



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميتيد
Prime Islami Life Insurance Limited



June 25, 2019

Office Order No.: 173-2019

For the greater interest of the Company the following employees are hereby transferred as under:

Sl.	Name & Designation	Present Office	Posted to	Remarks
01	Mr. Siddiqur Rahman (0425), Officer	Cash Section, Chandpur Zonal Office, Mukto Bima Prokalpa	Commission Section, Hajigonj Service Centre	Transfer
02	Mr. Muhammad Jasim Uddin (2142), Officer (Cashier Cum Computer Operator)	Commission Section, Hajigonj Service Centre	Cash Section, Kachuya Org. Office, Hajigonj Zone.	Transfer
03	Ms. Rashma Akter (2388), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Dhaka Zone-14	Cash Section, Dolaipar Org. Office, Dhaka Zone-14	Transfer

Mr. Siddiqur Rahman (0425), Officer (Cash Section) shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), JAVP & Incharge (F&A), Mukto Bima Prokalpa, Project Head Office, Dhaka.

Ms Rashma Akter (2388), Assiatant Officer (Cahier Cum Computer Operator) shall handover the overall charges to Mr. Md. Rezaul Karim (1811), AO (Cash), Dhaka Zone-14.

Before handing and taking over of overall charges, the JEV & Incharge (I/A), shall ensure a thorough audit of mentioned Offices and submit a report to authority by 02-07-2019.

After joining Mr. Siddiqur Rahman at Hajigonj SC is hereby advised to deal with work of Dev. Admin Dept., at same premises in addition to his existing duties until further order.

After joining Mr. Muhammad Jasim Uddin at Kachuya Org. Office, Hajigonj Zone is hereby advised to sit and work at Cash Section, Chandpur Zonal Office, Mukto Bima Prokalpo for 02(Two) day(s) in a week in addition to his existing duties until further order.

The above employees are advised to report their joining to the Incharge of respective Offices by 30-06-2019 with a copy to the administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

Copy forwarded to:

- Mr. Md. Shahjaman Shiraji (0937), JAVP & Incharge (F&A), MB, HO.
- Mr. Siddiqur Rahman (0425), Officer,
- Mr. Muhammad Jasim Uddin (2142), Officer (Cashier Cum Computer Operator)
- Mr. Md. Rezaul Karim (1811), AO (Cash)
- Ms. Rashma Akter (2388), Assistant Officer (Cashier Cum Computer Operator)

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

ই-মেইল : piliil@primelifebd.com, piliilbd@gmail.com, web : www.primeislamiflifebd.com



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- Mr. Md. Rezaul Karim (1811), AO (Cash)
- Ms. Rashma Akter (2388), Assistant Officer (Cashier Cum Computer Operator)

C.C. to:

- The Chief Executive Officer for kind information.
- The DMD, CFO & Company Secretary.
- The SEVP & Incharge, Administration Dept.
- The JAVP & Incharge (I/A).
- The Incharge, Commission Section.
- Office Order File
- Master file
- Personal file
- The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpa.
- The EVP (PRT) & Incharge, Dhaka Zone-14.
- The JAVP (PRT) & Incharge, Hajigonj SC.
- The In charge, Respective Officers.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

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