



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائيم اسلامي لائف انشورنس لميٽيٽيڊ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

May 07, 2020

## Office Order No.:70-2020

For the greater interest of the Company, Mr. Md. Abdul Khaleque (1579), Junior Officer, IT Dept., Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 is hereby transferred to Cash Section, Rajapur Org. Office, Feni Zone-01.

Mr. Md. Abdul Khaleque shall handover his overall charges to Mr. Mr. Md. Shahjalal Sawdagar, 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 13-05-2020.

Mr. Md. Abdul Khaleque is advised to report his joining to the Incharge, Razapur Org. Office, Feni Zone-01 along with release letter from his existing office by 12-05-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The transfer of Mr. Md. Shahjalal Sawdagar (0680), Officer, Cash Section, Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 vide Office Order No.:58-2020, dated March 10, 2020 at Cash Section, Rajapur Org. Office, Feni Zone-01 is hereby cancelled and he will stay at his existing place of posting.

Mr. Abul Hossain (1687), Officer, U/W Dept., Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 is hereby assigned to work at IT Dept., of Maizdicourt FPR Centre (Nowakhali), Feni Zone-01 at same premises in addition to his existing duties.

Additional responsibilities of Mr. Abul Hossain shall come into force with immediate effect and remain valid until further order.

**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

- Mr. Abul Hossain (1687), Officer.
- Md. Shahjalal Sawdagar (0680), Officer .
- Mr. Md. Abdul Khaleque (1579), Junior Officer.

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, nililbd@gmail.com, web : www.primeislamilifebd.com



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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- 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 (U/W)
6. The EVP & Incharge (IT)
7. The EVP & Incharge (I/A).with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
8. The SVP, Finance & Accounts Dept., Head Office.
9. Office Order file.
10. Personal file.
11. 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 সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪  
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