



July 31, 2019

Office Order No.:219-2019

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	Mr. Jahirul Islam (0857), SEO	Commission Section, Dhaka Zone-07	Cash Section, Natherpatua Org. Office, Cumilla Zone-04	
02	Mr. Md. Alamgir Hossain (0531), EO	Cash Section, Dhaka Zone-02	Cash Section, Cumilla Service Centre	
03	Abdur Rahman Howlader (1093), Officer	Commission Section, Dhaka Zone-09	Cash Section, Sonaimuri Org. Office, Cumilla Zone-04	
04	Mr. Md. Abu Hanif (2560), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Sonaimuri Org. Office, Cumilla Zone-04	Cash Section, Dhaka Zone-02	
05	Ms. Momotaj Begum (2213), Assistant Officer (Cashier cum Computer Operator)	Cash Section, Natherpatua Org. Office, Cumilla Zone-04	Policy Servicing Dept., Bagmara Zonal Office, Urban Bima Division	

Mr. Md. Alamgir Hossain shall handover the overall charges to Mr. Md. Obaidur Rahman (0359), EO, (Cash), Dhaka Zone-02.

Mr. Md. Abu Hanif shall handover the overall charges to Abdur Rahman Howlader and Ms. Momotaj Begum shall handover the overall charges to Mr. Jahirul Islam.

Above all handing and taking over of charges be made 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 07-08-2019.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 05-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.

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 JSVP & Incharge (C.C), Policy Servicing & Claims Dept.
5. The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
6. Master file.
7. Office Order file.
8. Personal file.

1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
3. The SEVP (PRT) & Incharge, Dhaka Zone-07.
4. The SEVP (PRT) & Incharge, Cumilla Zone.
5. The SEVP (PRT) & Incharge, Dhaka Zone-02.
6. The EVP (PRT) & Incharge, Dhaka Zone-09.
7. The EVP (PRT) & Acting Incharge, Urban Bima Division.
8. The J EVP (PRT) & Incharge, Cumilla Zone-04
9. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

AC. 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.primelamilifebd.com