



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

August 22, 2022

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

## Office Order No.:142-2022

For the greater interest of the Company, the following employees/Messengers/T-boy are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Mohammad Masum Billah (2509), Senior Executive Officer	U/W Dept., Chattogram Road FPR Centre-02 (0017), Dhaka Zone-06	U/W Dept., Siddirgonj Org. Office, Dhaka Zone-07
02	Ms. Sayama Jahan (2875), Senior Officer	Cash Section, Sanarpar Org. Office, Dhaka Zone-06	U/W Dept., Kadamtoli FPR Centre, Dhaka Zone-06
03	Mr. Abdul Mannan ((2697), Officer	Cash Section, Kadamtoli Org. Office, Dhaka Zone-06	Cash Section, Nawabgong Org. Office, Dhaka Zone-04
04	Mr. Saidul Islam (2630), Junior Officer	Cash Section, Chattogram Road FPR Centre-02 (0017), Dhaka Zone-06	Cash Section, Kadamtoli FPR Centre, Dhaka Zone-06
05	Mr. Md. Abu Bakkar Siddiq (2725), Messenger	Dhaka Corp. Zone-01	Dhaka Zone-15
06	Mr. Md. Hazrat Ali (2868), Messenger	Chattogram Road FPR Centre-02 (0017), Dhaka Zone-06	Dhaka Corp. Zone-01
07	Mr. Md. Main Uddin (TA26), T-Boy	Sanarpar Org. Office, Dhaka Zone-06	Kadamtoli FPR Centre, Dhaka Zone-06

Ms. Sayama Jahan, Mr. Abdul Mannan, Mr. Saidul Islam shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.

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 25-08-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Cash allowance of Ms. Sayama Jahan @Tk.750/- is hereby withdrawn.

The Deputation of Mr. Mahub Alam (1483), Officer, IT Dept., Dhaka Zone-02 vide Office Order No.:07-2022, dated January 18, 2022 at Cash Section, Nawabgong Org. Office, Dhaka Zone-04 is hereby cancelled.

After joining at Cash Section, Kadamtoli FPR Centre, Dhaka Zone-06 Mr. Saidul Islam is hereby advised to carryout Cash related works of Sanarpar Org. Office, Dhaka Zone-06 in addition to his existing duties until October, 2022.

**Mahmudur Rahman Talukder**

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 07 (Seven) 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 : pil@primeislamilife.com, web: www.primeislamilife.com



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03	Mr. Abdul Mannan ((2697), Officer	Cash Section, Kadamtoli Org. Office, Dhaka Zone-06	Cash Section, Nawabgong Org. Office, Dhaka Zone-04
04	Mr. Saidul Islam (2630), Junior Officer	Cash Section, Chattogram Road FPR Centre-02 (0017), Dhaka Zone-06	Cash Section, Kadamtoli FPR Centre, Dhaka Zone-06
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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 AMD & Head of HR & ADMIN.
5. The SEVP & Chief Financial Officer.
6. The SVP & Incharge, U/W & Re Insurance Dept. with a request to arrange necessary training for Ms. Sayama Jahan.
7. Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka
8. Master file. 8. Office Order file. 9. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-04.
3. The SEVP, (PRT) & Incharge, Dhaka Zone-06.
4. The SEVP (PRT) & Incharge, Dhaka Zone-07
5. The EVP (PRT) & Incharge, Dhaka Zone-02.
6. The EVP (PRT) & Incharge, Dhaka Zone-15.
7. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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