



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

ISO 9001 : 2015
CERTIFIED

October 16, 2022

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:187-2022

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. Abdul Momin (1903), Officer	IT Dept., Manikgonj FPR Centre, Dhaka Zone-08	Cash Section, Manikgonj FPR Centre, Dhaka Zone-08
02	Mr. Md. Nuruzzaman (1155), Officer	Cash Section, Manikgonj FPR Centre, Dhaka Zone-08	Cash Section, Kamrangirchar Org. Office, Dhaka Zone-08
03	Mr. Md. Atik Hassan (2926), Junior Officer	Cash Section, Kamrangirchar Org. Office, Dhaka Zone-08	Cash Section, Bhabanipur Memberbari Org. Office, Gazipur Zone.

Mr. Nuruzzaman and Mr. Md. Atik Hassan shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, 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 19-10-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Kamrangirchar Org. Office, Mr. Nuruzzaman is hereby advised to sit and work at Cash Section, Keranigonj Org. Office, Dhaka Zone-08 for 02 (Two) day(s) in a week in addition to his existing duties.

After joining at Cash Section Mr. Abdul Momin is hereby advised to work at U/W Dept., Manikgonj FPR Centre, Dhaka Zone-08 in addition to his existing duties until further order.

Mr. Abdul Momin will be entitled to Cash allowance@ Tk.750/- (Six Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/- (Five lac).

The additional responsibility of Mr. Abdul Momin vide Office Order No.:94-2019, dated 20-09-2019 at Cash Section, Manikgonj FPR Centre, Dhaka Zone-08 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

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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 & Head of HR & ADMIN.
5. The SEVP & Chief Financial Officer.
6. The DVP & Incharge, City Service Centre.
7. Mr. K. M. Monower Hossain (1276), AVP, F/A.
Dept., 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, Gazipur Zone.
3. The EVP (PRT) & Incharge, Dhaka Zone-08.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন