



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائٹم اسلامي لائف انشورنس لميٽيٽ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

June 20, 2023

"আমার জীবন আমার সম্পদ  
বীমা করলে থাকবে নিরাপদ"

## Office Order No.:109-2023

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. Abdus Salam Miah (1223), Executive Officer	Cash Section, Narshingdi Org. Office (0229), Dhaka Zone-16	IT Dept., Konabari FPR Center(0664)- Tangail Zone-01
02	Ms. Nilufa Akter (3012), Junior Officer	Cash Section, Narshingdi Zone Office (0012)	Cash Section, Narshingdi Org. Office (0229), Dhaka Zone-16

Mr. Abdus Salam Miah and Ms. Nilufa Akter shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.

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 25-06-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Narshingdi Org. Office (0229), Dhaka Zone-16, Ms. Nilufa Akter is hereby advised to sit and work at Cash Section, Narshingdi Zone Office (0012) for 02 (Two) day(s) in a week in addition to his existing duties.

**Mahmudur Rahman Talukder**  
Senior Vice President  
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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## برائے اسلامی لائف انشورنس لمیٹید

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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 DMD (Dev.) & Incharge, Chattogram Corp. Zone-03, Khulna Corp. Zone & Dhaka Zone-16 & Manikgonj
  5. The SEVP & Chief Financial Officer.
  6. The SVP & Incharge, IT Dept.
  7. Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.
  8. Master file
  9. Office Order file.
  10. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01.
  2. The EVP (PRT) & Incharge, Dhaka Zone-16.
  3. The EVP (PRT) & Incharge, Tangail Zone.
  4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন