



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

December 28, 2023

Office Order No.:256-2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

For the greater interest of the Company, the Office Order No.:252-2023, dated December 21, 2023 is hereby partially revised and the following employees are 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.	His transfer has been cancelled and he will stay at his existing office.
02	Mr. Abdul Gafour (0440), Executive Officer	Claims Dept., Cumilla Full Fledged SC Cumilla Zone-01	Cash Section. Debider FPR Centre, Cumilla Zone-03.	Claims Dept., Cumilla Full Fledged SC Cumilla Zone-01
03	Mr. Mohammad Hasan Jahangir (2809), Executive Officer	Cash Section. Daudkandi Org. Office(0063), Cumilla Zone-03	_____	Cash Section. Debider FPR Centre, Cumilla Zone-03.
04	Mr. Md. Salim Khan (0713), Executive Officer	Claims Dept., Cumilla Full Fledged SC Cumilla Zone-01	_____	Cash Section. Daudkandi Org. Office(0063), Cumilla Zone-03

Mr. Mohammad Hasan Jahangir shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), Manager, Accounts Dept., Cumilla Full Fledged SC.

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 01-01-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Debider FPR Centre, Mr. Mohammad Hasan Jahangir is hereby assigned to deal with Underwriting related all work sitting at same premises in addition to his existing duties until further order.

Mr. Md. Salim Khan will 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).

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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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. The Operation Incharge, Cumilla Corp. Zone.
8. Master file.
9. Office Order file.
10. 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