



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

March 24, 2021

Office Order No.: 55-2021

For the greater interest of the Company, the Office Order No.: 53-2021, dated March 23, 2021 is hereby revised and the following employees are hereby transferred/Posted as under:

Sl.	Name & Desig. Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred/posted to	Remarks
1.	Ms. Kamrun Naher (2889), JAVP Newly Joined at the Head Office, Dhaka	_____	Claims Dept., Head Office, Dhaka	Posting
2.	Mr. Md. Nur Islam (2806), Executive Officer Policy Servicing Dept., Dhaka Corp. Zone-04	Accounts Dept. Feni Service Centre	He will stay at his existing Office.	Transfer Order is cancelled
3.	Begum Nilufar Yasmin (2880), Executive Officer Newly Joined at the Head Office, Dhaka	Policy Servicing Dept., Dhaka Corp. Zone-04	Policy Servicing Dept., Dhaka Zone-06	Revised Posting
4.	Mr. Bisawjit Samadder (2888), Officer Newly Joined at the Head Office, Dhaka	_____	Development Administration Dept., Head Office, Dhaka	Posting
5.	Mr. Md. Saiful Islam (2025), Assistant Officer Development Administration Dept., Head Office, Dhaka	_____	Cash Section, Bason Org. Office, Gazipur Zone	Transfer

The above employee of serial no. 01, 02, 03, 04 are advised to report their joining to the Incharge of respective Offices by 28-03-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Saiful Islam is advised to report his joining to the JEVP (PRT) & Incharge, Gazipur Zone by 28-03-2021 for training with a copy to the HR & Administration Dept., Head Office, Dhaka.

After completion of necessary training he will report his joining to the Incharge, Bason Org. Office, Gazipur Zone with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Saiful Islam will be entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac).

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

• Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

• Copy forwarded to: Above 05 (Five) employees.

C.C. to:

- The Chief Executive officer for kind information.
- The DMD & CS.
- The DMD (Dev.) & Incharge, Dev. Admin Dept.
- The AMD & Incharge, HR & Administration Dept.
- The SVP & Incharge, Finance & Accounts Dept.
- The JSVP & Incharge, Policy Servicing & Claims Dept.
- Master file
- Office Order file
- Personal file
- The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04.
- The SEVP (PRT) & Incharge, Dhaka Zone-06.
- The JAVP (PRT) & Incharge, Gazipur Zone.
- The Incharge, Feni Corp. Zone.
- The Incharge, Bason Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন