



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائٹم اسلامي لائف انشورنس لميٽيٽيڊ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 23, 2024

Office Order No.:77-2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Jakir Hossain (0378), Assistant Manager	Underwriting Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	Underwriting Dept., Khulna Full Fledged SC, Khulna Zone	As Operation Incharge at Khulna Full Fledged SC Khulna Zone
02	Mr. Md. Mahmudul Hasan (0473), Assistant Manager	Claims Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	Underwriting Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	_____
03	Syed Saiful Islam (0142), Senior Executive Officer	Claims Dept., (Operation Incharge) Khulna Full Fledged SC, Khulna Zone	Claims Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	_____
04	Mr. Md. Golam Faruque (1691), Officer	IT Dept., Khulna Full Fledged SC, Khulna Zone	Cash Section, Jaina Bazar Org. Office Tangail Zone-01	_____

Syed Saiful Islam and Mr. Md. Golam Faruque shall handover the overall charges to Mr. Md. Jakir Hossain and Mr. Md. Jakir Hossain shall handover the overall charges to Mr. Md. Mahmudul Hasan.


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 28-04-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Golam Faruque 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).

Mr. Md. Jakir Hossain is advised to perform his duties as per job assignment of zone operation incharge attached herewith in addition to his existing departmental duties.

The additional responsibility of Mr. Md. Jakir Hossain vide Office Order No.:72-2024, dated 09-04-2024 at Audit Dept., and the additional responsibility of Mr. Md. Golam Faruque vide Office Order No.:63-2024, dated 28-03-2024 at Underwriting related work are hereby cancelled.

Syed Saiful Islam is hereby advised to work at Audit Dept., sitting at same premises in addition to his existing duties until further order.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 SEVP & Chief Financial Officer.
7. The SVP & Incharge, Claims Dept.,
8. The SVP & Incharge, Internal Audit Dept.
9. The SVP & Incharge, U/W & Re Insurance Dept. with a request to provide necessary U/W Training to Mr. Md. Mahmudul Hasan.
10. Office Order file. 11. Personal file.
1. The EVP (PRT) & Incharge, Khulna Zone.
2. The EVP (PRT) & Incharge, Jhenaidah Zone.
3. The EVP (PRT) & Incharge, Tangail Zone-01.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন