



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

March 29, 2023

Office Order No.:46-2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Ms. Sayma Sultana (1629), Senior Officer	Cash Section, Companygonj Org. Office, Cumilla Zone-02	Cash Section, Chandina Org. Office, Cumilla Zone-01	—
02	Mr. Md. Shahid Podder (1545), Officer	Cash Section, Akhawra Org. Office, B. Baria Zone-02	Cash Section, Companygonj Org. Office, Cumilla Zone-02	—
03	Mr. Md. Abu Yousuf (2065), Junior Officer	Cash Section, Bhushchi Org. Office, Bagmara Corp. Zone	Cash Section, Akhawra Org. Office, B. Baria Zone-02	—
04	Mr. Md. Sharif Hossain (2924), Junior Officer	IT Dept., Cumilla Full Fledged SC	Cash Section, Bhushchi Org. Office, Bagmara Corp. Zone	Office Order No.:23-2023, dated 01-03-2023 at Cash Section, Dhalua Org. Office, Cumilla Zone-04 is hereby revised.

Ms. Sayma Sultana shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), Manager, Accounts Dept., Operation Incharge, Cumilla Corp. Zone.

Mr. Md. Shahid Podder shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), SEO, Accounts Dept., B. Baria Full Fledged SC.

Mr. Md. Abu Yousuf shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Manager, Accounts Dept., Bagmara 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 05-04-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Shahid Podder vide Office Order No.:128-2021, dated 05-08-2021 at Cash Section, Mogra Agency Office, B. Baria Zone-02 is hereby cancelled.

After joining Mr. Md. Abu Yousuf at Cash Section, Akhaura Org. Office, B. Baria Zone-02 is hereby advised to sit and work at Cash Section, Mogra Agency Office, B. Baria Zone-02 for 01 (One) day in a week in addition to his existing duties.

TA/DA as per rules of the Company is admissible to Mr. Md. Abu Yousuf in this regard.

Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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02	Mr. Md. Shahid Podder (1545), Officer	Cash Section, Akhawra Org. Office, B. Baria Zone-02	Cash Section, Companygonj Org. Office, Cumilla Zone-02	—
03	Mr. Md. Abu Yousuf (2065), Junior Officer	Cash Section, Bhushchi Org. Office, Bagmara Corp. Zone	Cash Section, Akhawra Org. Office, B. Baria Zone-02	—
04	Mr. Md. Sharif Hossain (2924), Junior Officer	IT Dept., Cumilla Full Fledged SC	Cash Section, Bhushchi Org. Office, Bagmara Corp. Zone	Office Order No.:23-2023, dated 01-03-2023 at Cash Section, Dhalua Org. Office, Cumilla Zone-04 is hereby revised.

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Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 04 (Four) 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.), Chattogram, Rajshahi & Bagmara Corp. Zone.
5. The AMD & Head of HR & ADMIN.
6. The SEVP & Chief Financial Officer.
7. The Operation Incharge, Cumilla Corp. Zone.
8. The Operation Incharge, Bagmara Corp. Zone.
9. The Operation Incharge, B. Baria Corp. Zone-01
10. Mr. Md. Mozibur Rahman (0533), SEO, Accounts Dept., B. Baria Full Fledged SC.
11. Master file. 10. Office Order file. 11. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The SEVP (PRT) & Incharge, Bagmara Corp. Zone.
3. The AM & Incharge, B. Baria Zone-02
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন