



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

October 21, 2023

## Office Order No.:252-2023

“আমার জীবন আমার সম্পদ  
বীমা করলে থাকবে নিরাপদ”

For the greater interest of the Company, the Office Order No.:247-2023, dated December 13, 2023 is hereby partially revised and the following senior officer is hereby transferred as under:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to
01	Mr. Muhammad Shahjahan Patwary (0328), Assistant Manager	Underwriting Dept., Cosba FPR Centre, B. Baria Zone-01	Cash Section. Debider FPR Centre, Cumilla Zone-03.
02	Mr. Abdul Gafour (0440), Executive Officer	Claims Dept., Cumilla Full Fledged SC Cumilla Zone-01	Cash Section. Debider FPR Centre, Cumilla Zone-03.

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 24-12-2023 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Debider FPR Centre, Mr. Muhammad Shahjahan Patwary is hereby assigned to deal with Underwriting and IT related all works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Muhammad Shahjahan Patwary vide Office Order No.:224-2022, dated 16-11-2022 is hereby cancelled.

Mr. Muhammad Shahjahan Patwary will entitled to Cash allowance@ Tk.750/-(SWiWm Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

**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 Chief Executive officer.
2. The Deputy Managing Director (Operation).
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Chief Financial Officer.
5. The SVP & Incharge, U/W Dept.
6. The SVP & Incharge, Claims Dept.
7. Master file.
8. Office Order file.
9. Personal file.
1. The AMD (Dev.) & Incharge, Cumilla Corp. Zone.
2. The EVP (PRT) & Incharge, B. Baria Zone-01
3. The Area Manager (Dev.) & Incharge, Cumilla Zone-03.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন