



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

February 27, 2021

## Office Order No.:28-2021

For the greater interest of the Company, the Office Order No.:16-2021, dated February 02, 2021 are hereby partially revised as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks	
01	Mr. Md. Mamun Hossain (0348), Senior Officer	Cash Section, Jamalpur Org. Office, Dhaka Zone-04	Cash Section, Dhaka Corp. Zone-04	He will stay at his existing Office.	Transfer Order is cancelled
02	Mr. Md. Rafiqul Islam (0695), Officer	Cash Section, Bhadail Org. Office (Ashulia), Dhaka Zone-04	Cash Section, Jamalpur Org. Office, Dhaka Zone-04	He will stay at his existing Office.	Transfer Order is cancelled
03	Mr. Md. Meraj Hossain (0668), Officer	Cash Section, Dhaka Corp. Zone-04	Accounts Dept., Cosba Org. Office, B. Baria Zone	He will stay at his existing Office.	Transfer Order is cancelled
04	Mr. Md. Rasel Hossain Munsi (1839), Assistant Officer	Cash Section, Dhaka Zone-08 (Mirpur)	Cash Section, Bhadail Org. Office (Ashulia), Dhaka Zone-04	Accounts Dept., Cosba FPR Centre, B. Baria Zone-02	Revised

Mr. Md. Rasel Hossain Munsi shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Dhaka Corp. Zone-03 as per previous Office Order No: 16-2021 dated February 02, 2021.

Mr. Md. Rasel Hossain Munsi is advised to report his joining to the Incharge, Cosba FPR Centre, B. Baria Zone with Stationary Items allotted to him and release letter from his existing office by 02-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Mhammad Manik Mia (0566), Senior Officer, Accounts Dept., Cosba FPR Centre is advised to report his joining to the Incharge, Dhaka Zone-08 (Mirpur) immediately with a copy to the HR & Administration Dept., Head Office, Dhaka as per previous Office Order No: 16-2021 dated February 02, 2021.

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

Copy forwarded to: Above 05 (Five) employees.

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আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯ ই-মেইল : nilil@primeislamilife.com nililhd@gmail.com web: www.primeislamilife.com



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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03	Mr. Md. Meraj Hossain (0668), Officer	Cash Section, Dhaka Corp. Zone-04	Accounts Dept., Cosba Org. Office, B. Baria Zone	He will stay at his existing Office.	Transfer Order is cancelled
04	Mr. Md. Rasel Hossain Munsu (1839), Assistant Officer	Cash Section, Dhaka Zone-08 (Mirpur)	Cash Section, Bhadail Org. Office (Ashulia), Dhaka Zone-04	Accounts Dept., Cosba FPR Centre, B. Baria Zone-02	Revised

Mr. Md. Rasel Hossain Munsu shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Dhaka Corp. Zone-03 as per previous Office Order No: 16-2021 dated February 02, 2021.

Mr. Md. Rasel Hossain Munsu is advised to report his joining to the Incharge, Cosba FPR Centre, B. Baria Zone with Stationary Items allotted to him and release letter from his existing office by 02-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Mhammad Manik Mia (0566), Senior Officer, Accounts Dept., Cosba FPR Centre is advised to report his joining to the Incharge, Dhaka Zone-08 (Mirpur) immediately with a copy to the HR & Administration Dept., Head Office, Dhaka as per previous Office Order No: 16-2021 dated February 02, 2021.

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

Copy forwarded to: Above 05 (Five) 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 SVP, Finance & Accounts Dept.
6. Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Zone-04.
7. Mr. Md. Mozibur Rahman (0533), EO, B. Baria Full Fledged Service Centre.
8. Mr. Md. Feruz Alam (0535), Executive Officer, Dhaka Corp. Zone-03.
9. Master file
10. Office Order file
11. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Zone-04
2. The EVP (PRT) & Incharge, B. Baria Zone-01.
3. The EVP (PRT) & Incharge, Dhaka Zone-08.
4. The SVP (PRT) & Incharge, B. Baria Zone-02
5. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন