



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

ISO 9001 : 2015
CERTIFIED

May 12, 2020

Office Order No.: 71-2020

For the greater interest of the Company, Ms. Israt Jahan Beauty (2481), Assistant Officer (Cashier Cum Computer Operator), Paribar Kallayan Bima Division (Abolished), Head Office may be transferred to Cash Section, Hobigonj Org. Office, Moulavibazar Zone.

Ms. Israt Jahan Beauty shall handover her overall charges to Mr. Kazi Masud Ahmed (2585), SVP, Accounts Dept., Head Office, Dhaka 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 19-05-2020.

Ms. Israt Jahan Beauty is advised to report her joining to the Incharge, Hobigonj Org. Office by 18-05-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

Copy Forwarded to :

- Mr. Kazi Masud Ahmed (2585), SVP, Accounts Dept.,
- Ms. Israt Jahan Beauty (2481), Assistant 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 (I/A)
 6. Office Order file.
 7. Personal file.
 8. Master file.
1. The J EVP(PRT) & Incharge, Moulavibazar Zone.
 2. The Incharge, Hobigonj Org. Office.

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



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