



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

June 20, 2022

“Bimay surokkhito thakole  
egiya zabo sobai mile”

## Office Order No.:107-2022

All concerned are hereby informed that policy Dalil (Akok & DPS) will be issued from Jhenaidah FPR Centre, Khulna Corp. Zone from now on.

The SVP & Incharge, policy servicing & Claims Dept., Head Office, Dhaka shall monitor the policy Dalil issuing process of Jhenaidah FPR Centre, Khulna Corp. Zone from time to time.

All concerned are hereby advised to take above services from Jhenaidah FPR Centre.

Mr. Md. Golam Mostofa (1540), SEO, Cash Section, Kaligonj Org. Office, Khulna Corp. Zone is hereby transferred to Policy Servicing Dept., Jhenaidah FPR Centre, Khulna Corp. Zone and he is hereby authorized to counter sign the policy Schedule (Bima Dalil) as an authorized officer and he is also assigned to work policy Schedule (Bima Dalil) related works.

Mr. Md. Golam Mostofa shall handover the overall charges to Mr. Ashim Kumar Madhu (1061), Executive Officer, Accounts Dept., Khulna Full Fledged Service Centre.

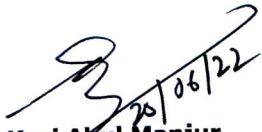
Mr. Md. Golam Mostofa is advised to report his joining to the Incharge, Jhenaidah FPR Centre, Khulna Corp. Zone along with Stationary Items allotted to him and release letter from his existing office by 23-06-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Cash allowance of Mr. Md. Golam Mostofa @Tk.750/- is hereby withdrawn.

After joining Mr. Md. Golam Mostofa at Jhenaidah FPR Centre is hereby given advised to sit and work at Cash Section, Kaligonj Org. Office, Khulna Corp. Zone for 02 (Two) day(s) in a week in addition to his existing duties until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Golam Mostofa.

Mst. Zahura Khatun (2455), Junior Officer, Underwriting Dept., Jhenaidah FPR Centre, Khulna Corp. Zone is hereby assigned to prepare/issue Policy schedule (Bima Dalil) sitting at the same premises in addition to her 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



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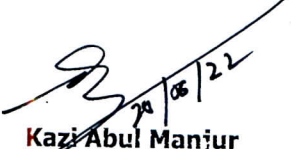
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Kazi Abul Manjur

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 Deputy Managing Director (Operation).
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Chief Financial Officer.
5. The EVP & Incharge, IT Dept.
6. The SVP & Incharge, Policy Servicing & Claims Dept.
7. The SVP & Incharge, U/W & reinsurance Dept.
8. Master file
9. Office Order file
1. The EVP (PRT) & Incharge, Khulna Corp. Zone.
2. The J EVP (PRT) & Incharge, Jhenaidah FPR Centre.
3. The Incharge Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : nilil@primeislamilife.com nililhd@gmail.com web : www.primeislamilife.com