



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميٹيد
Prime Islami Life Insurance Limited



July 07, 2019

Office Order No.:186-2019

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	Remarks
01	Mr. Md. Bazlur Rahman Akon (2373), Officer	Cash Section, Naikhongchory Org. Office, Cox's Bazar Zone-02	Cash Section, Court Bazar Org. Office, Cox's Bazar Zone-02	Transfer
02	Ms. Janifa Jamal (2226), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Munshigonj Org. Office, Mukto Bima Prokalpo	Cash Section, Barabo Org. Office, Dhaka Zone-15	Transfer

Mr. Md. Bazlur Rahman Akon shall handover the overall charges to Ms. Sabakunnahar (2611), Assistant Officer, (Cashier Cum Computer Operator) Naikhongchory Org. Office, Cox's Bazar Zone-02.

Ms. Janifa Jamal shall handover the overall charge to Mr. Md. Shahjaman Shiraji (0937), Joint Assistant Vice president, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka.

Above all handing and taking over of charges be made in presence of Internal Auditor.

Before handing and taking over of overall charges, the JEVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 14-07-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 10-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Barkatullah (0639), Messenger, Establishment Dept., Head Office, Dhaka is hereby advised to work at Legal Dept., Head Office, Dhaka in addition to his existing duties.

Additional responsibilities of Mr. Barkatullah shall come into force with immediate effect and shall remain valid until further order.

The additional responsibility of Mr. Azad Mia (2588), Messenger, Accounts Dept., Head Office, Dhaka Vide Office Order No.:184-2018 dated July 18, 2018 at legal Dept., Head Office, Dhaka is here by cancelled.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

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C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The JEVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
4. The JEVP & Incharge (Legal).
5. The SVP, Finance & Accounts Dept., Head Office.
6. JSVP & Incharge (ESTB).
7. Mr. Md. Shahjaman Shiraji (0937), JAVP, Accounts Dept., Mukto Bima Prokalpo, Head Office, Dhaka.
8. Ms. Sabakunnahar (2611) AO, Naikhongchory Org. Office (Akok)
9. Master file.
10. Office Order file.
11. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
2. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
3. The EVP (PRT) & Incharge, Dhaka Zone-15.
4. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
5. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন