

প্রাইম ইসলামী লাইফ ইন্যুরেন্স লিমিটেড

برائے اسلامی لائے انشورنس لہتے ہے۔ Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

September 21, 2020

Office Order No.:181-2020

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

SI.	Name, Desig. & ID No.	Present Dept./Office	Transferred to
01	Mr. Md. Mizanur Rahman (0511), SO	Cash Section, Kamrangichor Org. Offfice, Dhaka Zone-01	Cash Section, Pagla Org. Office, Dhaka Zone-16
02	Mr. Md. Ataur Rahman (2207), Assistant Officer (IT Cum Cash)	Cash Section, Arihazar Org. Office, Dhaka Zone-16	Cash Section, Kamrangichor Org. Offfice, Dhaka Zone-01
03	Mr. Ziaul Haq (2378), Assistant Officer (IT Cum Cash)	Cash Section, Pagla Org. Office, Dhaka Zone-16	Cash Section, Arihazar Org. Office, Dhaka Zone-16

Mr. Md. Mizanur Rahman shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., Dhaka Corp. Zone-01.

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

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 24-09-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President Administration Department.

Copy forwarded to: Above 03 (Four) employees.

C.C. to:

- 1. The Chief Executive Officer for kind information.
- 2. The DMD & CS.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The SEVP & Incharge, Administration Dept.
- 5. The EVP & Incharge (I/A)
- 6. The SVP, Finance & Accounts Dept.
- 7. Mr. Md. Mijanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02.
- 8. K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., Dhaka Corp. Zone-01.
- 9. Master file
- 10. Office Order file
- 11. Personal file.

- 1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
- The SEVP (PRT) & Incharge, Dhaka corp. Zone-04
- The EVP (PRT) & Incharge, Dhaka Zone-02
- 4. The Incharge, Dhaka Zone-16
- 5. The Incharge, respective Offices.



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