



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

ISO 9001:2015
CERTIFIED

November 13, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:220-2023

For the greater interest of the Company, Mr. Ripon Hossain (1108), Senior Officer, Cash Section, Postagola Org. Office (0522), Dhaka Zone-15 may be transferred to Cash Section, Bhadail D. EPZ Org. Office(0624), Dhaka Zone-08.

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

Mr. Ripon Hossain is advised to report his joining to the Incharge, Bhadail D. EPZ Org. Office(0624), Dhaka Zone-08 along with Stationary Items allotted to him and release letter with photocopy of attendance register of his last attendance from his existing office by 16-11-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Bhadail D.EPZ Organization Office(0624), Dhaka Zone-08, Mr. Ripon Hossain is hereby advised to work at Cash Section, Kashimpur FPR Centre, Dhaka Zone-08 for 02 (Two) day(s) in a week in addition to his existing duties until Mr. Mohammad Ferdousul Alam (1127), EO, Cash Section, Kashimpur FPR Center join there.

The additional responsibility of Mr. Mohammad Ferdousul Alam (1127), Executive Officer, at Cash Section, Bhadail D.EPZ Organization Office, Dhaka Zone-08 is hereby cancelled.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

Copy forwarded to:

- Mr. Ripon Hossain (1108), Senior Officer.
- Mr. Mohammad Ferdousul Alam (1127), EO

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Ripon Hossain (1108), Senior Officer.
- Mr. Mohammad Ferdousul Alam (1127), EO

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 & Chief Financial Officer.
 5. Mr. K. M. Monower Hossain (1276), AVP, F/A
Department of City Service Centre, Dhaka.
 6. Master file
 7. Office Order file
 8. Personal file
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01.
 2. The EVP (PRT) & Incharge, Dhaka Zone-08
 3. The EVP (PRT) & Incharge, Dhaka Zone-15.
 4. The Incharge, Bhadail D. EPZ Org. Office.
 5. The Incharge, Postagola Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন