



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

ISO 9001 : 2015  
CERTIFIED

January 19, 2021

## Office Order No.:08-2021

For the greater interest of the Company, Mr. Md. Ali Jinnah (2248), Assistant Officer, Cash Section, Rawjan Org. Office, Chattogram Zone-12 is hereby transferred to Cash Section, Chattogram Zone-12 (Hathazari).

Mr. Md. Ali Jinnah shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre.

Mr. Md. Ali Jinnah is advised to report his joining to the Incharge, Chattogram Zone-12 (Hathazari) along with Stationary Items allotted to him and release letter from his existing office by 24-01-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

S. M. Mostafa Mamun (2749), Assistant Officer, Cash Section, Fatikchiri Org. Office, Chattogram Zone-12 is hereby advised to sit and work at Cash Section, Rawjan Org. Office, Chattogram Zone-12 for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

TA/DA allowance as per rules of the Company is admissible to S. M. Mostafa Mamun.

The additional responsibility of S. M. Mostafa Mamun shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**  
Senior Vice President (HR & Admin)

- Mr. Md. Ali Jinnah (2248), Assistant Officer.
- S. M. Mostafa Mamun (2749), Assistant Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیٹڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

January 19, 2021

## Office Order No.:08-2021

For the greater interest of the Company, Mr. Md. Ali Jinnah (2248), Assistant Officer, Cash Section, Rawjan Org. Office, Chattogram Zone-12 is hereby transferred to Cash Section, Chattogram Zone-12 (Hathazari).

Mr. Md. Ali Jinnah shall handover the overall charges to Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre.

Mr. Md. Ali Jinnah is advised to report his joining to the Incharge, Chattogram Zone-12 (Hathazari) along with Stationary Items allotted to him and release letter from his existing office by 24-01-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

S. M. Mostafa Mamun (2749), Assistant Officer, Cash Section, Fatikchiri Org. Office, Chattogram Zone-12 is hereby advised to sit and work at Cash Section, Rawjan Org. Office, Chattogram Zone-12 for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

TA/DA allowance as per rules of the Company is admissible to S. M. Mostafa Mamun.

The additional responsibility of S. M. Mostafa Mamun shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**  
Senior Vice President (HR & Admin)

- Mr. Md. Ali Jinnah (2248), Assistant Officer.
- S. M. Mostafa Mamun (2749), Assistant Officer.

#### 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 Asstant Managing Director & Incharge, HR & ADMIN Dept.
5. The SVP & Incharge, Finance & Accounts Dept.
6. Mr. Mohammad Abdur Rahim (1022), AVP, Accounts Dept., Agrabad Service Centre.
7. Master file
8. Office Order file
9. Personal file
1. The DMD (Dev.) & Incharge, Chattogram.
2. The EVP (PRT) & Incharge, Chattogram Zone-12.
3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন