



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.:110-2020

For the greater interest of the Company, the Office Order No.: 105-2020, dated June 23, 2020 is hereby partially revised and the following employee is hereby transferred as under:


SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to
01	Mr. Mr. Md. Mamun Hossain (2196), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Mugda Org. Office, Dhaka Zone-18	Cash Section, Dhaka Zone-09
02	Mr. Mohammad Mizanur Rahman (2528), Assistant Officer	IT Dept., Dhaka Match Factory Org. Office(Shampur), Dhaka Zone-14	Cash Section, Mugda Org. Office, Dhaka Zone-18
03	Ms. Sadia Afrin (2434), Assistant Officer(Cashier Cum Computer Operator)	Cash Section, Shitakunda Org. Office, Chattogram Zone-04	Cash Section, Bhatiaty Org. Office, Chattogram Zone-01

Mr. Md. Mamun Hossain shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., Dhaka Corp. Zone-01.

Ms. Sadia Afrin shall handover the overall charges to Mr. Md. Rafiqul Islam (1197), Executive Officer, Accounts Dept., Mirsarai Full Fledged Service Centre, Chattogram Zone-04.

The above employees are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to them and release letter from their existing offices by 30-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Dhaka Zone-09, Mr. Mr. Md. Mamun Hossain shall also works at IT Dept., at same premises in addition to his existing duties until further order.


Mahmudur Rahman Talukder
Senior Vice President (Admin)

- 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 SEVP & Incharge, Administration Dept.
6. The EVP & Incharge (IT).
7. The EVP & Incharge (I/A).
8. The SVP, Finance & Accounts Dept.
9. K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., Dhaka Corp. Zone-01.
10. Mr. Md. Rafiqul Islam (1197), Executive Officer, Accounts Dept., Mirsarai Full Fledged Service Centre, Chattogram Zone-04.
11. Master file
12. Office Order file
1. The DMD (Dev.) & Incharge, Chattogram.
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
3. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
4. The EVP PRT& Incharge, Chattogram Zone-04
5. The EVP (PRT) & Incharge, Dhaka Zone-09.
6. The EVP (PRT) & Incharge, Dhaka Zone-18.
7. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (Admin)

• Copy forwarded to: Above 03 (Three) employees.

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.primelamilifebd.com