



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

June 07, 2021



## Office Order No.:98-2021

For the greater interest of the Company, Mr. Mizanur Rahman (2488), Assistant Officer, Cash Section, Bohoddarkata Org. Office, Cox's Bazar Zone-03 is hereby transferred to Underwriting Dept., Chakaria FPR Centre, Cox's Bazar Zone-03.

Mr. Mizanur Rahman shall handover the overall charges to Mr. Noor Mohammad (1041), Senior Officer, Finance & Accounts Dept., Pekua Full fledged SC, Cox's Bazar Zone-03.

Mr. Mizanur Rahman is advised to report his joining to the Incharge, Chakaria FPR Centre, Cox's Bazar Zone-03 along with Stationary Items allotted to him and release letter from his existing office by 10-06-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The Cash allowance @ Tk.750/- of Mr. Mizanur Rahman is hereby withdrawn.

Mr. Saiful Islam (1941), Assistant Officer, Cash Section, Dulahajara Org. Office, Cox's Bazar Zone-03 is hereby advised to sit and work at Cash Section, Bohoddarkata Org. Office, Cox's Bazar Zone-03 for 02 (Two) day(s) in a week in addition to his existing duties, which shall come into force with immediate effect and shall remain valid until a Cashier join there.

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

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

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

- Mr. Mizanur Rahman (2488), Assistant Officer
- Mr. Saiful Islam (1941), Assistant Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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

- Mr. Mizanur Rahman (2488), Assistant Officer
- Mr. Saiful Islam (1941), Assistant Officer

#### 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 EVP & Incharge, U/W & Reinsurance Dept. with a request to arrange necessary U/W training to Mr. Mizanur Rahman.
6. The SVP & Incharge, Finance & Accounts Dept.
7. Master file
8. Office Order file
9. Personal file
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Cox's Bazar Zone-03.
3. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন