



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

March 14, 2021

Office Order No.:44-2021



“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	Mr. Md. Harunnor Rashid (2188), JAVP	Internal Audit Dept., Chattogram Zone-03 (Muradpur)	Policy Servicing Dept., Keranihat FPR Centre, Chattogram Zone-06
02	Mr. Arifur Rahman Nayon (1821), Assistant Officer	Accounts Dept., Chattogram Zone-03 (Muradpur)	Internal Audit Dept., Chattogram Zone-03 (Muradpur)

Mr. Arifur Rahman Nayon shall handover his overall charges to Mr. Ahmed Fark (2704), Officer, Accounts Dept., Chattogram Zone-03.

The above employees are advised to report their joining to the Incharge of respective Offices/Dept. along with Stationary Items allotted to them and release letter from their existing offices by 18-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Internal Audit Dept., Chattogram Zone-03 Mr. Arifur Rahman Nayon shall also works at Policy Servicing Dept., and he will do Dalil related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Harunnor Rashid vide Office Order No.:148-2020, dated 19-08-2020 at Policy Servicing Dept., Dalil Section is hereby cancelled.

Mahmudur Rahman Talukder

Senior Vice President

HR & ADMIN Dept.

Copy forwarded to: Above 02 (Two) employees.

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@primeislamylife.com nililhd@gmail.com web: www.primeislamylife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Senior Vice President

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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 SVP & Incharge, Finance & Accounts Dept.
 6. The JSVP & Incharge, Policy Servicing & Claims Dept.
 7. The JSVP & Incharge, I/A Dept.
 8. Mr. Ahmed Fark (2704), Officer, Accounts Dept., Chattogram Zone-03.
 9. Master file
 10. Office Order file
 11. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
 2. The EVP (PRT) & Incharge, Chattogram Zone-06.

আর্থিক নিরাপত্তার সেতুবন্ধন