



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامي لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

March 28, 2024

## Office Order No.:62-2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

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. Shahajada (2866), Senior Officer	Cash Section, Manikgonj FPR Center Office (0032), Dhaka Zone-08	Cash Section, Jaina Bazar Org. Office(0717), Tangail Zone-01
02	Mr. Abdul Halim (3144), Junior Officer	U/W Dept., Manikgonj FPR Center Office(0032), Dhaka Zone-08	Cash Section, Manikgonj FPR Center Office(0032), Dhaka Zone-08
03	Mr. Aongsuman Samadder (3193), Junior Officer	IT Dept., Cumilla Zone-04 (Laksham)	Cash Section, Cumilla Zone-04 (Laksham)

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

Mr. Md. Shahajada is advised to report his joining to the Incharge, Jaina Bazar Org. Office, Tangail Zone-01 along with Stationary Items allotted to him and release letter from his existing office by 02-04-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Abdul Halim and Mr. Aongsuman Samadder are advised to report their joining to the Incharge of respective office Incharges along with Stationary Items allotted to them by 02-04-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Abdul Halim (3144), Junior Officer is hereby advised to deal with work of Underwriting related work and Mr. Aongsuman Samadder (3193), Junior Officer is hereby advised to deal with work of IT related work sitting at same premises in addition to their existing duties until further order.

Mr. Abdul Halim and Mr. Aongsuman Samadder will be 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 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 AMD & Head of IT
5. The SEVP & Chief Financial Officer.
6. The SVP & Incharge, U/W & Re Insurance Dept. With a request to provide necessary U/W Training to Mr. Abdul Halim.
7. The DVP & Operation Incharge, City Service Centre.
8. K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.
9. Master file.
10. Office Order file.
11. Personal file.
1. The AMD (Dev.) & Incharge, Cumilla Corp. Zone.
2. The SEVP (PRT) & Incharge, Dhaka Corp. Zone.
3. The EVP (PRT) & Incharge, Dhaka Zone-08
4. The EVP (PRT) & Incharge, Tangail Zone-01.
5. The EVP (PRT) & Incharge, Cumilla Zone-04.
8. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন