



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

March 28, 2024

Office Order No.:63-2024

“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	Remarks
01	Mr. Md. Mahmudul Hasan (0473), Assistant Manager	IT Dept., (Operation Incharge) Khulna Full Fledged SC, Khulna Zone	Claims Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	As Operation Incharge at Jhenaidah Full Fledged SC Jhenaidah Zone
02	Mr. Md. Golam Faruque (1691), Officer	Claims Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	IT Dept., Khulna Full Fledged SC, Khulna Zone	_____

Mr. Md. Mahmudul Hasan shall handover his overall charges along with Papers/Documents and Computer (if any) to Syed Saiful Islam (0142), SEO, Claims Dept., Khulna Full Fledged SC, Khulna Zone.

Mr. Md. Golam Faruque shall handover his overall charges along with Computer/Papers/Documents (if any) to Mr. Md. Mahmudul Hasan (0473).

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 03-04-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Khulna Full Fledged SC, Mr. Md. Golam Faruque is hereby advised to deal with work of Underwriting related work sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Mahmudul Hasan vide Office Order No.:245-2022, dated 04-09-2019 at U/W Dept., is hereby cancelled.

Syed Saiful Islam (0142), SEO, Claims Dept., Khulna Full Fledged SC, Khulna Zone is hereby assigned to act as Operation Incharge, at Khulna Full Fledged SC, Khulna Zone until further Order.

Mr. Md. Mahmudul Hasan and Syed Saiful Islam are advised to perform there duties as per job assignment of zone operation incharge attached herewith in addition to their existing departmental duties.

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 DMD (Dev.)
5. The AMD & Head of IT
6. The SVP & Incharge, Claims Dept.
7. The SVP & Incharge, U/W & Re Insurance Dept.
With a request to provide necessary U/W Training to Mr. Md. Golam Faruque.
8. Master file.
1. The EVP (PRT) & Incharge, Khulna Corp. Zone
2. The EVP (PRT) & Incharge, Jhenaidah Zone.
3. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন