



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

September 22, 2022

## Office Order No.:167-2022

“Bimay surokkhito thakole  
egiya zabo sobai mile”

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Zamshed Uddin Ahmed (2810), Assistant Vice President	Underwriting Dept., Malibag FPR Centre, Dhaka Zone-07	Commission Section, Finance & Accounts Dept., Head Office, Dhaka
02	Mr. Mohammad Masum Billah (2509), Senior Executive Officer	Underwriting Dept., Chattogram Road Org. Office, Dhaka Zone-06	Underwriting Dept., Malibag FPR Centre, Dhaka Zone-07
03	Ms. Ripa Khanam (2707), Senior Officer	IT Dept., Chattogram Road FPR Centre (0009), Dhaka Zone-06	Cash Section, Chattogram Road Org. Office (0017), Dhaka Zone-06
04	Mr. Md. Mahbub Alam (1483), Officer	IT Dept., Dhaka Zone-02	Development Administration Dept., Head Office, 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 27-09-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Masum Billah vide Office Order No.:154-2022, dated 07-09-2022 at Cash Section & IT related works, Chattogram Road Org. Office, Chattogram Zone-06 is hereby cancelled.

The additional responsibility of Mr. Zamshed Uddin Ahmed vide Office Order No.:106-2022, dated 16-06-2022 at policy Schedule (Bima Dalil) related works, Malibag FPR Centre, Dhaka Zone-07 is hereby cancelled.

After Joining Mr. Mohammad Masum Billah at Malibag FPR Centre, Dhaka Zone-07 is hereby assigned to sign the policy Schedule (Bima Dalil) as an authorized Officer sitting at same premises in addition to his existing duties until further order.

**Mahmudur Rahman Talukder**

Senior Vice President (HR & Admin)

Copy forwarded to: Above 04 (Four) employees

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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@primeislamilife.com, web: www.primeislamilife.com



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**Mahmudur Rahman Talukder**

Senior Vice President (HR & Admin)

Copy forwarded to: Above 04 (Four) employees

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.
7. The SVP & incharge, Underwriting Dept.
8. The VP & incharge, Commission Section.
9. The DVP & Incharge, City Service Centre.
10. Master file
11. Office Order file
12. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & incharge, Dhaka Zone-07.
3. The SEVP (PRT) & Incharge, Dhaka Zone-06.
4. The EVP (PRT) & Incharge, Dhaka Zone-02.
5. The Incharge, Malibag FPR Centre.
6. The Incharge, Respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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