



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 29, 2021

Office Order No.:110-2021



Chandpur Zone Office is already converted into Chandpur Full Fledged Service Centre and shifted to Chandpur. In view of that to ensure and provide with smooth and accelerate service to the policy holders of newly created Chandpur Full Fledged Service Centre, the following employees may be transfer as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Mohammad Belayet Hossain (2881), Joint Vice President	Underwriting Dept., Hazigonj Service Centre	Underwriting Dept., Chandpur Full Fledged SC	
02	Mr. Mohammad Delwar Hossain (0377), SEO	Accounts Dept., Hazigonj Service Centre	Accounts Dept., Chandpur Full Fledged SC	
03	Mr. Muhammad Shahjahan Patwary (0328), EO	IT Dept., Hazigonj Service Centre	IT Dept., Chandpur Full Fledged SC	
04	Mr. Monir Hossain (0871), Officer	Cash Section, Hazigonj Service Centre	Cash Section, Chandpur Full Fledged SC	
05	Mr. Md. Bahadur Jamadder (2653),	Claims Dept., Cumilla Full Fledged SC	Claims Dept., Chandpur Full Fledged SC	
06	Mr. Nasir Uddin (1745), AO	Cash Section, Chandpur Org. Office, Hazigonj Zone	Cash Section Hajigonj Org. Office, Chandppur Zone	
07	Mr. Md. Hanif Hossen (2003), Messenger	Hazigonj Service Centre	Chandpur Full Fledged SC	He is hereby advised to work as Docket Keeper at same premises in addition to his existing duties.

Mr. Nasir Uddin shall handover the overall charges to Mr. Mohammad Delwar Hossain (0377), SEO, Accounts Dept., Chandpur Full Fledged SC.

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 01-07-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Moaggen Hossain Khan (0522), Executive Officer, Internal Audit Dept., Cumilla Full Fledged SC is hereby advised to sit and work at Internal Audit Dept., Chandpur Full Fledged SC for 01 (One) day in a week in addition to his existing duties until further order. The working day will be settled by the respective Office Incharges.


Kazi Abul Manjur

Assistant Managing Director & In charge
HR & ADMIN Department

Copy forwarded to: Above 08 (Eight) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 29, 2021

Office Order No.:110-2021




Chandpur Zone Office is already converted into Chandpur Full Fledged Service Centre and shifted to Chandpur. In view of that to ensure and provide with smooth and accelerate service to the policy holders of newly created Chandpur Full Fledged Service Centre, the following employees may be transfer as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Mohammad Belayet Hossain (2881), Joint Vice President	Underwriting Dept., Hazigonj Service Centre	Underwriting Dept., Chandpur Full Fledged SC	
02	Mr. Mohammad Delwar Hossain (0377), SEO	Accounts Dept., Hazigonj Service Centre	Accounts Dept., Chandpur Full Fledged SC	
03	Mr. Muhammad Shahjahan Patwary (0328), EO	IT Dept., Hazigonj Service Centre	IT Dept., Chandpur Full Fledged SC	
04	Mr. Monir Hossain (0871), Officer	Cash Section, Hazigonj Service Centre	Cash Section, Chandpur Full Fledged SC	
05	Mr. Md. Bahadur Jamadder (2653),	Claims Dept., Cumilla Full Fledged SC	Claims Dept., Chandpur Full Fledged SC	
06	Mr. Nasir Uddin (1745), AO	Cash Section, Chandpur Org. Office, Hazigonj Zone	Cash Section Hajigonj Org. Office, Chandppur Zone	
07	Mr. Md. Hanif Hossen (2003), Messenger	Hazigonj Service Centre	Chandpur Full Fledged SC	He is hereby advised to work as Docket Keeper at same premises in addition to his existing duties.

Mr. Nasir Uddin shall handover the overall charges to Mr. Mohammad Delwar Hossain (0377), SEO, Accounts Dept., Chandpur Full Fledged SC.

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 01-07-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Moagem Hossain Khan (0522), Executive Officer, Internal Audit Dept., Cumilla Full Fledged SC is hereby advised to sit and work at Internal Audit Dept., Chandpur Full Fledged SC for 01 (One) day in a week in addition to his existing duties until further order. The working day will be settled by the respective Office Incharges.


29/06/21
Kazi Abul Manjur

Assistant Managing Director & In charge
HR & ADMIN Department

Copy forwarded to: Above 08 (Eight) 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 EVP & Incharge, U/W Dept.
5. The SVP & Incharge, Finance & Accounts Dept.
6. The JSVP & incharge, Policy Servicing & Claims,
7. The JSVP & Incharge, I/A Dept.
8. Master file
9. Office Order file
10. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone
2. The EVP (PRT) & Incharge, Chandpur Zone.
3. The Incharge, respective office

আর্থিক নিরাপত্তার সেতুবন্ধন