



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 18, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:107-2023

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	Md. Abdur Rahim (2071), Senior Officer	Cash Section, Anam Nahar Org. Office(0605), Chattogram Zone-10 (Sandip)	Cash Section, Shiberhat FPR Center(0507), Chattogram Zone-10 (Sandip)
02	Md. Shamsul Hoq (2673), Junior Officer	Cash Section, Shiberhat FPR Center(0507), Chattogram Zone-10 (Sandip)	Cash Section, Anam Nahar Org. Office(0605), Chattogram Zone-10 (Sandip)

Md. Abdur Rahim and Md. Shamsul Hoq shall handover the overall charges to Mr. Md. Saiful Islam (1405), Senior Officer, Accounts Department, Sandwip Full Fledged SC, Chattogram Zone-10.

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 21-06-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Shiberhat FPR Center, Md. Abdur Rahim is hereby advised to deal with work of Underwriting Dept., sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Md. Shamsul Hoq vide Office Order No.:102-2023, dated 13-06-2023 at U/W Dept., Shiberhat FPR Centre, Chattogram Zone-10 is hereby cancelled.


Mahmudur Rahman Talukder
Senior Vice President
HR & ADMIN Department

• 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 SEVP & Chief Financial Officer.
5. The Operation Incharge, Chattogram Zone-10
6. Mr. Md. Saiful Islam (1405), Senior Officer, Accounts Department, Sandwip Full Fledged SC.
7. Master file
8. Office Order file.
9. Personal file.
1. The SEVP (PRT) & Incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-10.
3. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন