



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

ISO 9001:2015
CERTIFIED

January 31, 2024

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”


Office Order No.:15-2024

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Ms. Shamsunnahar (2431), Junior Officer	Data Entry Section, Policy Servicing Dept., Head Office, Dhaka	Maturity Claims Section, Claims Dept., Head Office, Dhaka	Transfer
02	Ms. Feroza Nazni (2463), Junior Officer	Data Entry Section, Policy Servicing Dept., Head Office, Dhaka	Maturity Claims Section, Claims Dept., Head Office, Dhaka	Transfer

The above employees are advised to report their joining to the Senior Vice President & Incharge, Claims Dept., Head Office, Dhaka along with Stationary Items allotted to them and release letter from their existing Dept., by 04-02-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Shamsunnahar and Ms. Feroza Nazni are hereby advised to deal with Maturity Claims related works under abolished project and also Data entry related works sitting at the same premises.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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

ISO 9001:2015
CERTIFIED

January 31, 2024

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:15-2024

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Ms. Shamsunnahar (2431), Junior Officer	Data Entry Section, Policy Servicing Dept., Head Office, Dhaka	Maturity Claims Section, Claims Dept., Head Office, Dhaka	Transfer
02	Ms. Feroza Nazni (2463), Junior Officer	Data Entry Section, Policy Servicing Dept., Head Office, Dhaka	Maturity Claims Section, Claims Dept., Head Office, Dhaka	Transfer

The above employees are advised to report their joining to the Senior Vice President & Incharge, Claims Dept., Head Office, Dhaka along with Stationary Items allotted to them and release letter from their existing Dept., by 04-02-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Shamsunnahar and Ms. Feroza Nazni are hereby advised to deal with Maturity Claims related works under abolished project and also Data entry related works sitting at the same premises.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

C.C. to: for kind information:

1. The Deputy Managing Director (Operation).
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The SVP & Incharge. Claims Dept.
4. The VP & Incharge, Policy Servicing Dept.
5. Master file
6. Office Order file.
7. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন