

طاقع قريم الماليمين المنتورنس لميتين الماكم الماليمين المنتورنس لميتين المنتورنس لميتين المنتورنس الميتين الماليمين الماليمي

Prime Islami Life Insurance Limited

ISO 9001 : 2015

October 07, 2020

Office Order No.:191-2020

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. Mehatabul Islam (0506), Officer	Accounts Dept., Jaldi FPR Centre, Chattogram Zone-06	Accounts Dept., Court Bazar FPR Centre, Cox's Bazar Zone-04
02	Mr. Md. Didarul Alam (2566), Assistant Officer	IT Dept., Jaldi FPR Centre, Chattogram Zone-06	Accounts Dept., Jaldi FPR Centre, Chattogram Zone-06

Mr. Md. Mehatabul Islam 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 12-10-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Court Bazar FPR Centre, Mr. Md. Mehatabul Islam is hereby advised to work at Underwriting Dept., and Mr. Md. Didarul Alam at Accounts Dept., Jaldi FPR Centre, Chattogram Zone-06 is hereby advised to work at IT Dept., sitting at same premises in addition to their existing duties.

Mahmudur Rahman Talukder

Senior Vice President Administration Department.

Copy forwarded to: Above 02 (Two) 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 (IT)
- 6. The EVP & Incharge (I/A)
- 7. The SVP, Finance & Accounts Dept.
- 8. Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram 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 EVP (PRT) & Incharge, Chattogram Zone-06.
- The JEVP (PRT) & Incharge, Cox's Bazar Zone-04.
- 4. The Incharge, respective Offices



প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড

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ISO 9001:2015 CERTIFIED

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