



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائٹم اسلامي لائف انشورنس لميٹيد
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

March 11, 2024

Office Order No.:43-2024

Two Full Fledged Service Centre has been approved namely Narayangonj Link Road Full Fledged Service Centre, Dhaka Zone-16 and Chittagong Road Full Fledged Service Centre, Dhaka Corp. Zone-07 and going to be started operation very soon. For smooth operation of that said SC, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Jakaria Khan (0548), Manager	Claims Dept., Head Office, Dhaka,	Policy Servicing Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16
02	Mr. Md. Meraj Hossain (0668), executive Officer	Accounts Dept., City Service Centre, Dhaka	Accounts Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16
03	Ms. Rahima Khanam (1393), Senior Officer	Claims Dept., Head Office, Dhaka	Claims Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16
04	Ms. Nazmin Akter (1315), Senior Officer	Claims Dept., Head Office, Dhaka	Claims Dept., Chittagong Road Full Fledged SC(0009), Dhaka Corp. Zone-07
05	Mr. Mahbub Alam (1483), Officer	Dev. Admin Dept., Dhaka Zone-16	Cash Section, Nababgonj Org. Office(0021), Dhaka Zone-16
06	Ms. Subrina Sultana Tani (2601), Junior Officer	Policy Servicing Dept., Head Office, Dhaka,	Policy Servicing Dept., Chittagong Road Full Fledged SC(0009), Dhaka Corp. Zone-07

Mr. Md. Meraj Hossain shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.

Mr. Jakaria Khan, Ms. Rahima Khanam and Ms. Nazmin Akter shall handover the overall charges along with Computer/Papers/Documents (if any) to Mohammad Alamgir Hossain Khan, Senior President & Incharge, Claims Dept., Head Office, Dhaka.

Ms. Subrina Sultana Tani shall handover the overall charges along with Computer/Papers/Documents (if any) to Mr. Mohammed Fazlul Kabir, Vice President & Incharge, Policy Servicing Dept., Head Office, 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 from their existing offices by 14-03-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Accounts Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16 Mr. Md. Meraj Hossain is hereby advised to deal with Cash related works sitting at same premises in addition to his existing duties until further order.

Mr. Md. Meraj Hossain and Mr. Mahbub Alam will entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 06 (Six) employees/Tea boys.

আর্থিক নিরাপত্তার সেতুবন্ধন



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03	Ms. Rahima Khanam (1393), Senior Officer	Claims Dept., Head Office, Dhaka	Claims Dept., Narayangonj Link Road Full Fledged SC, Dhaka Zone-16
04	Ms. Nazmin Akter (1315), Senior Officer	Claims Dept., Head Office, Dhaka	Claims Dept., Chittagong Road Full Fledged SC(0009), Dhaka Corp. Zone-07
05	Mr. Mahbub Alam (1483), Officer	Dev. Admin Dept., Dhaka Zone-16	Cash Section, Nababgonj Org. Office(0021), Dhaka Zone-16
06	Ms. Subrina Sultana Tani (2601), Junior Officer	Policy Servicing Dept., Head Office, Dhaka,	Policy Servicing Dept., Chittagong Road Full Fledged SC(0009), Dhaka Corp. Zone-07

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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 06 (Six) employees/Tea boys.

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, Claims Dept.
7. The VP & Incharge, Policy Servicing Dept.
8. K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City SC,, Dhaka.
9. The DVP & Operation Incharge, City SC, Dhaka.
10. Master file. 11. Office Order file. 12. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07
2. The EVP (PRT) & Incharge, Dhaka Zone-16.
3. The Incharge, Chittagong Road Full Fledged SC
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন