



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائيم اسلامي لايف انشورنس لميٽيٽيڊ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

January 16, 2023

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:03-2023

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. Reajul Islam (0870), Senior Officer	Accounts Dept., Head Office, Dhaka	Cash Section, Mawna Org. Office, Gazipur Zone
02	Mr. Md. Masud Rana (1369), Executive Officer	Cash Section, Mawna Org. Office, Gazipur Zone	Cash Section, Demra Org. Office, Dhaka Zone-15
03	Mr. Saidul Islam (2630), Junior Officer	Cash Section, Demra Org. Office, Dhaka Zone-15	HR & Admin Dept., Head Office, Dhaka

Mr. Reajul Islam shall handover the overall charges to Mr. Quazi Ahsan Ul Alam Ansary, EVP, Finance & Accounts Dept., Head Office, Dhaka.

Mr. Md. Masud Rana shall handover the overall charges to Mr. A.T.M Waheduzzaman Khan (1034), DVP, Accounts Dept., Gazipur Full Fledged SC.

Mr. Saidul Islam 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 19-01-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Cash allowance of Mr. Saidul Islam @Tk.750/- is hereby withdrawn.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President
HR & ADMIN Department

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C.C. to: for kind information:

1. The Chief Executive officer (C.C)
2. The Deputy Managing Director (Operation).
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Chief Financial Officer.
5. The EVP, Finance & Accounts Dept.
6. The VP & Incharge, City Service Centre.
7. A.T.M Waheduzzaman Khan (1034), DVP, Accounts Dept., Gazipur Full Fledged SC.
8. Mr. K. M. Monower Hossain (1276), AVP, F/A Dept., City Service Centre.
9. Master file
10. Office Order file.
11. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The EVP (PRT)-1 & Incharge, Dhaka Zone-15.
3. The EVP (PRT) & Incharge, Gazipur Zone.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন