



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

November 05, 2023

Office Order No.:210-2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Ms. Jahida Sultana Rita (1595), SEO	Claims Dept., Head Office, Dhaka	Cheque Issue Section, Finance & Accounts Dept., Head Office, Dhaka	She will work for Cheque Distribution related works under supervision of A.T .M. Waheduzzaman Khan.
02	Mr. Md. Jahirul Alam (0100), SEO	Cash Section, Bandar FPR Centre, Dhaka Zone-16	Cah Section, Nababgonj Org. Office(0021), Dhaka Zone-16	_____
03	Mr. Abdul Mannan (2697), Officer	Cah Section, Nababgonj Org. Office (0021), Dhaka Zone-16	Cash Section, Bandar FPR Centre, Dhaka Zone-16	_____
04	Ms. Humyra Akter (1726), Officer	F/A Dept., City Service Centre, Dhaka	Commission Section, Finance & Accounts Dept., Head Office, Dhaka	_____

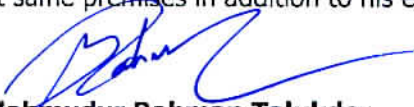
Mr. Md. Jahirul Alam, Mr. Abdul Mannan and Ms. Humyra Akter shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President, Finance & Accounts Department of City Service Centre, Dhaka.

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 with photocopy of attendance register with their last attendance from their existing offices by 08-11-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Ms. Humyra Akter vide Office Order No.:72-2023, dated 08-05-2023 at Cash Section, City Service Centre, Dhaka and additional responsibility of Mr. Md. Jahirul Alam vide Office Order No.:183-2023, dated 05-10-2023 at U/W Dept., Bandar FPR Centre is hereby cancelled.

Cash allowance of Ms. Humyra Akter @Tk.750/- is hereby withdrawn.

After joining Mr. Abdul Mannan at Bandor FPR Centre is hereby advised to deal with work of U/W Dept., at same premises in addition to his existing duties until further order.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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02	Mr. Md. Jahirul Alam (0100), SEO	Cash Section, Bandar FPR Centre, Dhaka Zone-16	Cash Section, Nababgonj Org. Office(0021), Dhaka Zone-16	_____
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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. Mr. A.T.M. Waheduzzaman Khan, DVP, F/A Dept., Head Office.
7. Mr. K. M. Monower Hossain, AVP, F/A Dept., City Service Centre.
8. The SVP & Incharge, Claims Dept.
9. Master file. 10. Office Order file. 11. Personal file.
1. The EVP (PRT) & Incharge, Dhaka Zone-16.
2. The Incharge, Bandar FPR Centre.
3. The Incharge, Nababgonj Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন