



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

ISO 9001 : 2015
CERTIFIED

February 28, 2023

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:21-2023

For the greater interest of the Company Mr. Abdur Rahman Rajib (2916), Junior Officer, Cash Section, Thaingkhali Org. Office, Cox's Bazar Zone-04 is hereby transferred to Cash Section, Khutakhali Org. Office, Cox's Bazar Zone-02.

Mr. Abdur Rahman Rajib shall handover the overall charges to Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer, Accounts Dept., Cox's Bazar Service Centre.

Mr. Abdur Rahman Rajib is advised to report his joining to the Incharge, Khutakhali Org. Office, Cox's Bazar Zone-02 along with Stationary Items allotted to him and release letter from his existing office by 05-03-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Most. Thomina Akter (0665), Senior Officer, Cash Section, Rangpur Corp. Zone is hereby advised to work at Jaldhaka Org. Office, Rangpur Corp. Zone for 02 (Two) day(s) in a week in addition to her existing duties.

Ms. Tanjin Akhter (2843), Junior Officer, Underwriting Dept., Jaldi FPR Centre, Chattogram Zone-06 is hereby assigned to issue FPR and also prepare Draft sheet related works sitting at same premises in addition to her existing duties.

The additional responsibility of Most. Thomina Akter and Ms. Tanjin Akhter shall come into force with immediate effect and shall remain valid until further order.

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)

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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 DMD (Dev.) & Incharge, Chattogram Corp. Zone-03, Khulna Corp. Zone & Dhaka Zone-16.
5. The AMD & Head of HR & ADMIN.
6. The SEVP & Chief Financial Officer.
7. Master file
8. Office Order file
9. Personal file
1. The SEVP (PRT) & Incharge, Rangpur Corp. Zone.
2. The EVP (PRT) & Incharge, Cox's Bazar Zone-02
3. The EVP (PRT) & Incharge, Chattogram Zone-06.
4. The Incharge, Cox's Bazar Zone-04.
5. The Incharge, Respective Offices.

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