



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

ISO 9001 : 2015
CERTIFIED

February 20, 2023

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:18-2023

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. Md. Iftekhar Hossain (2807), Executive Officer	Policy Servicing Dept., City Service Centre, Dhaka	Policy Servicing Dept., Sreerampur FPR Centre, Narshingdi Zone.
02	Mr. Md. Salim Khan (0713), Executive Officer	Cash Section, Matlob Org. Office Chandpur Zone	Cash Section, Sonaimuri FPR Centre Cumilla Zone-04
03	Mr. Shahidul Islam (2037), Executive Officer	Cash Section, Sonaimuri FPR Centre Cumilla Zone-04	Cash Section, Matlob Org. Office Chandpur Zone

Mr. Md. Salim Khan shall handover the overall charges to the Mr. Mohammad Delwar Hossain (0377), Assistant Manager, Accounts Dept., Chandpur Full Fledged SC, Chandpur Zone.

Mr. Shahidul Islam shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), Manager, Accounts Dept., Cumilla Full Fledged SC.

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 26-02-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining Mr. Md. Iftekhar Hossain at Sreerampur FPR Centre is hereby advised to deal with work of Underwriting Dept., at same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

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

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 : pilil@primeislamilife.com, web: www.primeislamilife.com



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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, Policy Servicing & Claims Dept.
7. The EVP & Incharge, Underwriting & Reinsurance Dept.
8. The VP & Incharge, City Service Centre.
9. Master file.
10. Office Order file.
11. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The Area Manager (Dev.) & Incharge, Cumilla Zone-04.
3. The EVP (PRT) & Incharge, Chandpur Zone.
4. The Incharge, Sreerampur FPR Centre, Narshingdi Zone.
5. The Incharge, Matlob Org. Office, Chandpur Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন

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