



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

October 06, 2022

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

## Office Order No.:177-2022

All concerned are hereby informed that policy Dalil (Akok & DPS) under Alibahar FPR Centre, Dhaka Zone-13 will be issued from City Service Centre, Dhaka, from now on.

The SVP & Incharge, policy servicing & Claims Dept., Head Office, Dhaka shall monitor the policy Dalil issuing process time to time.

All concerned of Ali Bahar FPR Centre, Dhaka Zone-13 are advised to take policy Dalil issuing service from City Service Centre, Dhaka.

Most. Shila Sharmin (0814), Executive Officer, Policy Servicing Dept., Alibahar FPR Centre, Dhaka Zone-13 is hereby transferred to Cash Section, Sylhet Zone-01.

Most. Shila Sharmin is advised to report her joining to the Incharge, Sylhet Zone-01 along with Stationary Items allotted to her and release letter from her existing office by 12-10-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Most. Shila Sharmin will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

The additional responsibility of Mr. Mojibur Rahman Howlader (0028), Executive Officer, Underwriting Dept., Ali Bahar FPR Centre, Dhaka Corp. Zone-13 vide Office Order No.:195-2021, dated 18-10-2021 at Counter sign the Policy Schedule (Bima Dalil) related works and Mr. Riaz Hossain Molla (1901), Senior Officer, IT Dept., Ali Bahar FPR Centre, Dhaka Zone-13 vide Office Order No.:17-2022, dated 27-01-2022 at prepare/Policy Schedule (Bima Dalil) related works are hereby cancelled.

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

- Mr. Mojibur Rahman Howlader (0028), Executive Officer.
- Most. Shila Sharmin (0814), Executive Officer.
- Mr. Riaz Hossain Molla (1901), Senior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 & Incharge, HR & ADMIN Dept.
5. The EVP & Incharge, IT Dept.
6. The SVP & Incharge, Policy Servicing & Claims Dept.
7. The DVP & Incharge, City Service Centre.
8. Master file.
9. Office Order file
10. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The EVP (PRT) & Incharge, Dhaka Zone-13.
3. The Incharge Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন