



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

October 05, 2023

## Office Order No.:183-2023

“আমার জীবন আমার সম্পদ  
বীমা করলে থাকবে নিরাপদ”

For the greater interest of the Company, the Office Order No.:176-2023, dated September 26, 2023 is hereby partially revised and the following employees are hereby transferred as under:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to Office Order No.176-2023)	Transferred to
01	Mr. Md. Jahirul Alam (0100), Senior Executive Officer	Policy Servicing Dept., City Service Centre	Cash Section, Bandor FPR Centre, Dhaka Zone-16.
02	Md. Kamrul Hasan (0515), Executive Officer	Claims Dept., Head Office, Dhaka	Policy Servicing Dept., Bagmara Corp. Zone
03	Mr. Md. Masud Rana (1369), Executive Officer	Cash Section, Demra Org. Office(0526) Dhaka Zone-15	Policy Servicing Dept., Bagmara Corp. Zone.
04	Ms. Ripa Khanam (2107), Senior Officer	IT Dept., City Service Centre, Dhaka	Cash Section, Demra Org. Office(0526) Dhaka Zone-15

Mr. Md. Masud Rana shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.

Mr. Md. Jahirul Alam is advised to report his joining to the Incharge of Bandor FPR Centre along with Stationary Items allotted to him and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Masud Rana and Ms. Ripa Khanam 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 10-10-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Bandor FPR Centre, Dhaka Zone-16, Mr. Md. Jahirul Alam is hereby advised to deal with work of Underwriting related work sitting at same premises in addition to his existing duties until further order.

Mr. Md. Jahirul Alam and Ms. Ripa Khanam will 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 Mr. Md. Masud Rana @Tk.750/- is hereby withdrawn.

**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & Admin Department

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন





# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

October 05, 2023

## Office Order No.:183-2023

“আমার জীবন আমার সম্পদ  
বীমা করলে থাকবে নিরাপদ”

For the greater interest of the Company, the Office Order No.:176-2023, dated September 26, 2023 is hereby partially revised and the following employees are hereby transferred as under:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to Office Order No.176-2023)	Transferred to	
01	Mr. Md. Jahirul Alam (0100), Senior Executive Officer	Policy Servicing Dept., City Service Centre	Cash Section, Bandor FPR Centre, Dhaka Zone-16.	
02	Md. Kamrul Hasan (0515), Executive Officer	Claims Dept., Head Office, Dhaka	Policy Servicing Dept., Bagmara Corp. Zone	His transfer has been cancelled and he will stay at his existing office.
03	Mr. Md. Masud Rana (1369), Executive Officer	Cash Section, Demra Org. Office(0526) Dhaka Zone-15	Policy Servicing Dept., Bagmara Corp. Zone.	
04	Ms. Ripa Khanam (2127), Senior Officer	IT Dept., City Service Centre, Dhaka	Cash Section, Demra Org. Office(0526) Dhaka Zone-15	

Mr. Md. Masud Rana shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.

Mr. Md. Jahirul Alam is advised to report his joining to the Incharge of Bandor FPR Centre along with Stationary Items allotted to him and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Masud Rana and Ms. Ripa Khanam 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 10-10-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Bandor FPR Centre, Dhaka Zone-16, Mr. Md. Jahirul Alam is hereby advised to deal with work of Underwriting related work sitting at same premises in addition to his existing duties until further order.

Mr. Md. Jahirul Alam and Ms. Ripa Khanam will 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 Mr. Md. Masud Rana @Tk.750/- is hereby withdrawn.

  
**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & Admin Department

• Copy forwarded to: Above 04 (Four) 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.)
5. The SEVP & Chief Financial Officer.
6. The SVP & Incharge, Claims Dept.
7. The SVP & Incharge, IT Dept.
8. The VP & Incharge, Policy Servicing Dept.
9. The DVP & Operation Incharge, City Service Centre.
10. Master file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01
2. The EVP (PRT) & Incharge, Dhaka Zone-15.
3. The EVP (PRT) & incharge Dhaka Zone-16.
4. The EVP (PRT) & Incharge, Bagmara Corp. Zone.
5. The Incharge, Bandar FPR Centre.
6. The Incharge, Respective Offices.