



July 29, 2019

Office Order No.:214-2019

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	SK. Faruk Hossain (1717), Senior Officer	Dev. Admin Dept., Jashore Service Centre	Cash Section, Jashore Service Centre	
02	Mr. Md. Nawab Ali (0984), Executive Officer	U/W Dept., Jashore Service Centre	Accounts Dept., Jashore Service Centre	
03	Ms. Sharmin Sarwar (Tuli), (0317), Officer	Accounts Dept., Jashore Service Centre	U/W Dept., Jashore Service Centre	

Ms. Sharmin Sarwar shall handover the overall charges to Mr. Md. Nawab Ali in presence of Internal Auditor.

Before handing and taking over of overall charges, the JVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 05-08-2019.

The above employees are advised to report their joining to the Incharge, Jashore Service Centre by 01-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.

SK. Faruk Hossain will be entitled to Cash allowance@ Tk.650/-(Six Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

Ms. Farjana Yasmin (1002), Senior Officer, IT Dept., Jashore Service Centre is hereby assigned to work at Dev. Admin Dept., sitting at same premises in addition to his existing duties.

This Order shall come into force after joining SK. Faruk Hossain, Cash Section, Jashore SC.

Mr. Md. Zia Uddin Khan (1016), Senior Executive Officer, Underwriting Dept., Bhola Service Centre is hereby advised to sit and work at Underwriting Dept., Barishal Service Centre for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

This Order shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Zia Uddin Khan.

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 Asst. MD (Dev.) & Incharge, DEV. Admin Dept.
3. The SEVP & Incharge, Administration Dept.
4. The EVP & Incharge (U/W) with a request to arrange provide with necessary training to Ms. Sharmin Sarwar
5. The SVP, Finance & Accounts Dept., Head Office. with a request to arrange provide with necessary training to SK. Faruk Hossain.
6. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
7. Master file.
8. Office Order file.
9. Personal file
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01 & Khulna Zone.
2. The EVP (PRT) & Incharge, Barishal Division.
3. The EVP (PRT) & Incharge, Khulna Zone.
4. The Incharge, Jashore Service Centre.
5. The Incharge, respective Offices.

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



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Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন