



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

February 01, 2024

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:17-2024

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. Golam Faruque (1691), Officer	Policy Servicing Dept., Khulna Full Fledged SC	Claims Dept., Jhenaidaha Full Fledged Service Centre	Transfer
02	Ms. Sultana Razia (2855), Office Assistant	Policy Servicing Dept., Bhandaria FPR Center(0094), Barishal Zone	Policy Servicing Dept., Jhenaidaha Full Fledged Service Centre	Transfer

The above employees are advised to report their joining to the Incharge, Jhenaidaha Full Fledged SC along with Stationary Items allotted to them and release letter from their existing Dept., by 06-02-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Golam Faruqu vide Office Order No.:245-2019, dated 04-09-2019 at OR alteration related works is hereby cancelled.

Mr. Mohammed Jamsed (2869), Senior Officer, Internal Audit Dept., Cox's Bazar Full Fledged Service Centre, is hereby advised to deal with work of SB and SB file processing related works sitting at same premises in addition to his existing duties until further order.


Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

- Mr. Mohammed Jamsed (2869), Senior Officer.
- Mr. Md. Golam Faruque (1691), Officer.
- Ms. Sultana Razia (2855), Office Assistant.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩

ফ্যাক্সঃ ৮৮-০২-৪১০৭০১৭৯, ই-মেইলঃ pilil@primeislamylife.com, web : www.primeislamylife.com



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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 DMD (Dev.)
 5. The SEVP & CFO
 6. Master file
 7. Office Order file
 8. Personal file
1. The EVP (PRT) & Incharge, Cox's Bazar Zone.
 2. The EVP (PRT) & Incharge, Gazipur Zone.
 3. The EVP (PRT) & Incharge, Khulna Corp. Zone.
 4. The Incharge, Jhenaidaha Full Fledged Service Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন