



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 19, 2020

Office Order No.:148-2020

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	Ms. Asma Akter (1638), Officer	U/W Dept., Chattogram Zone-03 (Muradpur)	Cash Section, Bohoddarhat Org. Office, Chattogram Zone-05
02	Ms. Jobaida Khanam (2558), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Bohoddarhat Org. Office, Chattogram Zone-05	Policy Servicing Dept., Agrabad Service Centre

Ms. Jobaida Khanam shall handover the overall charges to Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.

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 24-08-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Asma Akter will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

The Cash allowance @ Tk.750/- of Ms. Jobaida Khanam is hereby withdrawn.

Mr. Mohammad Ataulah (1148), Senior Officer, IT Dept., Cox's Bazar Service Centre is hereby assigned to work at Internal Audit Dept., of Cox's Bazar SC sitting at same premises in addition to his existing duties.

The additional responsibility of Mr. Md. Harunoor Rashid (2188), JAVP, Internal Audit Dept., Chattogram Zone-03 SC vide Office order No.:89-2020 dated June 14, 2020 at Internal Audit Dept., Cox's Bazar SC is hereby cancelled and He is hereby advised to deal with Dalil Related works at same premises in addition to his existing duties.

The additional responsibility of Mr. Md. Harunoor Rashid and Mr. Mohammad Ataulah shall come into force with immediate effect and shall remain valid until further order.

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 (U/W)
7. The EVP & Incharge (IT)
8. The EVP & Incharge (I/A)
9. The SVP, Finance & Accounts Dept.
10. The JSVP & Incharge, Policy Servicing & Claims.
11. Master file
1. The DMD (Dev.) & Incharge, Chattogram.
2. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
3. The EVP (PRT) & Incharge, Cox's Bazar SC
4. The Incharge, Chattogram Zone-05.
5. The Incharge, Bohoddarhat Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন

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



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আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০ ই-মেইল : ceo@primelifebd.com nililhd@gmail.com web : www.primelifebd.com