



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

ISO 9001 : 2015
CERTIFIED

March 25, 2020

Office Order No.:67-2020

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

01	Ms. Munny Akter (2652), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Chattogram Zone-09	Cash Section, Bhatiary Org. Office, Chattogram Zone-01	Office Order No.:40-2020, dated February 13, 2020 is hereby revised.
02	Ms. Doly Akter (2572), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Bhatiary Org. Office, Chattogram Zone-01	Cash Section, Akbershah Org. Office, Chattogram Zone-04	
03	Mr. Abdul Mannan (2697), Assistant Officer (IT)	IT Dept., Banshkhali FPR Centre, Chattogram Zone-11	IT Dept., Satkania FPR Centre, Chattogram Zone-11	

Ms. Doly Akter shall handover the overall charges to Ms. Munny Akter after taking over the charges Ms. Munny Akter shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre.

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 07-04-2020.

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 06-04-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at IT Dept., Satkania FPR Centre, Mr. Abdul Mannan is hereby advised to work of U/W Dept., and Dev. Admin Dept., at same premises in addition to his existing duties.

The additional responsibility of Mr. Abdul Mannan shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

- Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

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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. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre.
8. Master file.
9. Office Order file.
10. Personal file.
1. The DMD (Dev.) & Incharge, Chattogram Division.
2. The EVP (PRT) & Incharge, chattogram Zone-04.
3. The Incharge, chattogram Zone-11
4. The Incharge, respective Offices.

আর্থিক নিবাপত্রের 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, nililbd@gmail.com, web : www.primelislamilifebd.com