



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

ISO 9001:2015
CERTIFIED

November 06, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:211-2023

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
01	Mr. Md. Faizul Islam (1605), Officer	Cash Section, Barishal Full Fledged Service Center (0099), Barishal Zone-03	Underwriting Dept., Bhandaria FPR Center(0094), Barishal Zone-03
02	Mr. Md. Mijanur Rahman Sharif (1672), Junior Officer	IT Dept., Bhandaria FPR Center(0094), Barishal Zone-03	Cash Section, Barishal Full Fledged Service Center (0099), Barishal Zone-03

Mr. Md. Faizul Islam shall hand over the overall charges to Mr. Maymul Islam (1135), Senior Officer, Accounts Dept., Barishal Full Fledged Service Centre.

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 09-11-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Mr. Md. Faizul Islam at Bhandaria FPR Center is hereby advised to deal with work of IT related work sitting at same premises in addition to his existing duties until further Order.

The additional responsibility of Mr. Md. Faizul Islam vide Office Order No.:130-2023, dated 25-07-2023 at IT Dept., Barishal Full Fledged Service and the additional responsibility of Mr. Md. Mijanur Rahman Sharif vide Office Order No.:133-2023, dated 27-07-2023 at U/W Dept., Bhandaria FPR Center is hereby cancelled.

Mr. Md. Mijanur Rahman Sharif will be 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. Faizul Islam @Tk.750/- may be withdrawn.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 Deputy Managing Director (Operation).
 2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
 3. The DMD (Dev.)
 4. The SEVP & CFO.
 5. The SVP & Incharge, U/W & Re-Insurance Dept.
with a request to arrange necessary training for Mr. Md. Faizul Islam
 6. Mr. Maymul Islam (1135), Senior Officer,
Accounts Dept., Barishal Full Fledged SC.
 7. Master file
 8. Office Order file.
1. The EVP (PRT) & Incharge, Barishal Zone-03.
 2. The Incharge, Bhandaria FPR Centre

আর্থিক নিরাপত্তার সেতুবন্ধন