



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 15, 2020

Office Order No.:91-2020

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. Aershadul Quayyum Chowdhury (0499), JVP	Incharge, Audit Monitoring Cell, Head Office, Dhaka	Group Insurance Division, Head Office, Dhaka	
02	Kazi Mahbub- E -Khoda (0800), JVP	Incharge, Combined Service Centre, Head Office, Dhaka	Group Insurance Division, Head Office, Dhaka	
03	Ms. Khadiza Akther (1301), SEO	Audit Monitoring Cell, Head Office, Dhaka	Policy Servicing Dept., Head Office, Dhaka	
04	Mr. Md. Masudur Rahman (1388), Officer	Audit Monitoring Cell, Head Office, Dhaka	Cash Section, Kaligonj Org. Office, Khulna Zone	

Mr. MD. Aershadul Quayyum Chowdhury, Ms. Khadiza Akther and Mr. Md. Masudur Rahman shall handover their overall responsibilities along with Papers/Documents to the EVP & Incharge, Internal Audit Dept., Head Office, Dhaka and their Computer (if any), to Mr. Md. Bashir Ahmed (1208), JSVP & Incharge, Establishment Dept., Head Office, Dhaka.

Kazi Mahbub- E -Khoda shall handover his overall responsibilities along with Papers/Documents to the JSVP & Incharge, Policy Servicing & Claims Department, Head Office, Dhaka and his Computer (if any), to Mr. Md. Bashir Ahmed (1208), JSVP & Incharge, Establishment Dept., Head Office, Dhaka.

Mr. MD. Aershadul Quayyum Chowdhury and Kazi Mahbub- E -Khoda are advised to report their joining to the J EVP & Incharge, Group Insurance Division, Head Office, Dhaka along with Stationary Items allotted to him by 18-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Khadiza Akther is advised to report her joining to the JSVP & Incharge, Policy Servicing & Claims Dept., Head Office, Dhaka along with Stationary Items allotted to her by 18-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Masudur Rahman is advised to report his joining to the Incharge, Kaligonj Org. Office, Khulna Zone, Head Office, Dhaka along with Stationary Items allotted to him by 22-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.


15/06/2020
Kazi Abul Manjur

Senior Executive Vice President & Incharge
Administration Department.

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 EVP & Incharge (I/A) with a request arrange to takeover the charges as per office order.
 6. The J EVP & Incharge, Actuarial & Group Insurance Division.
 7. The SVP, Finance & Accounts Dept.
 8. JSVP & Incharge, Policy Servicing & Claims Dept.
 9. The JSVP & Incharge, Establishment Dept. with a request arrange to takeover the charges as per office order.
 10. Master file
 11. Office Order file
 12. Personal file.
1. The EVP (PRT) & Incharge, Khulna Zone.
 2. The Incharge, Kaligonj 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, pililbd@gmail.com, web : www.primeislamilifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Kazi Abul Manjur

Senior Executive Vice President & Incharge

Administration Department.

Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

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