



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

ISO 9001 : 2015
CERTIFIED

May 25, 2022

“Bimay surokkhito thakole
egiya zabo sobai mile”

Office Order No.:95-2022

All concerned are hereby informed that SB, Surrender and Maturity Claims related Cheque under Dhaka Zone-02 & Dhaka Corp. Zone-04 will be issued from Dhaka Corp. Zone-04 Located at Gause pak Bhaban (3rd Floor), 28/G/1 Toyenbee Circular Road, Motijheel C/A, Dhaka-1000 from now on.

All concerned are hereby advised to take above services from Dhaka Corp. Zone-04.

Mr. Md. Mizanur Rahman Khan (0274), AVP, Accounts Dept., Dhaka Zone-02 is hereby transferred to Dhaka Corp. Zone-04 and assign to deal with issuing Cheque from the Zone.

Mr. Md. Mizanur Rahman Khan shall handover the overall charges to Mr. Md. Alamgir Hossain (0531), SEO, Cash Setion, Dhaka Zone-02 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 02-06-2022.

Mr. Md. Mizanur Rahman Khan is advised to report his joining to the SEVP (PRT) & Incharge, Dhaka Corp. Zone-04 along with Computer and Stationary Items allotted to him and release letter from his existing office by 30-05-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Mohammed Mahbub Alam (0555) Asst. Manager, Dev. Admin Dept., Dhaka Corp. Zone-04 is hereby assigned to work with Mr. Md. Mizanur Rahman Khan, AVP to issuing Cheque from Dhaka Corp. Zone-04 sitting at same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

- Mr. Md. Mizanur Rahman Khan (0274), AVP.
- Mr. Mohammed Mahbub Alam (0555) Asst. Manager.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (HR & ADMIN)

- Mr. Md. Mizanur Rahman Khan (0274), AVP.
- Mr. Mohammed Mahbub Alam (0555) Asst. Manager.

C.C. to: for kind information:

1. The Chief Executive officer.
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The AMD & Incharge, HR & ADMIN Dept.
4. The SEVP & Chief Financial Officer. With a request arrange to transfer related file to Dhaka Corp. Zone-04 in this regard.
5. The EVP & Incharge, IT Dept.
6. The SVP & Incharge, Policy Servicing & Claims Dept.
7. Mr. Md. Alamgir Hossain (0531), SEO, Cash Setion, Dhaka Zone-02.
8. Master file.
9. Office Order file
10. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04
2. The EVP (PRT) & Incharge, Dhaka Zone-02.
3. The Incharge Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন