



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیٹڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

March 22, 2022

## Office Order No.:57-2022



“মুজিববর্ষের অঙ্গীকার  
বীমা হোক সবার”

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

For the greater interest of the Company, the Office Order No.:46-2022, dated March 10, 2022 is hereby revised and the following employee is hereby transferred as under:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	
01	Mr. Shahabuddin Al-Mamun (0109), Assistant Manager,	Accounts Dept., Chattogram Zone-12 (Hathazari),	Accounts Dept., Courtbazar FPR Centre, Cox's Bazar Zone-04	Accounts Dept., Agrabad SC
02	Rezaur Rahman Bhuiyan (2946), Officer	Accounts Dept., Agrabad Service Centre	_____	Policy Servicing Dept., Agrabad Service Centre

Mr. Shahabuddin Al-Mamun shall handover the overall charges to Mr. Md. Abul Kalam Azad (0122), AVP, Accounts Dept., Agrabad Service Centre 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 29-03-2022.

Rezaur Rahman Bhuiyan shall handover the overall charges to Mr. Md. Abul Kalam Azad (0122), AVP, Accounts Dept., Agrabad Service Centre.

The above employees are advised to report their joining to the Incharge, Agrabad Service Centre along with Stationary Items allotted to them and release letter from their existing offices by 27-03-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

**Mahmudur Rahman Talukder**

Senior Vice President

HR & ADMIN Dept.

Copy forwarded to: Above 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



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**Mahmudur Rahman Talukder**

Senior Vice President

HR & ADMIN Dept.

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 DMD (Dev.) Chattogram, Rajshahi, Bagmara.
4. The AMD & Head of HR & ADMIN.
5. The SEVP & Chief Financial Officer.
6. The SVP & Incharge, Internal Audit Dept.
7. Mr. Md. Abul Kalam Azad (0122) AVP, Accounts Dept., Agrabad SC.
8. Master file.
9. Office Order file.
10. Personal file.
1. The SEVP (PRT) & Incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-12.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩  
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