



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

November 09, 2021

Office Order No.:216-2021



For the greater interest of the Company, Mr. Mohammad Abdul Hamid (2825), Junior Officer, Cash Section, Badarkhali Org. Office, Cox's Bazar Zone-03 is hereby transferred to Cash Section, Dhurang Bazar Org. Office, Chattogram Zone-06.

Mr. Mohammad Abdul Hamid shall handover the overall charges to Mr. Noor Mohammad (1041), Executive Officer, Accounts Dept., Pekua Full Fledged SC.

Mr. Mohammad Abdul Hamid is advised to report his joining to the Incharge, Dhurang Bazar Org. Office, Chattogram Zone-06 along with Stationary Items allotted to him and release letter from his existing offices by 14-11-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Nazrul Islam (1993), Junior Officer, Cash Section, Toitong Bazar Org. Office, Cox's Bazar Zone-03 is hereby advised to sit and work at Cash Section, Badarkhali Org. Office, Cox's Bazar Zone-03 for 02 (Two) day(s) in a week in addition to his existing duties.

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

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Nazrul Islam.

The additional responsibility of Mr. Md. Nazrul Islam shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President

HR & Administration Department.

- Mr. Mohammad Abdul Hamid (2825), Junior Officer.
- Mr. Md. Nazrul Islam (1993), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩
ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamiflife.com, pililbd@gmail.com, web : www.primeislamiflife.com



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Mahmudur Rahman Talukder
Senior Vice President
HR & Administration Department.

- Mr. Mohammad Abdul Hamid (2825), Junior Officer.
- Mr. Md. Nazrul Islam (1993), Junior Officer.

C.C. to: for kind information:

- The Chief Executive officer.
- The DMD (Dev.) & Incharge, Dev. Admin Dept.
- The AMD & Incharge, HR & ADMIN Dept.
- The EVP & Incharge, Finance & Accounts Dept.
- Mr. Noor Mohammad (1041), Executive Officer, Accounts Dept., Pekua Full Fledged SC.
- Master file
- Office Order file
- Personal file.
- The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
- The EVP (PRT) & Incharge, Chattogram Zone-06.
- The EVP (PRT) & Incharge, Cox's Bazar Zone-03.
- The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন