



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

April 07, 2021

Office Order No.:65-2021

For the greater interest of the Company, Ms. Fatema Begum (2346), Assistant Officer, Accounts Dept., Chattogram Zone-03 is hereby transferred to Cash Section, Andarkilla Org. Office, Chattogram Zone-05.

Ms. Fatema Begum is advised to report his joining to the Incharge, Andarkilla Org. Office, Chattogram Zone-05 along with Stationary Items allotted to him and release letter from his existing office by 10-04-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Fatema Begum 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).

Ms. Halima Begum (1333), Senior Officer, Claims Dept., Chattogram Zone-03 is hereby assigned to work at OR Section and Ms. Zannatul Ferdous (1833), Junior Officer, IT Dept., Chattogram Zone-03 is hereby assigned to work at DCS Section at same premises in addition to their existing duties.

Additional responsibilities of Ms. Halima Begum and Ms. Zannatul Ferdous shall come into force with immediate effect and remain valid until further order.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

- Ms. Halima Begum (1333), Senior Officer.
- Ms. Zannatul Ferdous (1833), Junior Officer
- Ms. Fatema Begum (2346), Assistant Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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PR

- Ms. Halima Begum (1333), Senior Officer.
- Ms. Zannatul Ferdous (1833), Junior Officer
- Ms. Fatema Begum (2346), 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 Assistant Managing Director & Incharge, HR & ADMIN Dept.
 5. The EVP & Incharge, IT Dept.
 6. The SVP & Incharge, Finance & Accounts Dept.
 7. The JSVP & Incharge, Policy Servicing & Claims Dept.
 8. Master file
 9. Office Order file
 10. Personal file
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
 2. The Incharge, Andarkilla Org. Office, Chattogram Zone-05

আর্থিক নিরাপত্তার সেতুবন্ধন