



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

March 14, 2024

Office Order No.:50-2024

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. Ashraful Alam (1769), Junior Officer	Cash Section, Jamalpur FPR Centre(1038), Mymensingh Zone-01	Cash Section, Trisal Org.Office(2182), Mymensingh Zone-01
02	Mr. Rubel Mia (3112), Junior Officer	IT Dept., Mymensingh Zone-01	Cash Section, Jamalpur FPR Centre(1038), Mymensingh Zone-01
03	Mr. Jahangir Alam (3186), Junior Officer	Cash Section, Trisal Org.Office(2182), Mymensingh Zone-01	IT Dept., Mymensingh Zone-01

Mr. Md. Ashraful Alam and Mr. Jahangir Alam shall handover the overall charges to Md. Rafiqul Islam (0695), Senior Officer, Mymensingh Zone-01.

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 19-03-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining Jamalpur FPR Centre, Mr. Rubel Mia is hereby advised to work at IT related works sitting at same premises in addition to his existing duties until further order.

Mr. Rubel Mia 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) and Cash allowance of Mr. Jahangir Alam @Tk.750/- is hereby withdrawn.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

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

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: pilil@primeislamilife.com, web: www.primeislamilife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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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 AMD & Incharge, IT Dept.
5. The SEVP & Chief Financial Officer.
6. Md. Rafiqul Islam (0695), Senior Officer, Mymensingh Zone-01.
7. Master file.
8. Office Order file.
9. Personal file.
1. The EVP (PRT) & Incharge, Mymensingh Zone.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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

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