



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

April 11, 2021

## Office Order No.:69-2021

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. Farhad Bin Muhammad Abdul Aziz (2800), Assistant Officer	Cash Section, Thaingkhali Org. Office, Cox's Bazar Zone-04	Accounts Dept., Cox's Bazar Service Centre
02	Mr. Serajul Mostafa (2116), Assistant Officer	Cash Section, Cox's Bazar FPR Centre, Chattogram Corp. Zone-03	Cash Section, Moheshkhali Org. Office, Cox's Bazar Zone-01
03	Mr. Shawkat Ali (2845), Assistant Officer	Underwriting Dept., Cox's Bazar FPR Centre, Chattogram Corp. Zone-03	Cash Section, Whykang Org. Office, Cox's Bazar Zone-01

Mr. Farhad Bin Muhammad Abdul Aziz shall handover the overall charges to Mr. Pranab Kumar Dhar (2778), AVP, Accounts Dept., Cox's Bazar Service Centre.

Mr. Serajul Mostafa 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 along with Stationary Items allotted to them and release letter from their existing offices by 15-04-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Shawkat Ali (2845), AO 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) and the Cash allowance @ Tk.750/- of Mr. Farhad Bin Muhammad Abdul Aziz (2800), AO is hereby withdrawn.

Mr. Arfanul Islam (2829), Assistant Officer, Cash Section, Palongkhali Org. Office, Cox's Bazar Zone-04 is hereby advised to sit and work at Cash Section, Thaingkhali Org. Office, Cox's Bazar Zone-04 for 03 (Three) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

TA/DA allowance as per rules of the Company is admissible to Mr. Arfanul Islam

The additional responsibility of Mr. Arfanul Islam shall come into force with immediate effect and shall remain valid until further order.

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

Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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

Copy forwarded to: Above 04 (Four) 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 AMD & Incharge, HR & ADMIN Dept.
5. The EVP & Incharge, U/W Dept.
6. The SVP, Finance & Accounts Dept.
7. Mr. Pranab Kumar Dhar (2778), AVP, Accounts Dept., Cox's Bazar Service Centre.
8. Mr. Ahmed Fark (2704), Officer, Accounts Dept., Chattogram Zone-03.
9. Master file
10. Office Order file
11. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
3. The JEV (PRT) & Incharge, Cox's Bazar Zone-01.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন