



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 25, 2020

Office Order No.: 108-2020

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
01	Mr. A.T.M. Waheduzzaman Khan (1034), Joint Vice President	Accounts Dept., Chattogram Corp. Zone-03 SC (Muradpur)	Accounts Dept., Gazipur Full Fledged SC, Dhaka Zone-03
02	Mr. Md. Abu Taher (1451), Executive Officer	Cash Section, Pabna Org. Office, Rajshahi Zone-03	IT Dept., Rangpur Corp. Zone
03	Mr. Md. Ferdousur Rahman (1295), Junior Officer (IT)	IT Dept., Rangpur Corp. Zone	Cash Section, Pabna Org. Office, Rajshahi Zone-03

Mr. A.T.M. Waheduzzaman Khan shall handover the overall charges to Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.

Mr. Md. Abu Taher shall handover the overall charges to Mr. Md. Masum Maruf-Ul-Hoque (0634), Executive Officer, Accounts Dept., Rajshahi Full Fledged Service Centre.

Mr. A.T.M. Waheduzzaman Khan, Mr. Md. Abu Taher and Mr. Md. Ferdousur Rahman are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to him by 02-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The Cash allowance @ Tk.750/- of Mr. Md. Abu Taher is hereby withdrawn.


Kazi Abul Manjur

Senior Executive Vice President & Incharge
Administration Department.

Copy forwarded to: Above 03 (Three) 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 (IT)
6. The EVP & Incharge (I/A)
7. The SVP, Finance & Accounts Dept.
8. Mr. Md. Masum Maruf-Ul-Hoque (0634), Executive Officer, Accounts Dept., Rajshahi Full Fledged Service Centre.
9. Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.
10. Master file
11. Office Order file
12. Personal file.
1. The AMD (Dev.) & Incharge, Ctg. Corp. Zone-03.
2. The AMD (Dev.) & Incharge, Dhaka. Corp. Zone-03.
3. The SEVP (PRT) & Incharge, Rangpur Corp. Zone.
4. EVP (PRT) & Incharge, Rajshahi Division
5. 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, nililbd@gmail.com, web : www.primeislamilifebd.com



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25/06/2020
Kazi Abul Manjur

Senior Executive Vice President & Incharge
Administration Department.

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আর্থিক নিরাপত্তার সেতুবন্ধন