



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

May 17, 2021

## Office Order No.:83-2021



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. Md. Nurnabi Mia (2804), Assistant Officer	Cash Section, Arani Agency Office, Rajshahi Corp. Zone	Cash Section, Khatakhali Org. Office, Rajshahi Corp. Zone
02	Mr. Md. Mostakin Firuz (1711), Assistant Officer	Cash Section, Charghat Org. Office, Rajshahi Corp. Zone	Cash Section, Arani Agency Office, Rajshahi Corp. Zone
03	A.B.M. Golam Sarwar (0930), Assistant Officer	Cash Section, Bagha Agency Office, Rajshahi Corp. Zone	Cash Section, Charghat Org. Office, Rajshahi Corp. Zone

Mr. Md. Nurnabi Mia, Mr. Md. Mostakin Firuz and A.B.M. Golam Sarwar shall handover the overall charges to Mr. Md. Masum Maruf-ul-Hoque (0634), EO, Accounts Dept., Rajshahi Full Fledged 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 20-05-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Charghat Org. Office, A.B.M. Golam Sarwar shall sit and work at Cash Section, Bagha Agency Office, Rajshahi Corp. Zone for 01 (One) day 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 A.B.M. Golam Sarwar

The additional responsibility of A.B.M. Golam Sarwar vide Office Order No.:200-2019, dated 16-07-2019 at Cash Section, Katakhalia Org. Office, Rajshahi Zone-03 is hereby cancelled.

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

Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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

Copy forwarded to: Above 03 (Three) employees.

### 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 AMD & Incharge, HR & Administration Dept.
5. The SVP & Incharge, Finance & Accounts Dept.
6. Mr. Md. Masum Maruf-ul-Hoque (0634), EO, Accounts Dept., Rajshahi Full Fledged Service Centre
7. Master file
8. Office Order file
9. Personal file.
1. The EVP (PRT) & Incharge, Rajshahi Corp. Zone.
2. The Incharge, respective office

আর্থিক নিরাপত্তার সেতুবন্ধন