



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 21, 2022

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:140-2022

For the greater interest of the Company, the Office Order No: 138-2022, dated August 16, 2022 and Office Order No: 139-2022, dated August 17, 2022 are hereby partially revised as under:

| SI | Name & Desig.Present Dept./Office | Transferred Dept./Office (According to previous Order) | Transferred to | |
|----|---|---|---|---|
| 01 | Mr. Md. Badol Howlader (2695), Senior Officer | Policy Servicing Dept., Netrokona Full Fledged Service Centre | Cash Section, Mawna Org. Office, Gazipur Zone | He will stay at his existing Office. |
| 02 | Mr. Suaybul Huqe (2436), Junior Officer | Cash Section, Prem Bazar FPR Centre, Chattogram Zone-06 | Policy Servicing Dept., Netrokona Full Fledged SC | Cash Section, Mawna Org. Office, Gazipur Zone |

Mr. Suaybul Huqe shall handover the overall charges to Mr. Karim Uddin Meah (1217), Senior Officer, Accounts Dept., Keranihat Full Fledged SC, Chattogram Zone-06 as per previous Office Order No.:139-2022 dated August 17, 2022.

Mr. Suaybul Huqe is advised to report his joining to the Incharge, Mawna Org. Office, Gazipur Zone along with Stationary Items allotted to him and release letter from his existing office by 25-08-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Suaybul Huqe will be entitled to Cash allowance@ Tk.750/- (Seven Hundred Fifty) per month and Cash allowance of Mr. Md. Badol Howlader @Tk.750/- is hereby withdrawn.

The additional responsibility of Mr. Md. Nurannabi (0139), Deputy Manager, Internal Audit Dept., Netrokona Full Fledged SC vide Office Order No.:138-2022, dated 16-08-2022 at Policy Servicing Dept., Netrokona Full Fledged SC is hereby cancelled.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Department

- Mr. Md. Nurannabi (0139), Deputy Manager.
- Mr. Md. Badol Howlader (2695), Senior Officer.
- Mr. Suaybul Huqe (2436), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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HR & ADMIN Department

- Mr. Md. Nurannabi (0139), Deputy Manager.
- Mr. Md. Badol Howlader (2695), Senior Officer.
- Mr. Suaybul Huqe (2436), Junior Officer.

C.C. to: for kind information:

- The Chief Executive Officer.
- The Deputy Managing Director (Operation).
- The DMD (Dev.) & Incharge, Dev. Admin Dept.
- The AMD & Head of HR & Admin.
- The SEVP & Chief Financial Officer.
- The EVP & Incharge, IT Dept. (With a request to allow him IT access at Mawna Org. Office).
- The SVP & Incharge, Policy Servicing & Claims Dept.
- Mr. Karim Uddin Meah (1217), Senior Officer, Accounts Dept., Keranihat Full Fledged SC, Chattogram Zone-06
- Office Order file
- Personal file.
- The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
- The AMD (Dev.) & Incharge, Sylhet Corp. Zone.
- The EVP (PRT) & Incharge, Chattogram Zone-06.
- The EVP (PRT) & incharge, Netrokona Zone.
- The EVP (PRT) & Incharge, Gazipur Zone.
- The Incharge, Respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন