



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامي لائيف انشورنس لميٽيٽ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 13, 2020

Office Order No.:144-2020

For the greater interest of the Company the following employees are hereby transferred as under:

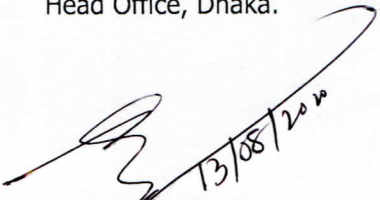
Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Md. Mamun Hossain (2196), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Dhaka Zone-09	Cash Section, B. Baria Full Fledged SC
02	Mr. Md. Shipon (2007), Office Assistant	Cash Section, Dhaka Zone-06	Cash Section, Gatail Org. Office, Dhaka Zone-04

Mr. Md. Mamun Hossain shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03.

Mr. Md. Shipon shall handover the overall charges to Ms. Rahima Khanam (1393), Officer, Accounts Dept., Dhaka Zone-06.

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 20-08-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Mohshin Ali (2112), Junior Officer (Cashier Cum Computer Operator) is advised to report his joining to Cash Section, Akhaura Org. Office, B. Baria Zone-02 as per previous Office Order no: 128-2020 dated July 21, 2020 immediately after joining of Mr. Md. Shipon with a copy to the Administration dept., Head Office, Dhaka.


13/08/2020
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 (I/A)
6. The SVP, Finance & Accounts Dept.
7. Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03.
8. Ms. Rahima Khanam (1393), Officer, Accounts Dept., Dhaka Zone-06.
9. Master file
10. Office Order file
11. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-04
2. The SEVP (PRT) & Incharge, Dhaka Zone-06
3. The EVP (PRT) & Incharge, Dhaka Zone-09
4. The EVP (PRT) & Incharge, B. Baria Zone.
5. The Incharge, Gatail Org. Office, Dhaka Zone-04.

আর্থিক নিরাপত্তার সেতবন্ধন

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

ফ্যাক্স : ৮৮-০১-৯৫৬৪৩১০ ই-মেইল : ceo@primelifebd.com nililbd@gmail.com web : www.primelifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لائف انشورنس لمیٹید
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 13, 2020

Office Order No.:144-2020

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. Mamun Hossain (2196), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Dhaka Zone-09	Cash Section, B. Baria Full Fledged SC
02	Mr. Md. Shipon (2007), Office Assistant	Cash Section, Dhaka Zone-06	Cash Section, Gatail Org. Office, Dhaka Zone-04

Mr. Md. Mamun Hossain shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03.

Mr. Md. Shipon shall handover the overall charges to Ms. Rahima Khanam (1393), Officer, Accounts Dept., Dhaka Zone-06.

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 20-08-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Mohshin Ali (2112), Junior Officer (Cashier Cum Computer Operator) is advised to report his joining to Cash Section, Akhaura Org. Office, B. Baria Zone-02 as per previous Office Order no: 128-2020 dated July 21, 2020 immediately after joining of Mr. Md. Shipon with a copy to the Administration dept., Head Office, Dhaka.


Kazi Abdul Manjur
SEVP & Incharge
Administration Department

Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

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

ফ্যাক্স : ৮৮-০২-৯৫৬৪১৩৯০ ই-মেইল : ceo@primelifebd.com nililbd@gmail.com web : www.primelamilifebd.com