



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لايف انشورنس لميٽيٽيڊ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 30, 2024

Office Order No.:81-2024

“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. Abul Kalam Azad (0122), Assistant Vice President	Accounts Dept., (Operation Incharge) Chattogram Divisional Office.	Accounts Dept. Cox's Bazar Full Fledged SC	As Operation Incharge, Cox's Bazar Zone
02	Mr. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer	Accounts Dept. (Operation Incharge) Cox's Bazar Full Fledged SC	Accounts Dept., Prembazar FPR Centre, Chattogram Corp. Zone-06	Transfer
03	Mr. Md. Farid Uddin (3065), Senior Officer	Cash Section, Chawkbazar FPR Center (0122), Chattogram Zone-07	Cash Section, Chattogram Divisional Office.	Transfer
04	Mr. Mohammad Sabbir Mahmud (2539), Officer	Cash Section, Chattogram Divisional Office.	Accounts Dept., Chattogram Divisional Office.	Transfer

Mr. Md. Abul Kalam Azad shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Mohammed Belayet Hossain, DVP, Chattogram Divisional office and also advice to hand over his Accounts related papers/ Documents to Mr. Mohammad Sabbir Mahmud in presence of Internal Auditor.

Mr. Farhad Bin Muhammad Abdul Aziz shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Md. Abul Kalam Azad in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 13-05-2024.


Mr. Md. Farid Uddin shall handover the overall charges to Mr. Mohammad Sabbir Mahmud and Mr. Mohammad Sabbir Mahmud shall handover the overall charges to Mr. Md. Farid Uddin.

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 immediate after Business closing of April 2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Mr. Farhad Bin Muhammad Abdul Aziz at Prembazar FPR Centre is hereby advised to deal with work of Underwriting and IT Dept., Prem Bazar FPR Center(0547), Chattogram Corp. Zone-06 in addition to his existing duties until further order.

Cash allowance of Mr. Mohammad Sabbir Mahmud @Tk.750/- is hereby withdrawn.

Mr. Mohammed Belayet Hossain (2881), Deputy Vice President, Underwriting Dept., Chattogram Divisional Office is hereby assigned to act as Operation Incharge of Chattogram Divisional Office until further order and he is also advised to perform his duties according to job description of a operation incharge.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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03	Mr. Md. Farid Uddin (3065), Senior Officer	Cash Section, Chawkbazar FPR Center (0122), Chattogram Zone-07	Cash Section, Chattogram Divisional Office.	Transfer
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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 05 (Five) employees.

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, Internal Audit Dept.
8. The SVP & Incharge, U/W & Re Insurance Dept.
9. Office Order file. 10. Personal file.
1. The AMD (Dev.) & Incharge. Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Cox's Bazar Zone-01.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
4. The EVP (PRT) & Incharge, Chattogram Zone-07.
5. 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

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com. web: www.primeislamilife.com