



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائٹم اسلامى لائف انشورنس لمیٹیٹڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

March 01, 2021

## Office Order No.:32-2021



“মুজিববর্ষের অঙ্গীকার  
বীমা হোক সবার”

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	Khondaker Md. Shamsuzzaman (0841), Senior Executive Officer	Underwriting Dept., Bogura Service Centre	Underwriting Dept, Hobigonj FPR Centre, Moulavibazar Zone
02	Ms. Khairun Nahar (1164), Executive Officer	Policy Servicing Dept., Bogura Service Centre	Underwriting Dept., Bogura Service Centre

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 07-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Underwriting Dept., Bogura Service Centre Ms. Khairun Nahar shall also works at Policy Servicing Dept., at same premises in addition to her existing duties until further order and the additional responsibility vide Office Order No.:250-2020, dated 08-12-2020 at U/W Dept., is hereby cancelled.

**Mahmudur Rahman Talukder**  
Senior Vice President  
HR & ADMIN Dept.

Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Senior Vice President

HR & ADMIN Dept.

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### C.C. to : for kind information :

1. The Chief Executive Officer.
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The Assistant Managing Director & Incharge, HR & Administration Dept.
5. The EVP & Incharge, U/W Dept.
6. The JSVP & Incharge, Policy Servicing & Claims Dept.
7. Master file
8. Office Order file
9. Personal file.
1. The SEVP (PRT) & Incharge, Sylhet Corp. Zone.
2. The SEVP (PRT) & Incharge, Rangpur Corp. Zone.
3. The J EVP (PRT) & Incharge, Bogura Zone.

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. nililbd@gmail.com. web: www.primeislamilife.com