



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

ISO 9001:2015
CERTIFIED

October 17, 2023

Office Order No.:194-2023

“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. Riton Kumar Bowali (2208), Junior Officer	Finance & Accounts Dept., Head Office, Dhaka	Cash Section, Abdullahpur Org. Office(Keranigonj) Dhaka Zone-13
02	Mr. Md. Abu Sayed (2579), Junior Officer	Finance & Accounts Dept., Head Office, Dhaka	Cash Section, Kaligonj Org. Office (Keranigonj), Dhaka Zone-09

Mr. Riton Kumar Bowali and Mr. Md. Abu Sayed shall handover his overall charges along with Papers/Documents (if any) to Mr. A.T.M. Waheduzzaman Khan (1034), Deputy Vice President, Finance & Accounts Dept., Head Office, Dhaka.

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 from their existing offices by 26-10-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining Mr. Md. Abu Sayed at Kaligonj Org. Office, the additional responsibility of Mr. Suman Chandra Mandal (1407), Officer, Cash Section, Subhaddha FPR Center(0242), Dhaka Zone-15 vide Office Order No.:169-2023, dated 17-09-2023 at Cash Section, Kaligonj Org. Office, Dhaka Zone-09 is hereby cancelled.

Mr. Nasirul Haque (1260), Executive Officer, Cash Section, Mujib Nagar(Meherpur) Org. Office(0648), Khulna Corp. Zone is hereby advised to sit and work at Cash Section, Meherpur FPR Center(0258)-Khulna Corp. Zone for 03 (Three) day(s) in a week in addition to his existing duties until further order.

The working days at above Office, will be settled by the respective Office Incharges.

TA/DA allowance as per rules of the Company is admissible to Mr. Nasirul Haque in this regard.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 SEVP & CFO
5. Mr. A.T.M. Waheduzzaman Khan (1034), Deputy Vice President, Finance & Accounts Dept., Head Office, Dhaka.
6. Master file
7. Office Order file.
8. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone.
2. The EVP (PRT) & Incharge, Dhaka Zone-13
3. The EVP (PRT) & Incharge, Dhaka Zone-09
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন