



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

ISO 9001 : 2015
CERTIFIED

August 12, 2020

Office Order No.:143-2020

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. Obaidur Rahman (0359), Executive Officer	Cash Section, Dhaka Zone-02	Accounts Dept., Dhaka Corp. Zone-04
02	Mr. Dewan Majeed Iqbal (1950), Officer	Dispatch Section, Administration Dept., Head Office, Dhaka	Cash Section, Bogura Service Centre, Rangpur Corp. Zone

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

Mr. Md. Obaidur Rahman is advised to report his joining to the SEVP (PRT) & Incharge, Dhaka Corp. Zone-04 along with Stationary Items allotted to him and release letter from his existing office by 17-08-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Dewan Majeed Iqbal is advised to report his joining to the SVP, Finance & Accounts Dept., Head Office, Dhaka by 13-08-2020 for training with a copy to the Administration Dept., Head Office, Dhaka. After completion of necessary training he will report his joining to the Incharge, Bogura Service Centre, Rangpur Corp. Zone with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Bogura Service Centre Mr. Dewan Majeed Iqbal shall also works at IT Dept., at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Dewan Majeed Iqbal shall come into force after joining at Bogura Service Centre and shall remain valid until further order.


Kazi Abul Manjur
SEVP & Incharge
Administration Department

Copy forwarded to: Above 02 (Two) 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. 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. The SEVP (PRT) & Incharge, Rangpur Corp. Zone.
3. The EVP (PRT) & Incharge, Dhaka Zone-02
4. The Incharge, Bogura Service Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لايف انشورنس لميٲٲٲٲ
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12/08/2020
Kazi Abul Manjur
SEVP & Incharge
Administration Department

Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

ফ্যাক্স : ৮৮-০২-৯৫৬৪১৩১০ ই-মেইল : ceo@primelifebd.com nililbd@gmail.com web : www.primelifebd.com