



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

May 28, 2024

“করবো বীমা, গড়বো দেশ
স্মার্ট হবে বাংলাদেশ”

Office Order No.:95-2024

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
01	Mr. Md. Farid Uddin (3065), Senior Officer	Cash Section, Chattogram Divisional Office	Finance & Accounts Dept., Banshkhali Full Fledged Service Center(0048), Chattogram Zone-02
02	Md. Mohammed Anwarul Islam (1423), Officer	Finance & Accounts Dept., Banshkhali Full Fledged Service Center(0048), Chattogram Zone-02	Finance & Accounts Dept., Mirsharai Full Fledged Service Center(0047), Chattogram Zone-04
03	Mr. Md. Ahsan Ullah (2166), Officer	Cash Section, Pahartali Org. Office(0334), Chattogram Zone-09	Cash Section, Chattogram Divisional Office

Mr. Md. Farid Uddin and Mr. Md. Ahsan Ullah shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

Md. Mohammed Anwarul Islam shall handover the overall charges to Mr. Md. Farid Uddin 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 12-06-2024.

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 from their existing offices by 09-06-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining Mr. Md. Farid Uddin at Banshkhali Full Fledged Service Center is hereby advised to deal with work of Underwriting Dept., sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Md. Mohammed Anwarul Islam vide Office Order No.:168-2023, dated 14-09-2023 is hereby cancelled.

Cash allowance of Mr. Md. Farid Uddin @Tk.750/- is hereby withdrawn.


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
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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 SEVP & Chief Financial Officer.
5. The SVP & Incharge, U/W & Re Insurance Dept. with a request to provide with necessary training to Mr. Md Farid Uddin
6. The Operation Incharge, Chattogram Divisional .
7. Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.
8. Office Order file. 9. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-02 & 09.
3. The EVP (PRT) & Incharge, Chattogram Zone-02.
4. The EVP (PRT) & Incharge, chattogram Zone-04
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@primeislamifile.com, web: www.primeislamifile.com