



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائٹم اسلامى لائف انشورنس لمیٹیڈ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

July 18, 2023

“আমার জীবন আমার সম্পদ  
বীমা করলে থাকবে নিরাপদ”

## Office Order No.:125-2023

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. Md. Masud Rana (1369), Executive Officer	Cash Section Demra Organaization Office, Dhaka Zone-15	Dev. Admin Dept., Dhaka Corp. Zone-07
02	Ms. Rashma Akter (2388), Junior Officer	Cash Section, Dholaipar Organization Office, Dhaka Zone-14	Cash Section Demra Organaization Office, Dhaka Zone-15

Mr. Md. Masud Rana and Ms. Rashma 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 23-07-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Cash allowance of Mr. Md. Masud Rana @Tk.750/- is hereby withdrawn.

Mr. Md. Fajlu Rabbi (2986), Messenger, Dhaka Zone-15 is hereby advised to work at Dhaka Corp. Zone-07 in addition to his existing duties until further order.

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

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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## برائے اسلامی لائف انشورنس لمیٹیٹڈ

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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 DVP & Operation Incharge, City Service Centre.
6. Mr. K. M. Monower Hossain (1276), AVP, F/A. Dept., City Service Centre.
7. Master file
8. Office Order file.
9. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07
2. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01.
3. The EVP (PRT)-1 & Incharge, Dhaka Zone-14.
4. The EVP (PRT) & Incharge, Dhaka Zone-15.
5. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা) ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯ ই-মেইল : nilil@primeislamilife.com. web: www.primeislamilife.com