



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لايف انشورنس لميٲٲٲٲ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

July 21, 2020

Office Order No.:130-2020

For the greater interest of the Company, the Office Order No.:128-2020, dated July 21, 2020 are hereby revised and the following employees are hereby transferred as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Proposed for Transfer
01	Mr. Md. Shafiqul Islam (1456), JAVP	Accounts Dept., Rajshahi Full Fledged SC	Accounts Dept., Head Office, Dhaka
02	Mr. Md. Tareq Hasan Sarker (1689), Junior Officer	Accounts Dept., Head Office, Dhaka	Accounts Dept., Rajshahi Full Fledged SC
03	Mr. Md. Abu Yousuf (2065), Assistant Officer	Cash Section, Akhaura FPR Centre, B. Baria Zone-02	Cash Section, Daudkandi Org. Office, Cumilla Zone-01
04	Mr. Md. Abul Hasan (1841), Assistant Officer	Cash Section, Daudkandi Org. Office, Cumilla Zone-01	Cash Section. Fordabad Org. Office, B. Baria Zone-01

Mr. Md. Shafiqul Islam shall handover the overall charges to Mr. Md. Jahirul Islam (0892), JAVP, Accounts Dept., Rajshahi Full Fledged Service Centre in presence of Internal Auditor.

Before handing and taking over of overall charges, the EVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 29-07-2020.

Mr. Md. Tareq Hasan Sarker shall handover the overall charges to the Quazi Ahsan Ul Alam Ansary, SVP, Finance & Accounts Dept., head Office, Dhaka.

Mr. Md. Abu Yousuf shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Executive Officer, B. Baria Full Fledged Service Centre.

Mr. Md. Abul Hasan shall handover the overall charges to Mr. Md. Wahiduzzaman Hawlader (2187), Joint Assistant Vice President, Accounts Dept., Cumilla Full Fledged Service Centre.

Mr. Md. Shafiqul Islam and Mr. Md. Tareq Hasan Sarker 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 28-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.


আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President
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 SEVP & Incharge, Administration Dept.
6. The EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
7. The SVP, Finance & Accounts Dept.,
8. Mr. Md. Wahiduzzaman Hawlader (2187), Joint Assistant Vice President, Accounts Dept., Cumilla Full Fledged Service Centre
9. Mr. Md. Jahirul Islam (0892), JAVP, Accounts Dept., Rajshahi Full Fledged Service Centre
10. The Incharge, Rajshahi Full Fledged SC
11. Master file
12. Office Order file
13. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Zone
2. The EVP (PRT) & Incharge, Rajshahi Division
3. The SVP (PRT) & Incharge, B. Baria Zone-02
4. The Incharge, respective Offices.



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