Prime Islami Life Insurance Limited

ISO 9001 : 2015

November 29, 2022

"বীমায় সুরক্ষিত থাকলে এগিয়ে যাব সবাই মিলে"

Office Order No.:232-2022

For the greater interest of the Company Ms. Kamrunnahar (1660), Junior Officer, Cash Section, Araihazar Agency Office (0364), Dhaka Zone-02 is hereby transferred to Cash Section, Bashbaria Org. Office (0703), Dhaka Zone-07.

Ms. Kamrunnahar shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.

Ms. Kamrunnahar is advised to report her joining to the Incharge of Bashbaria Org. Office (0703), Dhaka Zone-07 along with Stationary Items allotted to him and release letter from her existing office by 04-12-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Bishajit Kumer Hawlader (1256), Senior Officer, Cash Section, Araihazar FPR Centre (0151), Dhaka Zone-16 is hereby advised to sit and work at Cash Section, Araihazar Agency Office (0364), Dhaka Zone-02 for 01 (One) day in a week in addition to his existing duties until further order.

Mahmudur Rahman Talukder Senior Vice President (HR & ADMIN)

Mr. Bishajit Kumer Hawlader (1256), Senior Officer.

· Ms. Kamrunnahar (1660), Junior Officer.

ISO 9001:2015 CERTIFIED

November 29, 2022

"বীমায় সুরক্ষিত থাকলে এগিয়ে যাব সবাই মিলে"

Office Order No.:232-2022

For the greater interest of the Company Ms. Kamrunnahar (1660), Junior Officer, Cash Section, Araihazar Agency Office (0364), Dhaka Zone-02 is hereby transferred to Cash Section, Bashbaria Org. Office (0703), Dhaka Zone-07.

Ms. Kamrunnahar shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.

Ms. Kamrunnahar is advised to report her joining to the Incharge of Bashbaria Org. Office (0703), Dhaka Zone-07 along with Stationary Items allotted to him and release letter from her existing office by 04-12-2022 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Bishajit Kumer Hawlader (1256), Senior Officer, Cash Section, Araihazar FPR Centre (0151), Dhaka Zone-16 is hereby advised to sit and work at Cash Section, Araihazar Agency Office (0364), Dhaka Zone-02 for 01 (One) day in a week in addition to his existing duties until further order.

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

- Mr. Bishajit Kumer Hawlader (1256), Senior Officer.
- Ms. Kamrunnahar (1660), Junior Officer.

C.C. to: for kind information:

- 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.
- K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.
- 8. Master file
- 9. Office Order file
- 10. Personal file.

- The EVP (PRT) & Incharge, Dhaka Zone-16.
- The Incharge, Araihazar FPR Centre.
- 3. The Incharge, Araihazar Agency Office.