



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

ISO 9001:2015
CERTIFIED

August 02, 2023

Office Order No.:179-2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

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. Ashrafuzzaman (3109), Assistant Manager	Underwriting Dept., Mymensingh FPR Centre, Mymensingh Zone-01	Accounts Dept., Konabari FPR Centre, Tangail Zone-01
02	Mr. Md. Mizanur Rahaman (0855), Senior Executive Officer	U/W Dept., Pabna FPR Center(0124) Rajshahi Corp. Zone-03	Cash Section, Lalpur Org. Office(0466) Rajshahi Corp. Zone-03
03	Md. Md. Ferdousur Rahman (1295), Senior Officer	Cash Section, Lalpur Org. Office(0466) Rajshahi Corp. Zone-03	U/W Dept., Pabna FPR Center(0124) Rajshahi Corp. Zone-03


Md. Md. Ferdousur Rahman shall handover the overall charges to Mr. Md. Masum Maruf-ul-Hoque (0634),
CEO, Accounts Dept., Rajshahi Full Fledged Service Centre.

Mr. Md. Ashrafuzzaman is advised to report his joining to the Incharge, Konabari FPR Centre along with
Stationary Items allotted to him and release letter with photocopy of attendance register with his last
attendance from his existing offices immediately with a copy to the HR & Administration Dept., Head
Office, Dhaka.

Mr. Md. Mizanur Rahaman and Md. Md. Ferdousur Rahman 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 by 05-10-2023 with
a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Mizanur Rahaman vide Office Order No.:166-2021, dated
21-09-2021 at prepare/issue Policy Schedule (Bima Dalil) related works, and vide Office Order No.:153-
2022, dated 06-09-2022 at Accounts Dept., Pabna FPR Centre is hereby cancelled.

Mr. Md. Mizanur Rahaman may be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month
after execution of a surety bond of Tk.5,00,000/-(Five lac) and Cash allowance of Md. Md. Ferdousur
Rahman @Tk.750/ is hereby withdrawn.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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03	Md. Md. Ferdousur Rahman (1295), Senior Officer	Cash Section, Lalpur Org. Office(0466) Rajshahi Corp. Zone-03	U/W Dept., Pabna FPR Center(0124) Rajshahi Corp. Zone-03

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Mahmudur Rahman Talukder

Executive 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.)
5. The SEVP & Chief Financial Officer.
6. The SVP & Incharge, U/W & Re Insurance Dept.
with a request to provide with training to Md. Md. Ferdousur Rahman.
7. Mr. Md. Masum Maruf-ul-Hoque (0634), CEO,
Accounts Dept., Rajshahi Full Fledged SC.
8. Master file.
9. Office Order file.
10. Personal file.
1. The SEVP (PRT) & Incharge, Rajshahi Corp.
Zone.
2. The EVP (PRT) & Incharge, Mymensingh
Zone-01.
3. The EVP (PRT) & Incharge, Tangail Zone-01.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন