



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 01, 2022

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:134-2022

For the greater interest of the Company, Mr. Md. Abdur Rahim (2071), Senior Office, Underwriting Dept., Chattogram Zone-10 (Sandwip) is hereby transferred to Cash Section, Enamnahar Org. Office, Chattogram Zone-10.

Mr. Md. Abdur Rahim is advised to report his joining to the Incharge, Enamnahar Org. Office, Chattogram Zone-10 along with Stationary Items allotted to him and release letter from his existing office by 04-08-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Abdur Rahim will be entitled to Cash allowance@ Tk.750/-(Six Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

Mr. Md. Abdur Rahim is hereby assigned to work at U/W Dept., Chattogram Zone-10 as per instruction of the concern Zone Incharge in addition to his existing duties until Mr. Shishir Kumar Mistry trained and got power of Underwriting.

In addition to existing assignment, the following employees are hereby assigned to carry out the additional responsibilities as under:

| SI | Name, Desig. & ID No | Present Dept./Office | Additional Responsibilities |
|----|---|---|--|
| 01 | Mr. Md. Rafiqul Islam (0652), Executive Officer | Internal Audit Dept., Chattogram Zone-10 (Sandwip) | He is hereby authorized to counter sign the policy Schedule (Bima Dalil) Akok & DPS as an authorized officer. |
| 02 | Mr. Shishir Kumar Mistry (2969), Executive Officer | Information Technology Dept., Chattogram Zone-10 (Sandwip) | He is hereby advised to deal with work of Underwriting related works. |
| 03 | Mr. Md. Saiful Islam (1405), Senior Officer | Accounts Dept., Chattogram Zone-10 (Sandwip) | He is hereby assigned to prepare/issue Policy schedule (Bima Dalil) and also assigned to deal with work of Dalil related works |

After Joining Mr. Md. Abdur Rahim at Enamnahar Org. Office the additional responsibility of Mr. Md. Shamsul Hoq (2673), Junior Officer, Cash Section, Accounts Dept., Akber Hat Org. Office, Chattogram Zone-10 vide Office Order No.:365-2019, dated 29-12-2019 at Cash Section, Enamnahar Org. Office, Chattogram Zone-10 is hereby cancelled.

The additional responsibility of Mr. Md. Rafiqul Islam (0625) vide Office Order No.:125-2020, dated 15-07-2012 is hereby cancelled.


Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮০

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



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

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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 DMD (Dev.) Chattogram, Rajshahi, Bagmara.
5. The AMD & Head of HR & ADMIN.
6. The SEVP & Chief Financial Officer.
7. The EVP & Incharge, IT Dept.
8. The SVP & Incharge, Policy Servicing & Claims Dept.
9. The SVP & Incharge, U/W & Reinsurance Dept. with a request to arrange necessary U/W training for Mr. Shishir Kumar Mistry.
10. Master file. 11. Office Order file. 12. Personal file.
1. The EVP (PRT) & Incharge, Chattogram Zone-10.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন