



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 08, 2020

Office Order No.:84-2020

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. Md. Masud Howlader (1804), Executive Officer	Audit Monitoring Cell, Head Office, Dhaka	Establishment Dept., Head Office, Dhaka	
02	Mr. Dewan Majeed Iqbal (1950), Officer	Administration Dept., Head Office, Dhaka	Dispatch Section, Administration Dept., Head Office, Dhaka	
03	Mr. Md. Mahmudul Hasan (2227), Officer (Cashier Cum Computer Operator)	Administration Dept., Head Office, Dhaka	Cash Section, Adamzee EPZ Org. Office (Narayangonj) Dhaka Zone-07	
04	Mr. Md. Ataur Rahman (2207), Assistant Officer	Administration Dept., Head Office, Dhaka	Cash Section, Arihazar Org. Office, Dhaka Zone-02	

Mr. Md. Masud Howlader shall handover the overall charges to JVP & Incharge, Audit Monitoring Cell, Head Office, Dhaka.

Mr. Dewan Majeed Iqbal shall handover the overall charges to Senior Vice President, Administration Dept., Head Office, Dhaka.

Mr. Md. Mahmudul Hasan shall handover the overall charges to Ms. Flora Nasrin (0919) JAVP, Administration Dept., Head Office, Dhaka.

Mr. Md. Ataur Rahman shall handover the overall charges to Mr. Md. Farid Hossain Mia (2365), Office Assistant, Administration Dept., Head Office, Dhaka

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.

The Deputation of Mr. Md. Masud Howlader (1804), Executive Officer, vide Office Order No.:16-2020, dated 20-01-2020 at Establishment Dept., Head Office, Dhaka and Mr. Md. Ataur Rahman (2207), Assistant Officer (Cashier Cum Computer Operator), vide Office Order No.:79-2020, dated 03-06-2020 at It Dept., Dhaka Zone-06 are hereby cancelled.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

Copy forwarded to: Above 04 (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)
7. The SVP, Finance & Accounts Dept.
8. The JSVP & Incharge, Establishment Dept.
9. The JVP & Incharge, AMC
10. Master file
11. Office Order file
12. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-04.
3. The SEVP (PRT) & Incharge, Dhaka Zone-06.
4. The SEVP (PRT) & Incharge, Dhaka Zone-07
5. The EVP (PRT) & Incharge, Dhaka Zone-02.
6. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (Admin)

Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন