

প্রাইম ইসলামী লাইফ ইন্যুরেন্স লিমিটেড

Prime Islami Life Insurance Limited

ISO 9001: 2015 CERTIFIED

October 15, 2020

Office Order No.:201-2020

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. Jahirul Islam (0892), Joint Assistant Vice President	Accounts Dept., Rajshahi Full Fledged Service Centre	Internal Audit Dept., Rajshahi Full Fledged Service Centre
02	Ms. Jesmin Akhter (1867), Officer	Internal Audit Dept., Rajshahi Full Fledged Service Centre	Policy Servicing Dept., Rajshahi Full Fledged Service Centre

Mr. Md. Jahirul Islam shall handover the overall charges to Mr. Md. Masum Maruf-ul-Hoque (0634), EO, Accounts Dept., Rajshahi Full Fledged SC in presence of Internal Auditor.

Before handing and taking over of overall charges, the EVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 22-10-2020.

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 20-10-2020 with a copy to the Administration Dept., Head Office, Dhaka.

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.
- The EVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order
- 6. The SVP & Incharge, Finance & Accounts Dept.
- 7. The JSVP & Incharge, Policy Servicing & Claims Dept.
- 8. Master file
- 9. Office Order file
- 10. Personal file.

1. The EVP (PRT) & Incharge, Rajshahi Division.



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