



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

September 22, 2020

Office Order No.:183-2020

For the greater interest of the Company, the Office Order No.:181-2020, dated September 21, 2020 is hereby partially revised and the following employee is hereby transferred as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to
01	Mr. Md. Ataur Rahman (2207), Assistant Officer (IT Cum Cash)	Cash Section, Arihazar Org. Office, Dhaka Zone-16	Cash Section, Kamrangichor Org. Office, Dhaka Zone-01
02	Mr. Md. Alomgir Hossain (2263), Assistant Officer (IT Cum Cash)	Cash Section, Kaliganj Org. Office, Dhaka Zone-15	Cash Section, Kamrangichor Org. Office, Dhaka Zone-01

Mr. Md. Ataur Rahman shall handover the overall charges to Mr. Md. Mijanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02 as per previous Office Order No:181-2020 dated September 21, 2020.

Mr. Md. Alomgir Hossain shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka 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 27-09-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Homira Begum (2609), Assistant Officer, Cash Section, Chowfaldandi Org. Office, Cox's Bazar Zone-02 is hereby advised to sit and work at Cash Section, Khutakhali Org. Office, Cox's Bazar Zone-02 for 03 (Three) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

TA/DA allowance as per rules of the Company is admissible to Ms. Homira Begum.

The additional responsibility of Ms. Homira Begum 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 03 (Three) 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 & Incharge, Finance & Accounts Dept.
7. Mr. Md. Mijanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02.
8. Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03.
9. Master file
10. Office Order file
11. Personal file
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone - ০৩
3. The SEVP (PRT) & Incharge, Dhaka corp. Zone-04
4. The EVP (PRT) & Incharge, Dhaka Zone-02
5. The EVP (PRT) & Incharge, Dhaka Zone-15
6. The EVP (PRT) & Incharge, Cox's Bazar Zone-02
7. The Incharge, Dhaka Zone-16
8. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President
Administration Department.

- Copy forwarded to: Above 03 (Three) employees.

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