



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائمر اسلامى لائف انشورنس لميٲٲٲٲ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 14, 2022



“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:28-2022

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
01	Mr. Md. Shafiqul Islam (1456), Manager	Accounts Dept., Khulna Full Fledged SC	Cash Section, Chapainawabgonj FPR Centre, Rajshahi Corp. Zone.
02	Mr. Ashim Kumar Madhu (1061), Executive Officer	Cash Section, Mujibnagar Org. Office, Khulna Corp. Zone	Accounts Dept., Khulna Full Fledged SC
03	Mr. Nasirul Haque (1260), Executive Officer	HR & Admin Dept., (payroll) Head Office, Dhaka	Cash Section, Kushtia Org. Office, Khulna Corp. Zone
04	Mr. Md. Torikul Islam (1748), Officer	Cash Section, Chapainawabgonj FPR Centre, Rajshahi Corp. Zone.	Cash Section, Bhagha Agency Office, Rajshahi Corp. Zone.
05	Mr. Md. Shahadat Hossain (2311), Junior Officer	Cash Section, Kushtia Org. Office, Khulna Corp. Zone.	Cash Section, Mujibnagar Org. Office, Khulna Corp. Zone

At first Mr. Ashim Kumar Madhu and Mr. Md. Shahadat Hossain shall handover the overall charges to the Incharge, Accounts Dept., Khulna Full Fledged SC.

Mr. Md. Shafiqul Islam shall handover the overall charges to Mr. Ashim Kumar Madhu in presence of Internal Auditor. Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 24-02-2022.

Mr. Md. Torikul Islam shall handover the overall charges to Mr. Md. Masum Maruf-ul-Hoque (0634), SEO, Accounts Dept., Rajshahi Full Fledged Service Centre.

Mr. Nasirul Haque shall handover the overall charges to Mr. Rajibul Hasan (0454), Deputy Manager, HR & Admin Dept.

The above employees 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 22-02-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Shafiqul Islam and Mr. Nasirul Haque will be entitled to Cash allowance@ Tk.750/-(Six Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac) and Cash allowance of Mr. Ashim Kumar Madhu @Tk.750/- is hebeby be withdrawn.


Mahmudur Rahman Talukder

Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 05 (Five) employees.



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@primeislamilife.com, pililbd@gmail.com, web : www.primeislamilife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 05 (Five) employees.

C.C. to: for kind information:

1. The Chief Executive Officer
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The DMD (Dev.), Chattogram, Rajshahi, Bagmara.
4. The AMD & CS, Head of HR & ADMIN.
5. The EVP & Incharge, Finance & Accounts Dept.
6. The SVP & Incharge, Internal Audit Dept. 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 EVP (PRT) & Incharge, Rajshahi Corp. Zone.
2. The EVP (PRT) & Incharge, Khulna Corp. Zone.
3. The Incharge, respective Offices.

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@primeislamilife.com, pililbd@gmail.com, web : www.primeislamilife.com