



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

ISO 9001 : 2015
CERTIFIED

May 18, 2020

Office Order No.: 73-2020

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

Sl.	Name, Desig. & ID No.	Present Dept./Office	Proposed for Transfer	Remarks
01	Mr. Md. Jahirul Islam (0892), JAVP	Accounts Dept., Rajshahi Full Fledged SC	Commission Section, Rajshahi Full Fledged SC	
02	Ms. Sultana Rebeka (0640), EO	U/W Dept., Rajshahi Full Fledged SC	Policy Servicing Dept., Rajshahi Full Fledged SC	
03	Most. Nazma Khatun (2433), Assistant Officer(Cashier Cum Computer Operator)	Commission Section, Rajshahi Full Fledged SC	Claims Dept., Rajshahi Full Fledged SC	
04	Me. Md. Akter Hossain (1359), Messenger	Rajshahi Full Fledged SC	Docket Keeper, Rajshahi Full Fledged SC	

Mr. Md. Jahirul Islam shall handover the overall charges to Mr. Md. Shafiqul Islam (1456), JAVP(F&A), Rajshahi Full Fledged SC.

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 Office and submit a report to authority by 28-05-2020.

The above employees are advised to report their joining to the EVP(PRT) & Incharge, Rajshahi Full Fledged SC along with Stationary Items allotted to them and release letter from their existing dept./office by 20-05-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Commission Section, Rajshahi Full Fledged SC, Mr. Md. Jahirul Islam is hereby advised to work of Dev. Admin Dept., at same premises in addition to his existing duties.

The additional responsibility of Mr. Md. Jahirul Islam shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

SM

- Copy forwarded to: Above 04 (Four) employees.



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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. Md. Shafiqul Islam (1456), JAVP(F&A), Rajshahi Full Fledged SC.
 8. Master file.
 9. Office Order file.
 10. Personal file.
1. The EVP (PRT) & Incharge, Rajshahi Full Fledged SC.

আর্থিক নিরাপত্তার সেতবন্ধন