



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لايف انشورنس لميتيد  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

November 28, 2022

**Office Order No.:231-2022**

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

For the greater interest of the Company, the Office Order No.:230-2022, dated November 27, 2022 is hereby revised and the following employee is hereby transferred as under:

SI	Name & Desig.Present Dept./Office		Transferred Dept./Office (According to previous Order)	Transferred to
01	Mr. Mohammad Sharif Hossain (1281), AVP	Accounts Dept., Tangail Zone	_____	Cash Section, Mirzapur Org. Office, Tangail zone
02	Mr. Md. Yousuf Ali (2114), Officer	IT Dept., Tangail Zone	Cash Section, Mirzapur Org. Office, Tangail zone	Cash Section, Tangail Zone

Mr. Mohammad Sharif Hossain shall handover the overall charges to Mr. Md. Yousuf Ali (2114), Officer, Tangail Zone 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 07-12-2022.


Mr. Mohammad Sharif Hossain is advised to report his joining to the Incharge, Mirzapur Org. Office, Tangail zone along with Stationary Items allotted to him and release letter from his existing offices by 01-12-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Yousuf Ali is advised to report his joining to the Incharge, Tangail zone by 01-12-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Cash Section Mr. Md. Yousuf Ali is hereby advised to work at IT Dept., Tangail Zone office in addition to his existing duties until further order.

Mr. Mohammad Sharif Hossain and Mr. Md. Yousuf Ali 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. Md. Shahadat Hossain (2311), Junior Officer, Cash Section, Mujib Nagar Org. Office, Khulna Corp. Zone vide Office Order No.:89-2022, dated 23-05-2022 at Cash Section, Kapashdanga Org. Office, Khulna Corp. Zone is hereby cancelled.

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

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

আর্থিক নিরাপত্তার সেতুবন্ধন



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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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 EVP & Incharge, IT Dept.
8. The SVP & Incharge, Internal Audit Dept. with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
7. Master file
8. Office Order file
9. Personal file.
1. The EVP (PRT) & Incharge, Khulna Corp. Zone.
2. The Incharge, Tangail Zone-01.
3. The Incharge, Mirzapur Org. Office.
4. The Incharge, Mujib Nagar Org. Office.
5. The Incharge, Kapashdanga Org. Office.

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 : nilil@primeislamilife.com web: www.primeislamilife.com