





# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

February 28, 2022



“মুজিববর্ষের অঙ্গীকার  
বীমা হোক সবার”

## Office Order No.:39-2022

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

For the greater interest of the Company the overall activities of Call Centre of the Company will be operated under direct supervision of Development Administration Dept., instead of HR & Admin Department from now on and hence the following employees of Call Centre, Head Office are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Ms. Mrherunnecha (2910), Executive Officer	HR & Administration Dept., Head Office, Dhaka	Dev. Admin Dept., Head Office, Dhaka
02	Ms. Jannatul Ferdousi (1733), Senior Officer	HR & Administration Dept., Head Office, Dhaka	Dev. Admin Dept., Head Office, Dhaka
03	Khan Imran Hasan (1832), Senior Officer	HR & Administration Dept., Head Office, Dhaka	Dev. Admin Dept., Head Office, Dhaka
04	Ms. Nasrin Nahar Popy (1753), Junior Officer	HR & Administration Dept., Head Office, Dhaka	Dev. Admin Dept., Head Office, Dhaka
05	Ms. Shukla Paul (2657), Junior Officer	HR & Administration Dept., Head Office, Dhaka	Dev. Admin Dept., Head Office, Dhaka

Kazi Mahbub -E-Khoda (0800), Deputy Vice President & Incharge, City Service Centre, Dhaka is hereby assigned to look after and supervise the overall activities of Call Centre at 6<sup>th</sup> floor, Head Office, Dhaka in addition to his existing duties under supervision of Mr. Md. Anisur Rahman Miah, Deputy Managing Director (Dev.) & Incharge, Development Administration Department, Head Office, Dhaka.

The above employees are advised to report their joining to the Deputy Managing Director (Dev.) & Incharge, Development Administration Department, Head Office, Dhaka along with Stationary Items allotted to them by 03-03-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

**Mahmudur Rahman Talukder**  
Senior Vice President  
HR & ADMIN Dept.

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 AMD & Head of HR & ADMIN.
4. The DVP & Inchargr, City Service Centre.
5. Master file
6. Office Order file
7. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন