



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائٹم اسلامى لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

March 06, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.:38-2024

For the greater interest of the Company, Mr. Abu Taher (2016), Senior Officer, Cash Section Rajshahi Full Fledged SC is hereby assigned to work at Accounts Dept., instead of Cash section, Accounts Dept., Rajshahi Full Fledged SC.

Mr. Md. Nurnabi Mia (2804), Junior Officer, Cash Section, Katakhalı Org.Office (0449), Rajshahi Corp. Mzone-03 is hereby transferred to Cash Section, Rajshahi Full Fledged SC.

Mr. Abu Taher shall handover the overall charges along with Cash related Papers/Documents (if any) to Mr. Md. Nurnabi Mia (2804), Junior Officer.

Mr. Md. Nurnabi Mia is advised to report his joining to the SEVP (PRT) & incharge, Rajshahi Corp. Zone-03 along with Stationary Items allotted to him and release letter with photocopy of attendance register of his last attendance from his existing office by 11-03-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Rajshahi Full Fledged SC, Mr. Md. Nurnabi Mia is hereby given advised to sit and work at Cash Section, Katakhalı Org.Office(0449), Rajshahi Corp. zone-03 for 02 (Two) day(s) in a week in addition to his existing duties.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Nurnabi Mia.

Cash allowance of Mr. Abu Taher @Tk.750/- is hereby withdrawn.

**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

Copy forwarded to:

- Mr. Abu Taher (2016), Senior Officer.
- Mr. Md. Nurnabi Mia (2804), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Executive Vice President  
HR & ADMIN Department

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- Mr. Md. Nurnabi Mia (2804), Junior Officer.

**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 DVP & Operation Incharge, Rajshahi Corp. Zone-03.
  6. Master file.
  7. Personal file.
1. The SEVP (PRT) & Incharge, Rajshahi Corp. Zone-03.
  2. The Incharge, Katakhalı Org.Office (0449).

আর্থিক নিরাপত্তার সেতুবন্ধন