



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشيوورنس ليمتيد
Prime Islami Life Insurance Limited



ISO 9001 : 2008
CERTIFIED

June 11, 2019

Office Order No.:149-2019

For the greater interest of the Company, Mr. Md. Golam Mostafa (0610), Executive Officer, Cash Section, Head Office, Dhaka is hereby transferred to Internal Audit Dept., Head Office, Dhaka.

Mr. Md. Golam Mostafa shall sit and work at 6th floor, and he will responsible to audit DCS and Voucher of the Accounts Dept., Head Office, Dhaka.

Mr. Md. Golam Mostafa shall handover the overall charges to the Senior Vice President, Finance & Accounts Dept., Head Office, Dhaka in presence of Internal Auditor.

Mr. Md. Golam Mostafa is advised to report his joining to the JEVP & Incharge, Internal Audit Dept., Head Office, Dhaka along with release letter from his existing Dept., by 16-06-2019 with a copy to the Administration Department, Head Office, Dhaka.

The Cash allowance @ Tk.650/- of Mr. Md. Golam Mostafa is hereby withdrawn.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

Mr. Md. Golam Mostafa (0610), Executive Officer

C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD, CFO & Company Secretary.
3. The SEVP & Incharge, Administration Dept.
4. The JEVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an Auditor as per Office Order.
5. The SVP, Finance & Accounts Dept., Head Office.
6. Office Order file.
7. Personal file.
8. Master file.

আর্থিক নিরাপত্তার সেতুবন্ধন