



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

June 07, 2020

## Office Order No.:82-2020

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

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Mohammad Faridul Alam (1409), Assistant Officer	Cash Section, Mymensingh Zonal Office, Paribarkallayan Bima Division (Abolished)	Cash Section, Mirzapur Org. Office, Dhaka Zone-04	
02	Mr. Md. Humayun Kabir (2734), Assistant Officer	Cash Section, Hakimpur Org. Office (Dinajpur), Mukto Bima Prokalpo (Abolished)	Cash Section, Kalihati Org. Office, Dhaka Zone-04	
03	Mr. Md. Abdul Latif (2736), Assistant Officer	Cash Section, Bogura Service Centre, Mukto Bima Prokalpo (Abolished)	Cash Section, Magura Org. Office, Khulna Zone	

Mr. Mohammad Faridul Alam, Mr. Md. Humayun Kabir and Mr. Md. Abdul Latif shall handover the overall charges to Kazi Masud Ahmed (2585), Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka.

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 15-06-2020.

The above employees are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to him and release letter from their existing offices by 11-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

**Mahmudur Rahman Talukder**

Senior Vice President (Admin)

Copy forwarded to: Above 03 (Four) employees.

### C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CFO.
3. The DMD & CS.
4. The DMD (Dev.) & Incharge, Dev. Admin Dept.
5. The SEVP & Incharge, Administration Dept.
6. The EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per
7. The SVP, Finance & Accounts Dept.
8. Kazi Masud Ahmed (2585), SVP, Finance & Accounts Dept., H/O, Dhaka. with a request arrange to takeover the charges as per office order.
9. Master file
10. Office Order file
11. Personal file.
1. The SEVP (PRT) & Dhaka Zone-04.
2. The EVP (PRT) & Incharge, Khulna Zone.
3. The Incharge, respective Offices.

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



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**Mahmudur Rahman Talukder**  
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