



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

ISO 9001:2015
CERTIFIED

April 26, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:64-2023

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
01	Mr. Mohammad Hasan Jahangir (2809), Executive Officer	Policy Servicing Dept., Bagmara Corp. Zone	Cash Section, Daudkandi Org. Office, Cumilla Zone-03
02	Mr. Md. Saiful Islam (2482), Junior Officer	Cash Section, Daudkandi Org. Office, Cumilla Zone-03	Cash Section, Amishapara Org. Office, Cumilla Zone-04

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

Mr. Mohammad Abdul Karim (1392), Senior Officer, IT Dept., Bagmara Corp. Zone is hereby advised to worked at Policy Servicing Dept., and also assigned to issue Policy schedule (Bima Dalil), and deal with all Dalil Related works sitting at the same premises in addition to his existing duties.

The additional responsibility of Mr. Mohammad Hasan Jahangir vide Office Order No.:10-2021, dated 24-01-2021 is hereby cancelled.

Mr. Mohammad Hasan Jahangir 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).

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 02-05-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President
HR & ADMIN Department

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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 SEVP & Chief Financial Officer.
5. The SVP & Incharge, Policy Servicing & Claims Dept.
6. The Operation Incharge, Bagmara Corp. Zone.
7. The Operation Incharge, Cumilla Corp. Zone.
8. Master file
9. Office Order file.
10. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The SEVP (PRT) & Incharge, Bagmara Corp. Zone.
3. The AM & Incharge, Cumilla Zone-03.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন