



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

December 08, 2020

Office Order No.:251-2020

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
01	Ms. Rahima Khanam (1393), Officer	Cash Section, Dhaka Zone-06	Accounts Dept., Dhaka Zone-06
02	Mr. Muhammad Zahurul Islam (2204), Assistant Officer	IT Dept., Meherpur FPR Centre, Khulna Corp. Zone	Cash Section, Meherpur FPR Centre, Khulna Corp. Zone

Ms. Rahima Khanam shall handover her overall charges to Mr. Md. Shipon (200) Office Assistant, Cash Section, Dhaka Zone-06.

The above employees are advised to report their joining to the Incharge of respective Department by 10-12-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Meherpur FPR Centre, Mr. Muhammad Zahurul Islam shall also works at IT Dept., at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Muhammad Zahurul Islam vide Office Order No.:234-2019, dated 25-08-2019 at Cash Section, Meherpur FPR Centre is hereby cancelled.

Mr. Muhammad Zahurul Islam will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac) and Cash allowance @ Tk.750/- of Ms. Rahima Khanam is hereby withdrawn.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

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 SVP & Incharge, Finance & Accounts Dept.
6. Master file
7. Office Order file
8. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01
2. The SEVP (PRT) & Incharge, Dhaka Zone-06
3. The EVP (PRT) & Incharge, Khulna Corp. Zone.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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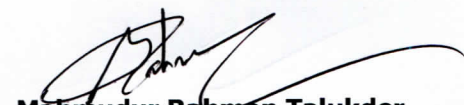
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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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আর্থিক নিরাপত্তার সেতুবন্ধন