



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لائيف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 17, 2020

Office Order No.:96-2020

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. Ali Jinnah (2248), Assistant Officer(Cashier Cum computer Operator)	Cash Section, Raujan Org. Office, Urban Bima Division (Abolished)	Cash Section, Rawjan Org. Office, Chottogram Zone-12	
02	Mr. Monir Hossain (0871), Officer	Cash Section, Hajigong Org. Office, Paribar Kallayan Bima Division (Abolished)	Cash Section, Hajigonj Service Centre. Hajigonj Zone	
03	Mr. Badrul Alam (1327), Assistant Officer	U/W Dept., Hat Hazari Org. Office, Urban Bima Division (Abolished)	Cash Section, Baraiyer hat Org. Office, Chattogram Zone-4.	

Mr. Md. Ali Jinnah, Mr. Monir Hossain and Mr. Badrul Alam shall handover the overall charges to Kazi Masud Ahmed (2585), Senior Vice President, Finance & Accounts 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 22-06-2020 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)
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 DMD (Dev.) & Incharge, Chattogram Division.
2. The Incharge, Hajigong Zone.
3. The Incharge, respective Offices.

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@primelifebd.com, nililhd@gmail.com, web : www.primelifebd.com



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