



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

November 12, 2023

Office Order No.:217-2023

“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
01	Mr. Abdullah Md. Noman (2756), Junior Officer	Underwriting Dept., Naikhangchhori FPR Center(0349), Cox's Bazar Zone-04	Underwriting Dept., Ukhiya FPR Center(0232), Cox's Bazar Zone-01
02	Ms. Mubasshira Khanam (3107), Junior Officer	Underwriting Dept., Ukhiya FPR Center(0232), Cox's Bazar Zone-01	Claims Dept., Cox's Bazar Full Fledged SC

Mr. Abdullah Md. Noman shall handover the overall charges to M. Zia Uddin (2358), Junior Officer, Cash Section, Naikhangchhori FPR Center, Cox's Bazar Zone-04.

Ms. Mubasshira Khanam shall handover the overall charges to Mr. Md. Sagir Hossain (0903), Executive Officer, Accounts Dept., Ukhiya FPR Centre, Cox's Bazar Zone-01.

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 15-11-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

M. Zia Uddin (2358), Junior Officer, Cash Section, Naikhangchhori FPR Center, Cox's Bazar Zone-04 is hereby advised to deal with work of Underwriting related work sitting at same premises in addition to his existing duties until further Order.

After joining at Underwriting Dept., Ukhiya FPR Center, Mr. Abdullah Md. Noman is hereby advised to work at Cash related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Ms. Mubasshira Khanam vide Office Order No.:164-2023, dated 12-09-2023 at Cash Section, Ukhiya FPR Center is hereby cancelled.

The additional responsibility of Mr. Abdullah Md. Noman vide Office Order No.:60-2023, dated 23-03-2022 at U/W Dept., Courtbazar FPR Center is hereby cancelled.


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩
ফ্যাক্সঃ ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com, web : www.primeislamilife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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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 SVP & Incharge, Claims Department.
6. SVP & Incharge, Underwriting Dept.
7. Master file
8. Office Order file.
9. Personal file.
1. The EVP (PRT) & Incharge, Cox's Bazar Zone-01.
2. The Incharge, Cox's Bazar Zone-04.
3. The Incharge, Ukhiya FPR Centre.
4. The Incharge, Naikhangchhori FPR Center.

আর্থিক নিরাপত্তার সেতুবন্ধন