



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

September 27, 2022

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

## Office Order No.:170-2022

As Chattogram Divisional Office will be started operation from 1<sup>st</sup> October 2022, 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. Mohammad Abdur Rahim (1022), AVP	Accounts Dept., Chattogram Corp. Zone-03	Accounts Dept., Mirsharai Full Fledged SC, Chattogram Zone-04
02	Mr. Mahbubur Rahman (0101), Senior Manager	Underwriting Dept., Chattogram Corp. Zone-03	Underwriting Dept., Keranihat Full Fledged SC, Chattogram Zone-06
03	Mr. Md. Harunoor Rashid (2188), Manager	Internal Audit Dept., Chattogram Corp. Zone-01 (Agrabad),	Internal Audit Dept., Sylhet Full Fledged Service Centre.
04	Mr. Md. Rafiqul Islam (1197), SEO	Accounts Dept., Mirsharai Full Fledged SC, Chattogram Zone-04	U/W Dept., Head Office, Dhaka
05	Ms. Asma Akter (1638) Senior Officer	Cash Section, Bahaddarhat Org. Office, Chattogram Zone-05	Cash Section, Kalinath Rorer Bazar woman Org. Office, Barishal Zone-02
06	Mr. Abdur Rahim Khan (2125), Senior Officer	Cash Section, Pahartoli Org. Office, Chattogram Zone-12	Cash Section, Cosba FPR Centre, B. Baria Zone-02
07	Ms. Laiju Akther (2393), Junior Officer	Cash Section, Chattogram Corp. Zone-01	Cash Section, Rawjan Org. Office, Chattogram Zone-12
08	Ms. Farhana Salam Nipa (2490), Junior Officer	Cash Section, Chattogram Mohila Zone-07	Cash Section, Pahartoli Org. Office Chattogram Zone-12
09	Ms. Taslima Akter (2672), Junior Officer	IT Dept., Chattogram Mohila Zone-07	Cash Section, Bahaddarhat Org. Office Chattogram Zone-05
10	Mr. Md. Ali Jinnah (2248), Junior Officer	Cash Section, Rawjan Org. Office, Chattogram Zone-12	Cash Section, Fatikhchori Org. Office, Chattogram zone-12

The above employees at serial no. 01, 02, 03, 05, 07, 08, 09 shall handover their overall charges Papers/Documents (if any), to Mr. Md. Abul Kalam Azad, AVP & Incharge, Service Centre at Chattogram Divisional Office, Chattogram.

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



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائٹم اسلامى لائف انشورنس لمیٹیٹڈ  
**Prime Islami Life Insurance Limited**

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The above employees at Serial no. 06, 10 shall handover the overall charges to Mr. Md. Saifuddin (2955), SEO, Accounts Dept., Hathazari Full Fledged SC.

The employee at Serial No. 04 Mr. Md. Rafiqul Islam shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, newly transfer to Mirsharai Service Centre in presence of Internal Auditor.

Before handing and taking of overall charges, the SVP & Incharge (I/A) shall ensure a through Audit of mentioned Offices and submit a report to the authority by 06-10-2022.

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 04-10-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

  
**Kazi Abdul Manjur**

Assistant Managing Director &  
Head of HR & ADMIN

Copy forwarded to: Above 10 (Ten) employees.

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## برائٹم اسلامى لائف انشورنس لمیٹید

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27/09/22

**Kazi Abul Manjur**

Assistant Managing Director &  
Head of HR & ADMIN

Copy forwarded to: Above 10 (Ten) employees.

**C.C. to:** for kind information:

1. The Chief Executive officer.
  2. The DMD (Operation).
  3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
  4. The DMD (Dev.), Chattogram, Rajshahi, Bagmara.
  5. The SEVP & Chief Financial Officer.
  6. The EVP & Incharge, IT Dept.
  7. The SVP & Incharge, Internal Audit Dept.
  8. The SVP & incharge, Underwriting Dept.
  9. Master file
  10. Office Order file
  11. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03
  2. The SEVP (PRT) & Incharge, Chattogram Zone-01.
  3. The EVP (PRT) & Incharge, Chattogram Zone-04
  4. The EVP (PRT) & Incharge, Chattogram Zone-07.
  5. The EVP (PRT) & Incharge, Chattogram Zone-12.
  6. The Incharge, Chattogram Zone-05
  7. The Incharges, respective office.

আর্থিক নিরাপত্তার সেতুবন্ধন

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