Cash Section, Paribar Kallayan Bima Division (Abolished), Head Office, Dhaka	Cash Section, Ctg. Road Org. Office (Kachpur), Dhaka Zone-01	
02	Mr. Maynul Islam (1135), Officer	Cash Section, Ctg. Road Org. Office (Kachpur), Dhaka Zone-01	Cash Section, Kaligonj Org. Office, Khulna Zone	
03	Mr. Sohag Molla (1141), Officer	Cash Section, Urban Bima Division (Abolished) Head Office, Dhaka.	Cash Section, Konabari Org. Office, Dhaka Zone-08	
04	Mr. Abdur Rahin Khan (2125), Officer	Accounts Dept., Urban Bima Division (Abolished), Head Office, Dhaka.	Cash Section, Pahartoli Org. Office, Chattogram Zone-12	
05	Mr. Majharul Islam (2401), Assistant Officer (Cashier Cum computer Operator)	Cash Section, Feni North Org. Office, Mukto Bima Prokalpo (Abolished)	Cash Section, Barrierhat Org. Office, Chattogram Zone-04	

Mr. Maynul Islam shall handover the overall charges to Mohammad Iftekhar Hossain Mazumder after taking over the charges Mohammad Iftekhar Hossain Mazumder shall handover the overall charges to Mr. Md. Mijanur Rahman Khan (0274), AVP & Incharge, Accounts Dept., Paribar Kallayan Bima Division (Abolished), Head Office, Dhaka.

Mr. Sohag Molla and Mr. Abdur Rahin Khan shall handover the overall charges to Mr. Mohammad Abdullah (1234), Joint Vice President, Accounts Dept., Urban Bima Division (Abolished), Head Office, Dhaka.

Mr. Majharul Islam shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Joint Assistant Vice President, Accounts Dept., Mukto Bima Prokalpo (Abolished), Head Office, Dhaka

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 25-03-2020.

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 23-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

• Copy forwarded to: Above 05 (Four) employees.

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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Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

• Copy forwarded to: Above 05 (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. Mr. Mohammad Abdullah (1234), Joint Vice President.
9. Mr. Md. Shahjaman Shiraji (0937), JAVP
10. Master file.
11. Office Order file.

আর্থিক নিরাপত্তার সেতুবন্ধন

1. The DMD (Dev.) & Incharge, Chattogram Corp. Zone-01.
2. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
3. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-03.
4. The EVP (PRT) & Incharge, Dhaka Zone-08.
5. The EVP (PRT) & Incharge, Khulna Zone.
6. The EVP (PRT) & Incharge, Chattogram Zone-04
7. The EVP (PRT) & Incharge, Chattogram Zone-12.
8. The Incharge, respective Offices.

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