



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.:65-2023

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. Md. Kawser (1433), Officer | Cash Section Malibag FPR Centre, Dhaka Zone-07 | Cash Section, City Service Centre, Dhaka |
| 02 | Mr. Md. Bellal Hossain (2809), Officer | IT Dept., Malibag FPR Centre, Dhaka Zone-07 | Cash Section, Malibag FPR Centre, Dhaka Zone-07 |
| 03 | Ms. Akhi Khatun (3021), Officer | Underwriting Dept., Malibag FPR Centre, Dhaka Zone-07 | IT Dept., Malibag FPR Centre, Dhaka Zone-07 |

Mr. Md. Kawser shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.

Mr. Md. Bellal Hossain 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, Underwriting & Re Insurance Dept.
6. The SVP & Incharge, IT Dept.
7. The VP and Operation Incharge, City Service Centre.
8. Master file
9. Office Order file.
10. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07.
2. The AM (Dev.) & Incharge, Malibag FPR Centre.
3. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন