



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

May 07, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.:84-2024

For the greater interest of the Company, the Office Order No.:77-2024, dated April 23, 2024 is hereby partially revised and the following employee is hereby transferred as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	
01	Mr. Md. Jakir Hossain (0378), Assistant Manager	Underwriting Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	Underwriting Dept., Khulna Full Fledged SC, Khulna Zone	Claims Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone
02	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	His transfer is hereby cancelled and he will stay at his existing office.
03	Ms. Ruma Khanam (2246), Junior Officer	Policy Servicing Dept., Khulna Full Fledged SC	—————	Cash Section, Fulbari Org. Office, Khulna Zone

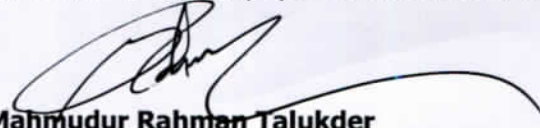
Ms. Ruma Khanam is advised to report her joining to the Incharge of transferred office along with Stationary Items allotted to her and release letter with photocopy of attendance register with last attendance from existing offices by 12-05-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Jakir Hossain shall report joining at the transferred department and also continue additional responsibility vide Office Order No.:72-2024 dated April 09, 2024 at Audit related works until further order.

The additional responsibility of Mr. Muhammad Abdul Latif Dakua (1430), Senior Officer, Accounts Dept., Khulna Full Fledged SC vide Office Order No.:19-2023, dated 22-02-2023 at Cash Section, Fulbari Org. Office, Khulna Zone is hereby cancelled.

Ms. Ruma Khanam 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).

The transfer of other employees vide Office Order No.:77-2024 dated 23-04-2024 shall remain unchanged.

  
**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন





# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامى لائف انشورنس لميٹيد Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

May 07, 2024

### Office Order No.:84-2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

For the greater interest of the Company, the Office Order No.:77-2024, dated April 23, 2024 is hereby partially revised and the following employee is hereby transferred as under:

SI	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	
01	Mr. Md. Jakir Hossain (0378), Assistant Manager	Underwriting Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone	Underwriting Dept., Khulna Full Fledged SC, Khulna Zone	Claims Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone
02	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	His transfer is hereby cancelled and he will stay at his existing office.
03	Ms. Ruma Khanam (2246), Junior Officer	Policy Servicing Dept., Khulna Full Fledged SC	—————	Cash Section, Fulbari Org. Office, Khulna Zone

Ms. Ruma Khanam is advised to report her joining to the Incharge of transferred office along with Stationary Items allotted to her and release letter with photocopy of attendance register with last attendance from existing offices by 12-05-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Jakir Hossain shall report joining at the transferred department and also continue additional responsibility vide Office Order No.:72-2024 dated April 09, 2024 at Audit related works until further order.

The additional responsibility of Mr. Muhammad Abdul Latif Dakua (1430), Senior Officer, Accounts Dept., Khulna Full Fledged SC vide Office Order No.:19-2023, dated 22-02-2023 at Cash Section, Fulbari Org. Office, Khulna Zone is hereby cancelled.

Ms. Ruma Khanam 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).

The transfer of other employees vide Office Order No.:77-2024 dated 23-04-2024 shall remain unchanged.

**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 03 (Three) 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 SVP & Incharge, Claims Dept.
6. The SVP & Incharge, U/W & Re Insurance Dept.
7. The VP & Incharge, Policy Servicing Dept.
8. Master file. 9. Office Order file 10. Personal file
1. The EVP (PRT) & Incharge, Khulna Corp. Zone.
2. The EVP (PRT) & Incharge, Jhenaidaha Zone.
3. 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