



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیٹ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

January 13, 2021

Office Order No.:07-2021

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. Abdur Rahim (1126), Officer	Underwriting Dept., Jaldi Bazar FPR Centre, Chattogram Zone-06	Underwriting Dept., Ramu FPR Centre, Cox's Bazar Zone-04
02	Mr. Mohammad Ayub Chowdhury (2862), Assistant Officer	Cash Section, Jaldi Bazar FPR Centre, Chattogram Zone-06	Underwriting Dept., Jaldi Bazar FPR Centre, Chattogram Zone-06

Mr. Mohammad Ayub Chowdhury shall handover the overall charges to Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.

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 17-01-2021 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Underwriting Dept., Ramu FPR Centre, Cox's Bazar Zone-04 Mr. Md. Abdur Rahim is hereby advised to work of Accounts Dept., at same premises in addition to his existing duties.

The Cash allowance @ Tk.750/- of Mr. Mohammad Ayub Chowdhury is hereby withdrawn.

Mahmudur Rahman Talukder

Senior Vice President
HR & ADMIN Department.

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President
HR & ADMIN Department.

• Copy forwarded to: Above 02 (Two) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
 2. The DMD & CS.
 3. The DMD (Dev.) & Incharge, Dev. ADMIN Dept.
 4. The Asst. Managing Director & Incharge, HR & ADMIN Dept.
 5. The EVP & Incharge (U/W), with a request to arrange U/W training for the above 02 (Two) Officers.
 6. The SVP & Incharge, Finance & Accounts Dept.
 7. Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.
 8. Master file.
 9. Office Order file.
 10. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
 2. The EVP (PRT) & Incharge, Chattogram Zone-06.
 3. The JEV (PRT) & Incharge, Cox's Bazar Zone-04.
 4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন