প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড المرائع السلامي لائف انشورنس السلامي لائف

Prime Islami Life Insurance Limited

ISO 9001 : 2015 CERTIFIED

June 14, 2020

Office Order No.:87-2020

For the greater interest of the Company, Mr. Palash Howlader (0972), Officer, Transport Section, Administration Dept., Head Office, Dhaka is hereby transferred to Fin & Accounts Dept., Head Office, Dhaka and he is assigned to maintain Store of Accounts Department.

Mr. Palash Howlader shall handover his overall responsibilities along with Papers/Documents to Mr. Nur-A-Alam (1285), AVP, Transport Section, Administration Dept., Head Office, Dhaka-Mr. Md. Abbas Uddin (1828), Fin & Accounts Dept., (Terminated) Head Office, Dhaka is advised to handover overall charges along with all documents of Accounts Department kept in the store under his supervision.

Mr. Palash Howlader is advised to report his joining to Quazi Ahsan UI Alam Ansary, SVP, Finance & Accounts Dept., Head Office, Dhaka by 17-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder Senior Vice President (Admin).

Copy Forwarded to:

- Mr. Palash Howlader (0972), Officer, Administration Dept.
- Mr. Md. Abbas Uddin (1828), Fin & Accounts Dept. (Terminated).

C.C. to:

- 1. The Chief Executive officer for kind information.
- The DMD & CFO.
- The DMD & CS.
- The SEVP & Incharge, Administration Dept.
- The EVP & Incharge (I/A).
- The SVP, Finance & Accounts Dept.,
- The AVP, Transport Section.
- 8. Office Order file.
- Personal file.
- 10. Master file.

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