



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

ISO 9001:2015
CERTIFIED

July 31, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:139-2023

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. Mohammed Anwarul Islam (1423), Officer	Accounts Dept., Keranihat Full Fledged SC Chattogram Zone-06	Underwriting Dept., Banshkhali FPR Center Chattogram Zone-02
02	Mr. Md. Abu Amran (2671), Junior Officer	Cash Section, Satkania FPR Center Chattogram Zone-02	Cash Section, Khhetra Bazar Org. Office(0347), Chattogram Zone-07

Mr. Mohammed Anwarul Islam shall handover the overall charges to Mr. Md. Abul Kalam Azad (0122), AVP & Operation Incharge, Chattogram Divisional Office in presence of Internal Auditor.


Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 08-08-2023.

Mr. Md. Abu Amran shall handover the overall charges to Mr. Md. Abul Kalam Azad (0122), AVP and Operation Incharge, Chattogram Divisional office.

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 attendance from their existing offices immediate after July 2023 Business closing with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Mr. Mohammed Anwarul Islam at Banshkhali FPR Center is hereby advised to deal with work at Policy Servicing Dept., and IT related works sitting at the same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Mohammed Anwarul Islam vide Office Order No.:62-2022 dated 28-03-2022 at Maturity Claims related works and Office Order No.:202-2021 dated 01-11-2021 at SB, DGH Related works is hereby cancelled.


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 DMD (Dev.) & Incharge, Chattogram Corp. Zone-03, Khulna Corp. Zone & Dhaka Zone-16.
5. The SEVP & Chief Financial Officer.
6. The SVP & Incharge, Internal Audit Dept.
7. The SVP & Incharge, U/W & Re Insurance Dept. with a request to provide with training to Mr. Mohammed Anwarul Islam.
8. Mr. Md. Abul Kalam Azad (0122), AVP & Operation Incharge, Chattogram Divisional Office
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, Chattogram Zone-07.
4. The Incharge, Chattogram Zone-02
5. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন