



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیٹ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

February 28, 2022

Office Order No.:38-2022



“মুজিববর্ষের অঙ্গীকার
বীমা হোক সবার”

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Ms. Sajeda Parvin Rupsi (2638), Junior Officer	Policy Servicing Dept., Pekua Full Fledged SC	Cash Section, Whykong Org. Office, Cox's Bazar Zone-01
02	Mr. Shawkat Ali (2845), Junior Officer	Cash Section, Whykong Org. Office, Cox's Bazar Zone-01	Accounts Dept., Teknaf FPR Centre, Cox's Bazar Zone-01

Mr. Shawkat Ali shall handover the overall charges to Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Acconts Dept., Cox's Bazar Service Centre.

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 03-03-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining Mr. Shawkat Ali at Accounts Dept., Teknaf FPR Centre, Cox's Bazar Zone-01 is hereby advised to deal with work of U/W and IT Dept., at same premises in addition to his existing duties until further order.

Ms. Sajeda Parvin Rupsi 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. Shawkat Ali @Tk.750/- is hereby withdrawn.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Department.

• Copy forwarded to: Above 02 (Two) 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 Department.

• Copy forwarded to: Above 02 (Two) employees.

C.C. to: for kind information:

1. The Chief Executive Officer
2. The DMD (Dev.) & Incharge, Dev. ADMIN Dept.
3. The AMD & Head of HR & ADMIN.
4. The EVP & Incharge, Finance & Accounts Dept.
5. The SVP & Incharge, U/W & Reinsurance Dept.
6. Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Accnts Dept., Cox's Bazar Service Centre.
7. Master file.
8. Office Order file.
9. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Cox's Bazar Zone-01.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-03.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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