



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

ISO 9001 : 2015
CERTIFIED

May 12, 2022

"Bimay surokkhito thakole
egiya zabo sobai mile"

Office Order No.:83-2022

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 | Mr. Mohammad Mazharul Haque (2849), Deputy Vice President | Underwriting Dept., Cumilla Full Fledged Service Centre | Underwriting Dept., Feni Full Fledged Service Centre |
| 02 | Mr. Mohammed Rejaul Karim, Masud (0221), Assistant Vice President | Underwriting Dept., Agrabad Service Centre | Underwriting Dept., Cumilla Full Fledged Service Centre |
| 03 | Mr. Golam Sarwar (1563), Deputy Manager | Underwriting Dept., Feni Full Fledged Service Centre | Underwriting Dept., Agrabad 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 18-05-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Golam Sarwar vide Office Order No.:115-2021, dated 12-07-2021 at U/W Dept., Noakhali Full Fledged SC and Office Order No.:140-2021, dated 18-08-2021 at Noakhali Full Fledged SC and Office Order No.:37-2022, dated 22-02-2022 Feni Full Fledged SC are hereby cancelled.

After Joining Mr. Mohammad Mazharul Haque at Feni Full Fledged Service Centre is hereby advised to sit and work at Underwriting Dept., Noakhali Full Fledged Service Centre for 02 (Two) day(s) in a week in addition to his existing duties and he is hereby assigned to sign on OR as Authorized Officer and he is also assigned to approve SB file of Noakhali Full Fledged SC as per ceiling in addition to his existing duties until further order.


Kazi Abul Manjur

Assistant Managing Director &
Head of HR & ADMIN

- Copy forwarded to: Above 03 (Three) 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@primeislamiflife.com, pililbd@gmail.com, web : www.primeislamiflife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
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Kazi Abul Manjur
Assistant Managing Director &
Head of HR & ADMIN

• Copy forwarded to: Above 03 (Three) 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 Corp. Zone.
4. The SVP & Incharge, Underwriting & Reinsurance Dept.
5. Master file.
6. Office Order file.
7. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The SEVP (PRT) & Incharge, Chattogram Zone-01.
3. The EVP (PRT) & Incharge, Noakhali Zone.
4. The EVP (PRT) & Incharge, Feni Zone.
5. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamylife.com, pililbd@gmail.com, web : www.primeislamylife.com