



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 15, 2021

Office Order No.:102-2021



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. Muhammad Manik Mia (0566), Senior Officer | Cash Section, Dhaka Zone-08 (Mirpur) | Cash Section, Jamalpr Org. Office, Mymensingh Zone-01 |
| 02 | Ms. Shefali (1612), Junior Officer | Cash Section, Jamalpr Org. Office, Mymensingh Zone-01 | Cash Section, Adamjee EPZ Org. Office, Dhaka Zone-07 |
| 03 | Mr. Md. Saiful Islam (2602), Assistant Officer | Cash Section, Adamjee EPZ Org. Office, Dhaka Zone-07 | Cash Section, Malibag FPR Centre, Dhaka Zone-06 |

Mr. Muhammad Manik Mia shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Dhaka Zone-03.

Ms. Shefali shall handover the overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.

Mr. Md. Saiful Islam shall handover the overall charges to Mr. Mohammad Mozammel Hoque (0611), EO, Accounts Dept., Dhaka Zone-07.

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 21-06-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Muhammad Manik Mia (0566), Senior Officer, Cash Section, Dhaka Zone-08 (mirpur) vide Office Order No.:46-2021, dated 15-03-2021 at Cash Section, Rampura Org. Office, Dhaka Zone-09 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 04 (Four) employees.

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আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (HR & ADMIN)

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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. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.
7. Mr. Md. Feruz Alam (0535), EO, Accounts Dept., Dhaka Zone-03.
8. Mr. Mohammad Mozammel Hoque (0611), EO, Accounts Dept., Dhaka Zone-07.
9. Master file
10. Office Order file
11. Personal file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04
2. The SEVP (PRT) & Incharge, Dhaka Zone-06.
3. The SEVP (PRT) & Incharge, Dhaka Zone-07
4. The EVP (PRT) & Incharge, Dhaka Zone-08.
5. The EVP (PRT) & Incharge, Mymensingh Zone-01
6. The Incharge, respective office

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamilife.com, pililbd@gmail.com, web: www.primeislamilife.com