



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

July 31, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:138-2023

For the greater interest of the Company, the Office Order No.:135-2023, dated July 31, 2023 is hereby revised as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to Office Order No.135-2023)	Transferred to	Remarks	
01	Mr. Mohammad Ferdousul Alam (1127), Executive Officer	Cash Section, Kashimpur FPR Center (0554)	Cash Section, Polli Biddut FPR Center (0538)	Underwriting Dept., Polli Biddut FPR Center (0538)	Revised
02	Mr. Md. Azadul Islam (2210), Junior Officer	Cash Section, Polli Biddut FPR Center (0538)	U/W Dept., Polli Biddut FPR Center (0538)	He will stay at his existing Office.	He will stay at his existing Office.

Mr. Mohammad Ferdousul Alam shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka as per previous Office Order No: 135-2023 dated July 30, 2023.

Mr. Mohammad Ferdousul Alam is advised to report his joining to the Incharge, Polli Biddut FPR Center along with Computer, Stationary Items allotted to him and release letter with photocopy of attendance register with his last attendance from his existing offices immediate after July 2023 Business closing with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Ferdousul Alam vide Office Order No.:117-2020 dated 06-07-2020 at Underwriting Dept., is hereby cancelled.

Mr. Md. Azadul Islam will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month and Cash allowance of Mr. Mohammad Ferdousul Alam @Tk.750/- is hereby withdrawn.



Mahmudur Rahman Talukder
Senior Vice President
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 SVP & Incharge, U/W & Re Insurance Dept. with a request to provide with training to Mr. Mohammad Ferdousul Alam
6. Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.
7. Master file
8. Office Order file.
9. Personal file.
1. The EVP (PRT) & Incharge, Dhaka Zone-08
2. The Incharge, Kashimpur FPR Center.
3. The Incharge, Polli Biddut FPR Center.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন