



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامى لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

March 11, 2024

## Office Order No.:41-2024

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	Ms. Mahfuza Akter Minu (1092), senior Officer	Cash Section, Madanpur Org Office(0678), Dhaka Corp. Zone-07	Cash Section, Siddirgonj FPR Center(0433), Dhaka Corp. Zone-07
02	Md. Ataur Rahman (2207), Junior Officer	Cash Section, Kadomtoli FPR Center(0462), Dhaka Zone-07	Cash Section Kaligonj Org. Office(0565), Dhaka Corp. Zone-07
03	Mr. Md. Abu Sayed (2579), Junior Officer	Cash Section Kaligonj Org. Office(0565), Dhaka Corp. Zone-07	Cash Section, Kadomtoli FPR Center(0462), Dhaka Zone-07
04	Mr. Abdullah-Al-Mamun (2840), Junior Officer	Cash Section, Siddirgonj FPR Center(0433), Dhaka Corp. Zone-07	Cash Section, Madanpur Org Office(0678), Dhaka Corp. Zone-07

Ms. Mahfuza Akter Minu, Md. Ataur Rahman, Mr. Md. Abu Sayed and Mr. Abdullah-Al-Mamun shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.

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 with photocopy of attendance register with their last attendance from their existing offices by 14-03-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Siddirgonj FPR Center, Ms. Mahfuza Akter Minu is hereby advised to work at Call Centre, and also assigned to prepare and check Policy schedule (Bima Dalil) sitting at the same premises and sign on it as chacking officer in addition to her existing duties until further order.

The additional responsibility of Mr. Abdullah-Al-Mamun vide Office Order No.:28-2024, dated 15-02-2024 of prepare and check Policy schedule (Bima Dalil) related works and Office Order No.:14-2024, dated 29-01-2024 of Call Centre related works at Siddirgonj FPR Center is hereby cancelled.

**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

- Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

- Copy forwarded to: Above 04 (Four) employees.

**C.C. to:** for kind information:

1. The Chief Executive officer.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07.
2. The Deputy Managing Director (Operation).
2. The Incharge, Respective Offices.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Chief Financial Officer.
5. K.M. Monower Hossain (1276), AVP, Accounts Dept., City Service Centre, Dhaka.
6. Master file.
7. Office Order file.
8. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন