



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامی لائف انشورنس لمیٹیٹ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

January 29, 2023

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

## Office Order No.:07-2023

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	Remarks
01	Ms. Afroza Bente Shaker (2954), Senior Officer	Policy Servicing Dept., Pekua Full Fledged SC Cox's Bazar Zone-03	Cash Section, Toitong Org. Office, Cox's Bazar Zone-03	
02	Ms. Rahima Akter (2994), Officer	Call Centre, Dev.Admin Dept., Chattogram Divisional Office Service Centre	Policy Servicing Dept., Pekua Full Fledged SC Cox's Bazar Zone-03	He will be assigned to work SB & OR related works.
03	Mr. Asmaul Hosna Tazin (2785), Junior Officer	Cash Section, Toitong Org. Office, Cox's Bazar Zone-03	Call Centre, Dev.Admin Dept., Chattogram Divisional Office Service Centre	

Mr. Asmaul Hosna Tazin shall handover the overall charges to Mr. Md. Osmanul Haque (0723), SEO, Accounts Dept., Pekua Full Fledged Service Centre, Cox's Bazar Zone-03.

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 01-02-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Afroza Bente Shaker may 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) and Cash allowance of Mr. Asmaul Hosna Tazin @Tk.750/- is hereby withdrawn.

**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)

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

**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 DMD (Dev.) & Incharge, Chattogram Corp. Zone-03
  5. The AMD & Head of HR & ADMIN.
  6. The SEVP & Chief Financial Officer.
  7. The EVP & Incharge, IT Dept.
  8. Mr. Md. Osmanul Haque (0723), SEO, Accounts Dept., Pekua Full Fledged Service Centre, Cox's Bazar Zone-03
  9. Master file.
  10. Office Order file.
  11. Personal file.
1. The EVP (PRT) & Incharge, Cox's Bazar Zone-03.
  2. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন