



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

ISO 9001:2015
CERTIFIED

November 26, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:233-2023

For the greater interest of the Company, The transfer of Mr. Ripon Hossain (1108), Senior Officer, Cash Section, Postagola Organization Office (0522), Dhaka Zone-15 vide Office Order No: 220-2022, dated 13-11-2023 at Cash Section, Bhadail D. EPZ Org. Office (0624), Dhaka Zone-08 is hereby revised and he is hereby transferred to Cash Section, Langalbandha Organization Office(0154), Dhaka Zone-07.

Mr. Ripon Hossain shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President & Operation Incharge, City Service Centre, Dhaka as per previous Office Order No: 220-2023 dated November 13, 2023.

Mr. Ripon Hossain is advised to report his joining to the Incharge of Langalbandha Organization Office(0154), Dhaka Zone-07 along with Stationary Items allotted to him and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Abdul Azim (2438), Junior Office, Cash Section, Patia FPR Center (0045), Chattogram Zone-14 is hereby advised to sit and work at Cash Section, Fakirner Hat Org. Office (0480), Chattogram Zone-14 for 02 (Two) 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 as per rules of the Company is admissible to Mr. Mr. Abdul Azim in this regard.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Ripon Hossain (1108), Senior Officer.
- Mr. Abdul Azim (2438), Junior Office

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

November 26, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:233-2023

For the greater interest of the Company, The transfer of Mr. Ripon Hossain (1108), Senior Officer, Cash Section, Postagola Organization Office (0522), Dhaka Zone-15 vide Office Order No: 220-2022, dated 13-11-2023 at Cash Section, Bhadail D. EPZ Org. Office (0624), Dhaka Zone-08 is hereby revised and he is hereby transferred to Cash Section, Langalbandha Organization Office(0154), Dhaka Zone-07.

Mr. Ripon Hossain shall handover the overall charges to Mr. K. M. Monower Hossain (1276), Assistant Vice President & Operation Incharge, City Service Centre, Dhaka as per previous Office Order No: 220-2023 dated November 13, 2023.

Mr. Ripon Hossain is advised to report his joining to the Incharge of Langalbandha Organization Office(0154), Dhaka Zone-07 along with Stationary Items allotted to him and release letter from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Abdul Azim (2438), Junior Office, Cash Section, Patia FPR Center (0045), Chattogram Zone-14 is hereby advised to sit and work at Cash Section, Fakirner Hat Org. Office (0480), Chattogram Zone-14 for 02 (Two) 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 as per rules of the Company is admissible to Mr. Mr. Abdul Azim in this regard.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Ripon Hossain (1108), Senior Officer.
- Mr. Abdul Azim (2438), Junior Office

C.C. to: for kind information:

- | | |
|--|--|
| 1. The Chief Executive officer | 1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07. |
| 2. The Deputy Managing Director (Operation). | 2. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01. |
| 3. The DMD (Dev.) & Incharge, Dev Admin Dept. | 3. The EVP (PRT) & Incharge, Dhaka Zone-08 |
| 4. The DMD (Dev.) | 4. The EVP (PRT) & Incharge, Dhaka Zone-15. |
| 5. The SEVP & Chief Financial Officer. | 5. The AM & Incharge, Chattogram Zone-14. |
| 6. Mr. K. M. Monower Hossain (1276), AVP and Operation Incharge, City Service Centre, Dhaka. | 6. The Incharge, Respective Offices. |
| 7. Master file | |
| 8. Office Order file | |
| 9. Personal file | |

আর্থিক নিরাপত্তার সেতুবন্ধন