



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

July 13, 2020

Office Order No.:123-2020

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. Md. Rafiqul Islam (0695), Officer	Cash Section, Joydebpur Org. Office, (Gazipur), Dhaka Zone-04	Cash Section, Bhadail Org. Office, (Ashulia), Dhaka Zone-04
02	Mr. Nasir Uddin (2640), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Bhadail Org. Office, (Ashulia), Dhaka Zone-04	Cash Section, Joydebpur Org. Office, (Gazipur), Dhaka Zone-04
03	Ms. Halima (1869), Assistant Officer	Cash Section, Jatrabari Org. Office, Dhaka Zone-02	Cash Section, Kutubail Org. Office, Dhaka Zone-16

Mr. Md. Rafiqul Islam and Mr. Nasir Uddin shall handover the overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.

Ms. Halima shall handover the overall charges to Mr. Md. Mijanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02.

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 16-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Kutubail Org. Office, Ms. Halima is hereby advised to sit and work at Cash Section, Madda Sastapur Org. Office, Dhaka Zone-16 for 02 (Two) day(s) in a week in addition to her existing duties.

The working days at above Office, will be settled by the respective Office incharges.

The additional responsibility of Ms. Halima shall come into force with immediate effect and shall remain valid until further order.

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. Mr. Md. Mijanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02.
9. Master file
10. Office Order file
11. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-04
2. EVP (PRT) & Incharge, Dhaka Zone-02
3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতবন্ধন

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.primelislamififebd.com