



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

ISO 9001 : 2015
CERTIFIED

March 14, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:31-2023

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	Ms. Ripa Khanam (2707), Senior Officer	IT Dept., Charrogram Road FPR Centre, Dhaka Zone-06	Cash Section Charrogram Road FPR Centre, Dhaka Zone-06
02	Ms. Halima (1869), Junior Officer	Cash Section, Kutubail Org. Office, Dhaka Zone-16	Cash Section, Panchabati Org. Office, Dhaka Zone-13.

Ms. Halima 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 19-03-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Ms. Halima at Panchabati Org. Office, Dhaka Zone-13 is hereby given advised to sit and work at Cash Section, Kutubail Org. Office, Dhaka Zone-16 for 01 (One) day in a week in addition to his existing duties.

The additional responsibility of Ms. Halima vide Office Order No.:111-2022, dated 22-06-2022 at Cash Section, Panchabati Org. Office, Dhaka Zone-13 is hereby cancelled.


Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 02 (Two) 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, Khulna Corp. Zone & Dhaka Zone-16.
5. The AMD & Head of HR & ADMIN.
6. The SEVP & Chief Financial Officer.
7. The EVP (PRT) & Incharge, IT Dept.
8. Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka Master file.
9. Office Order file.
10. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-06.
3. The EVP (PRT) & Incharge, Dhaka Zone-13
4. The Incharge, Dhaka Zone-16.
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@primeislamiflife.com, web: www.primeislamiflife.com