



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

ISO 9001 : 2015  
CERTIFIED

March 21, 2023

“আমার জীবন আমার সম্পদ  
বীমা করলে থাকবে নিরাপদ”

## Office Order No.:39-2023

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. Abdul Ahad (1996), Junior Officer	Cash Section, Sylhet FPR Centre, Sylhet Corporate Zone	Cash Section, Biswanath Org. Office Sylhet Corporate Zone
02	Mosammat Mashuda Akter (2941), Junior Officer	Policy Servicing Dept., Sylhet Full Fledged SC	Cash Section, Sylhet FPR Centre, Sylhet Corporate Zone

Mr. Md. Abdul Ahad shall handover the overall charges to the Md. Ismail Hossen Rubel (1455), Manager, Accounts Dept., Operation Incharge, Sylhet Corp. Zone.

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 23-03-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Rahima Akter Moyna (3022), Office Assistant, Call Centre, Sylhet Full Fledged SC is hereby advised to deal with Policy Docket and OR related works sitting at same premises in addition to her existing duties until further order.

The additional responsibility of Mr. Md. Abdul Ahad vide Office Order No.:251-2019, dated 08-09-2019 at IT Dept., Sylhet SC is hereby cancelled and the additional Responsibility Vide Office Order No:114-2022 dated June 29, 2022 will continue until further order.

Mosammat Mashuda Akter will be entitled to Cash allowance@ Tk.750/- (Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/- (Five lac).

  
**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@primeislamiflife.com, web: www.primeislamiflife.com



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائٹم اسلامى لائف انشورنس لمیٹید

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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 AMD & Head of HR & ADMIN.
5. The SEVP & Chief Financial Officer.
6. The SVP & Incharge, Policy Servicing & Claims Dept.
7. Master file.
8. Office Order file.
9. Personal file.
1. The AMD (Dev.) & Incharge, Sylhet Corp. Zone.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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