



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

ISO 9001 : 2015  
CERTIFIED

September 06, 2022

“বীমায় সুরক্ষিত থাকলে  
এদিয়ে যাব সবাই মিলে”

## Office Order No.:153-2022

For the greater interest of the Company, Mr. Md. Shafiqul Islam (1456), Manager, Finance & Accounts Dept., Pabna FPR Center(0124), Rajshahi Corporate Zone-03 is hereby transferred to Underwriting Dept., Santhia FPR Centre, Rajshahi Corp. Zone-03.

Mr. Md. Shafiqul Islam shall handover the overall charges to Mr. Md. Masum Maruf-Ul-Hoque (0634), Senior Executive Officer, Accounts Dept., Rajshahi Full Fledged SC in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 14-09-2022.

Mr. Md. Shafiqul Islam is advised to report his joining to the Incharge, Santhia FPR Centre, Rajshahi Corp. Zone-03 along with Stationary Items allotted to him and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Mizanur Rahman (0855), Senior Executive Officer, Underwriting Dept., Pabna FPR Centre, Rajshahi Corp. Zone is hereby advised to deal with work of Accounts Dept., and also assigned to work at Cash Section for 03 (Three) Day(s) in a week while Md. Mosharaf Hossain (0667), will be on duty at Cash Section, Faridpur Agency Office, sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Shafiqul Islam vide Office Order No.:115-2022, dated 29-06-2022 at Cash Section & IT related works, Pabna FPR Center is hereby cancelled.

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

Copy forwarded to:

- Mr. Md. Shafiqul Islam (1456), Manager.
- Mr. Md. Mizanur Rahman (0855), Senior Executive Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Senior Vice President (HR & Admin)

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- Mr. Md. Mizanur Rahman (0855), Senior Executive 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 Pabna FPR Centre).
7. The SVP & Incharge, Internal Audit Dept.
8. The SVP & Incharge, U/W & Re Insurance Dept.
9. Mr. Md. Masum Maruf-Ul-Hoque (0634), Senior Executive Officer, Accounts Dept., Rajshahi Full Fledged SC
10. Master file
11. Office Order file
1. The EVP (PRT) & Incharge, Rajshahi Corp. Zone.
2. The Incharge, Pabna FPR Centre.
3. The Incharge, Santhia FPR Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন