



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

January 22, 2024

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:09-2024

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	Remarks
01	Mr. Md. Mahabubur Rahman (2563), Deputy Vice President	Development Administration Dept., Head Office, Dhaka	Policy Servicing Dept., City Service Centre, Dhaka	As Operation Incharge
02	Ms. Sarmin Jahan (2108), Officer	Policy Servicing Dept., Head Office, Dhaka	Development Administration Dept., Head Office, Dhaka	Transfer


Mr. MD. Mahabubur Rahman shall handover his overall charges along with Papers/Documents and Computer (if any) to Mr. Mohammad Shahinul Islam, Vice President, Development Administration Department, Head Office, Dhaka.

Ms. Sarmin Jahan shall handover her overall charges along with Computer/Papers/Documents (if any) to Mr. Mohammed Fazlul Kabir, Vice President & Incharge, Policy Servicing Dept., Head Office, Dhaka.

Mr. MD. Mahabubur Rahman is advised to report his joining to the Chief Executive Officer along with Stationary Items allotted to him and release letter from his existing Department by 25-01-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Sarmin Jahan is advised to report her joining to the Deputy Managing Director & Incharge, Dev. Admin Dept., Head Office, Dhaka along with Stationary Items allotted to her and release letter from her existing Department by 25-01-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The responsibility of K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka vide Office Order No.:208-2023, dated 02-11-2023 act as operation Incharge is hereby cancelled.


Md. Shamsul Alam
Chief Executive Officer

Copy forwarded to:

- Mr. Md. Mahabubur Rahman (2563), Deputy Vice President.
- K. M. Monower Hossain (1276), Assistant Vice President.
- Ms. Sarmin Jahan (2108), Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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- K. M. Monower Hossain (1276), Assistant Vice President.
- Ms. Sarmin Jahan (2108), Officer.

C.C. to: for kind information:

- The Chief Executive officer
- The Deputy Managing Director (Operation).
- The DMD (Dev.) & Incharge, Dev. Admin Dept.
- The VP & Incharge, Policy Servicing Dept.
- The VP, Dev. Admin Dept.
- Master file
- Office Order file
- Personal file

আর্থিক নিরাপত্তার সেতুবন্ধন