



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

November 08, 2021

Office Order No.:212-2021



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	Sayed Mostaque Ahmed Khan (1151) Senior Vice President	Underwriting Dept., Agrabad Service Centre	Underwriting Dept., Head Office, Dhaka	As Incharge
02	Mr. Mohammed Rajaul Karim, Mashud (0221), Assistant Vice President	Underwriting Dept., Bancharampur FPR Centre, B. Baria Zone-01	Underwriting Dept., Agrabad Service Centre	
03	Mr. Siddiqur Rahman (0585), Manager	Underwriting Dept., Cosba FPR Centre, B. Baria Zone-02	Underwriting Dept., Bancharampur FPR Centre, B. Baria Zone-01	
04	Mr. Md. Rahim Ullah Khan (1970), Office Assistant	Policy Servicing Dept., Noakhali Full Fledged SC, Niakhali Zone-01	Underwriting Dept., Cosba FPR Centre, B. Baria Zone-02	

Sayed Mostaque Ahmed Khan shall handover his overall charges along with Papers/Documents and his Computer(if any) to Mr. Mohammad Abdul Motin, Deputy Managing Director (Dev.) & Incharge Chattogram.

Mr. Mohammed Rajaul Karim, Mashud shall handover his overall charges along with Papers/Documents and his Computer(if any) to Mr. Siddiqur Rahman.

Mr. Siddiqur Rahman shall handover his overall charges along with Papers/Documents(if any) to Mr. Md. Rahim Ullah Khan.

Sayed Mostaque Ahmed Khan is advised to report his joining to the Chief Executive Officer, along with release letter from his existing office by 14-11-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Mohammed Rajaul Karim (Mashud), Mr. Siddiqur Rahman, Mr. Md. Rahim Ullah Khan are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to them and release letter from their existing offices by 14-11-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Siddiqur Rahman vide Office Order No.:356-2019, dated 15-12-2019 at IT Dept. is hereby cancelled.


08/11/21
Kazi Abul Manjur

AMD & Company Secretary,
Head of HR & ADMIN

- Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Kazi Abul Manjur

AMD & Company Secretary,
Head of HR & ADMIN

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C.C. to: for kind information:

1. The Chief Executive Officer.
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The SEVP & Incharge, U/W Dept.
4. Master file
5. Office Order file
6. Personal file.

1. The DMD (Dev.), Chattogram.
2. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
3. The EVP (PRT) & Incharge, B. Baria Zone-01.
4. The EVP (PRT) & Incharge, Noakhali Zone-01
5. The JEV (PRT) & incharge, B. Baria Zone-02.
6. The Incharge, Respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন