



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لائىف انشورنس لميٽيٽ  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

March 04, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.:34-2024

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
01	Mr. Md. Rezwatul Haque (0965), Assistant Manager	Underwriting Dept., Rajshahi Full Fledged SC	Training Dept., Head Office, Dhaka.
02	Mr. Maynul Islam (1135), Senior Officer	Accounts Dept., Barishal Full Fledged Service Center, Barishal Zone	Establishment Dept., Head Office, Dhaka

Mr. Md. Rezwatul Haque shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Md. Shofekul Islam (0308), DVP & Operation Incharge, Rajshahi Corp. Zone.

Mr. Maynul Islam shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Md. Mijanur Rahman Sharif (1672), Junior Officer, Barishal Full Fledged SC in presence of Internal Auditor.

Before handing and taking over of overall charges of Mr. Maynul Islam the SVP & Incharge (I/A) shall ensure a thorough Audit and submit a report to authority by 13-03-2024.

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 07-03-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Md. Mijanur Rahman Sharif (1672), Junior Office, Cash Section, Barishal Full Fledged Service Center is hereby advised to deal with work of Accounts related works sitting at same premises in addition to his existing duties until further order.

Mr. Md. Alauddin (3149), Messenger, Barishal Full Fledged SC is hereby assigned to deal with work of Docket keeping related works sitting at same premises in addition to his existing duties until further Order.

The additional responsibility of Mr. Maynul Islam vide Office Order No.:253-2023, dated 23-12-2024 at SB related works and the additional responsibility of Mr. Md. Rezwatul Haque vide Office Order No.:136-2023, dated 23-07-2023 at Call Centre related work are hereby cancelled.

**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

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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 & CFO.
  5. The EVP & Incharge, Training and Shariah Dept.
  9. The SVP & Incharge. Internal Audit Dept. with a request to ensure handing and taking over formalities in presence of an auditor as per office order.
  6. The SVP & Incharge, U/W & Re Insurance Dept.
  7. The VP & Incharge, Establishment Dept.
  8. DVP & Operation Incharge, Rajshahi Corp. Zone-03
  9. The Asst. Manager & Operation Incharge, Barishal Zone
  10. Md. Mijanur Rahman Sharif (1672), Junior Officer.
  11. Master file
  12. Office Order file.
  13. Personal file.
1. The SEVP (PRT) & Incharge, Rajshahi Corp. Zone-03.
  2. The EVP (PRT) & Incharge, Barishal Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন

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

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pil@primeislamilife.com, web: www.primeislamilife.com