



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

February 14, 2024

Office Order No.:23-2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

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	Syed Abu Ahmed Chowdhury (2850), Assistant Vice President	Underwriting Dept., (Operation Incharge) Hathazari Full Fledged SC, Chattogram Zone-12	Underwriting Dept., Rangunia Org. Office, Chattogram Zone-07	Transfer
02	Mr. Md. Saiful Islam (1405), Senior Officer	Accounts Dept., Shandwip Full Fledged SC, Chattogram Zone-10	Underwriting Dept., Hathazari Full Fledged SC, Chattogram Zone-12	As Operation Incharge, Chattogram Zone-12
03	Mr. Md. Saiful Islam (2554), Junior Officer	Cash Section, Shandwip Full Fledged SC, Chattogram Zone-10	Accounts Dept., Shandwip Full Fledged SC, Chattogram Zone-10	Transfer
04	Mr. Md. Shamsul Hoq (2673), Junior Officer	Cash Section, Anam Nahar Org. Office (0605), Chattogram Zone-10	Cash Section, Shandwip Full Fledged SC, Chattogram Zone-10	Transfer
05	Mr. Md. Jobaidul Azam (3139), Messenger	Shiberhat FPR Center(0507), Chattogram Zone-10	Shandwip Full Fledged SC, Chattogram Zone-10	Transfer

Syed Abu Ahmed Chowdhury shall handover the overall charges to Mr. Md. Saiful Islam (1405), Senior Officer.

Mr. Md. Saiful Islam (1405) and Mr. Md. Shamsul Hoq (2673) shall handover the overall charges to Mr. Md. Saiful Islam (2554), Junior Officer in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 22-02-2024.

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 from their existing offices by 19-02-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Hathazari Full Fledged SC, Chattogram Zone-12 of Mr. Md. Saiful Islam (1405) is hereby advised to deal with work of Internal Audit & IT related works sitting at the same premises in addition to his existing duties until further order.

After joining at Accounts Dept., Shindwip Full Fledged SC, Chattogram Zone-10 of Mr. Md. Saiful Islam (2554) is hereby advised to dell with Dalil related works sitting at the same premises in addition to his existing duties until further order.

After joining Mr. Md. Jobaidul Azam (3139), Messenger at Shandwip Full Fledged is hereby assigned to do Docket related work at same premises in addition to his existing duties until further Order.

The additional responsibility of Syed Abu Ahmed Chowdhury vide Office Order No.:138-2023, dated 03-12-2023 at IT related work is hereby cancelled.

The additional responsibility of Mr. Md. Saiful Islam (1405) vide Office Order No.:134-2022, dated 01-08-2022 at Policy schedule (Bima Dalil), related works and Office Order No.:186-2023, dated 09-10-2023 at Audit Maturity Claims related work is hereby cancelled.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 05 (Five) employees/Tea boy.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 05 (Five) employees/Tea boy.

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 & Chief Financial Officer.
6. The SVP & Incharge, I/A Dept. with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
7. The SVP & Incharge, U/W & Re Insurance Dept.
8. Office Order file. 09. Master file. **আর্থিক নিরাপত্তার সেতুবন্ধন**
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-12.
3. The EVP (PRT) & Incharge, Chattogram Zone-10.
4. The EVP (PRT) & incharge, Chattogram Zone-07.
5. The Incharge, Respective Offices.