



August 18, 2019

Office Order No.:225-2019

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. Md. Lutfor Rahman (2658), Executive Officer	Cash Section, Chashara Org. Office, Dhaka Zone-02	Policy Servicing Dept., Combined Service Centre	
02	Mr. Md. Rasel Miah (1721), Assistant Officer	Cash Section, Dhaka Zone-06	Cash Section, Bhairab Org. Office, Dhaka Zone-19	
03	Mr. Pravat Sharkar (2668) Assistant Officer (Cashier cum Computer Operator)	Cash Section, Juri Org. Office, Moulvibazar Zone.	Cash Section, Dohar Org. Office, Dhaka Zone-04	
04	Mr. Md. Shipon (2007), Office Assistant	Cash Section, Dohar Org. Office, Dhaka Zone-04	Cash Section, Dhaka Zone-06	
05	Mr. Md. Shohel Howlader (2709), Assistant Officer	Policy Servicing Dept., Combined Service Centre, Dhaka.	Accounts Dept., Dhaka Zone-09	
06	Mr. Parimal Chandra Dey (1974), Assistant Officer	Cash Section, Jamgora Org. Office (Saver), Dhaka Zone-06	Cash Section, Sardagong org. Office (Gazipur), Dhaka Zone-04	
07	Mr. Md. Saiful Islam (2391), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Sardagong org. Office (Gazipur), Dhaka Zone-04	Cash Section, Jamgora Org. Office, (Saver), Dhaka Zone-06	

Mr. Md. Lutfor Rahman shall handover the overall charges to Mr. Tarikul Islam (2304), Assistant Officer, Chashara Org. Office, Dhaka Zone-02.

Mr. Md. Rasel Miah shall handover the overall charges to Mr. Md. Shipon after taking over the charges Mr. Md. Shipon shall handover the overall charges Mr. Pravat Sharkar.

Mr. Pravat Sharkar shall handover the overall charges to Mr. Md. Hamaun Rashid (2179), Assistant Officer, Moulavibazar Service Centre.

Mr. Parimal Chandra Dey shall handover the overall charges to Mr. Md. Saiful Islam after taking over the charges Mr. Md. Saiful Islam shall handover the overall charges Mr. Parimal Chandra Dey.

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 27-08-2019.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميتيد
Prime Islami Life Insurance Limited



After joining at Bhairab Org. Office, Dhaka Zone-19 Mr. Md. Rasel Miah is hereby advised to sit and work at Cash Section, Sapmara Org. Office (Raypura), Dhaka Zone-19 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. Rasel Miah for additional duties.

The above employees are advised to report their joining to the Incharge of respective Offices along with release letter from their existing office by 25-08-2019 with a copy to the Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

Copy forwarded to: Above 07 (seven) 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 VP & Incharge, Combined SC
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. Mr. Md. Hamaun Rashid (2179), Assistant Officer, Moulavibazar Service Centre.
7. Mr. Tarikul Islam (2304), Assistant Officer, Chashara Org. Office, Dhaka Zone-02.
8. Master file.
9. Office Order file.
10. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-04.
3. The SEVP (PRT) & Incharge, Dhaka Zone-06.
4. The EVP & Incharge, Dhaka Zone-02
5. The J EVP & Incharge, Moulavibazar Zone.
6. 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.primelamilifebd.com



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Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

M.C. Copy forwarded to: Above 07 (seven) employees.

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ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primeislamiflifebd.com