



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لائف انشورنس لميٽيٽيڊ  
Prime Islami Life Insurance Limited



July 09, 2019

## Office Order No.:191-2019

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	K. M. Monower Hossain (1276), Assistant Vice President	Accounts Dept., Dhaka Zone-06	Accounts Dept., Dhaka Corp. Zone-01	As Incharge
02	Mr. Md. Moaggem Hossain Khan (0522), Executive Officer	Accounts Dept., Paribar Kallayan Bima Division, Head Office, Dhaka	Accounts Dept., Dhaka Zone-06	As Incharge
03	Ms. Mahmuda Baitun Naher (1233), Senior Officer	Commission Section, Head Office, Dhaka	Accounts Dept., Agrabad Service Centre	Transfer
04	Mr. Md. Monjurul Alam (1682), Junior Officer	Policy Servicing Dept., Agrabad Service Centre	Claims Dept., Sandwip Full Fledge Service Centre	Transfer
05	Ms. Taslima Akter (2672), Assistant Officer (Cashier Cum Computer Operator)	Accounts Dept., Agrabad Service Centre	Cash Section, Chattogram Zone-07	Transfer

K. M. Monower Hossain shall handover the overall charges to Mr. Md. Moaggem Hossain Khan after taking over the charges Mr. Md. Moaggem Hossain Khan shall handover the overall charges to Mr. Md. Mijanur Rahman (0274), JAVP (Accounts) Paribar Kallayan Bima Division, Head Office, Dhaka.

Ms. Taslima Akter shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre. Above all handing and taking over of charges be made in presence of Internal Auditor. Before handing and taking over of overall charges, the Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 16-07-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 14-07-2019 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Chattogram Zone-07 Ms. Taslima Akter shall also deal with work of IT Dept., at same premises in addition to his existing duties.

The additional responsibility of Ms. Taslima Akter 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 05 (Five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০  
ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
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**Mahmudur Rahman Talukder**  
Senior Vice President  
Administration Department.

Copy forwarded to: Above 05 (Five) employees.

C.C. to:

1. The Chief Executive Officer (C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The SVP, Finance & Accounts Dept., Head Office.
4. The Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
5. Master file.
6. Office Order file.
7. Personal file.

1. The Asst. MD (Dev.) & Incharge, Chattogram Division.
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
3. The SEVP (PRT) & Incharge, Dhaka Zone-06
4. The SEVP (PRT) & PD, Paribar Kallayan Bima Division.
5. The SEVP (PRT) & Incharge, Agrabad SC.
6. The EVP (PRT) & Incharge, Chattogram Zone-07.
7. The JEV (PRT) & Incharge, Chattogram Zone-10
8. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন