



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

ISO 9001 : 2015  
CERTIFIED

August 31, 2022

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

## Office Order No.:148-2022

For the greater interest of the Company, Mr. Mohammad Belal Uddin (1964), Officer, Cash Section, Teknaf FPR Centre, Cox's Bazar Zone-01 is hereby transferred to Cash Section, Tojimuddin Org. Office, Barishal Zone-02.

Mr. Mohammad Belal Uddin shall handover the overall charges to Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Accounts Dept., Cox's Bazar Service Centre.

Mr. Mohammad Belal Uddin is advised to report his joining to the Incharge, Tojimuddin Org. Office, Barishal Zone-02 along with Stationary Items allotted to him and release letter from his existing office by 05-09-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Shawkat Ali (2845), Junior Officer, Accounts Dept., Teknaf FPR Centre, Cox's Bazar Zone-01 is hereby advised to deal with work of Cash Section at same premises in addition to his existing duties.

Additional responsibilities of Mr. Shawkat Ali shall shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**  
Senior Vice President (HR & Admin)

Copy forwarded to:

- Mr. Mohammad Belal Uddin (1964), Officer.
- Mr. Shawkat Ali (2845), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**  
Senior Vice President (HR & Admin)

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- Mr. Shawkat Ali (2845), Junior Officer.

**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 EVP & Incharge, IT Dept. (With a request to allow him IT access at Teknaf FPR Centre).
7. Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Accounts Dept., Cox's Bazar Service Centre
8. Master file
9. Office Order file
10. Personal file
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Barishal Corp. Zone.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-01.
4. The Incharge, Teknaf FPR Centre.
5. The Incharge, Tojimuddin Org. Office.

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@primeislamifile.com, web: www.primeislamifile.com