



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامي لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

July 10, 2024

## Office Order No.:120-2024

“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
01	Mr. Md. Rashedul Alam (2161), Officer	Cash Section, Ranirhat Org. Office(0530), Chattogram Zone-12	Cash Section, Moriam Nagar Org. Office, Chattogram Zone-07.
02	Ms. Rujina Akter (2948), Officer	Policy Servicing Dept., Chattogram Divisional Office.	Cash Section, Fakirnir Hat Org. Office(0480), Chattogram Zone-14.

Mr. Md. Rashedul Alam shall handover the overall charges to Mr. Md. Saifuddin (2955), Senior Executive Officer, Accounts Dept., Hathazari Full Fledged SC, Chattogram Zone-12.

Ms. Rujina Akter shall handover the overall charges to Mr. Mohammed Belayet Hossain (2881), DVP & Operation Incharge, Chattogram Divisional Office.

Mr. Md. Rashedul Alam is advised to report his joining to the Incharge, Moriam Nagar Org. Office, Chattogram Zone-07 along with Stationary Items allotted to him and release letter with photocopy of attendance register of his last attendance from his existing office by 16-07-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Rujina Akter is advised to report her joining to the Incharge, Fakirnir Hat Org. Office(0480), Chattogram Zone-14 along with Stationary Items allotted to her and release letter from her existing office by 16-07-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Rashedul Alam vide Office Order No.:90-2024, dated 19-05-2024 at Call Centre related works is hereby cancelled.

Ms. Rujina Akter 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).

Syed Amdadul Haque (2991), Junior Officer, Cash Section, Golapgonj Organization Office(0408), Sylhet Zone-02 is hereby advised to sit and work at Cash Section, Kanaighat Org. Office, Sylhet Zone-01 for 01 (One) day in a week in addition to his existing duties until further order.

TA/DA as per rules of the Company is admissible to Syed Amdadul Haque in this regard.

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

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

আর্থিক নিরাপত্তার সেতুবন্ধন





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Syed Amdadul Haque (2991), Junior Officer, Cash Section, Golapgonj Organization Office(0408), Sylhet Zone-02 is hereby advised to sit and work at Cash Section, Kanaighat Org. Office, Sylhet Zone-01 for 01 (One) day in a week in addition to his existing duties until further order.

TA/DA as per rules of the Company is admissible to Syed Amdadul Haque in this regard.

  
**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 Additional Managing Director.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Chief Financial Officer.
5. Mr. Md. Saifuddin (2955), SEO, Accounts Dept., Hathazari Full Fledged SC, Chattogram Zone-12.
6. Mr. Mohammed Belayet Hossain (2881), DVP & Operation Incharge, Chattogram Divisional Office.
7. Office Order file.
8. Personal file.
1. The AMD (Dev.) & Incharge, Sylhet Corp. Zone.
2. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01.
3. The EVP (PRT) & Incharge, Sylhet Zone-01.
4. The EVP (PRT) & Incharge, Chattogram Zone-06.
5. The EVP (PRT) & Incharge, Chattogram Zone-12.
6. The EVP (PRT) & Incharge, Chattogram Zone-07.
7. The EVP (PRT) & Incharge, Chattogram Zone-14.
8. The Incharge, Sylhet Zone-02
9. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন