



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائمر اسلامى لايف انشورنس لميتيد
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

July 25, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:129-2023

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. Payel Sordar (2386), Junior Officer	Cash Section, Sarwar Bazar Org. Office(0614), Chattogram Zone-06 (Keranihat)	Cash Section, Karpasdanga Org. Office(0687), Khulna Corp. Zone.
02	Mr. Tofail Ahmed Chowdhury (2754), Junior Officer	Cash Section, Khhetra Bazar Org. Office(0347), Chattogram Zone-07	Cash Section, Sarwar Bazar Org. Office(0614), Chattogram Zone-06 (Keranihat)

Mr. Md. Payel Sordar shall handover the overall charges to Mr. Mohammed Anwarul Islam (1423), Officer, Accounts Dept., Keranihat Full Fledged SC, Chattogram Zone-06.

Mr. Tofail Ahmed Chowdhury shall handover the overall charges to Mr. Md. Abul Kalam Azad (0122), Assistant Vice President & Operation Incharge, Chattogram Divisional Office, Service Centre.

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 with photocopy of attendance register with their last attending office from their existing offices by 30-07-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Department

- Copy forwarded to: Above 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 DMD (Dev.) & Incharge, Chattogram Corp. Zone-03, Khulna Corp. Zone & Dhaka Zone-16 & Manikgonj
 5. The SEVP & Chief Financial Officer.
 6. The AVP & Operation Incharge, Chattogram Divisional Office.
 7. The Senior Manager & Operation Incharge, Chattogram Zone-06.
 8. Mr. Mohammed Anwarul Islam (1423), Officer, Accounts Dept., Keranihat Full Fledged SC,
 9. Master file
 10. Office Order file.
 11. Personal file.
1. The SEVP (PRT) & Incharge, Chattogram Corp. Zone-01.
 2. The EVP (PRT) & Incharge, Chattogram Zone-06.
 3. The EVP (PRT) & Incharge, Khulna Corp. Zone.
 4. The EVP (PRT) & Incharge, Chattogram Zone-07
 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 : njilil@primeislamilife.com. web: www.primeislamilife.com