



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.:111-2021



“মুজিববর্ষের অঙ্গীকার
বীমা হোক সবার”

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Abdur Razzak (0393), Executive Officer,	Policy Servicing Dept., Feni Service Centre	Policy Servicing Dept., Noakhali Full Fledged SC	-
02	Mr. Md. Samsuuddin (T836), Tea Boy	Former Maizdicourt FPR Centre	Noakhali Full Fledged SC	Also worked as Docket Keeper in addition his existing duties.

Mr. Matiar Rahman Mallik (0152), Executive Officer, Internal Audit Dept., Feni Service Centre is advised to sit and work at Internal Audit Dept., Noakhali Full Fledged SC for 02 (Two) day(s) in a week in addition to his existing duties, the working days will be settled by the respective Office Incharge.

Employees at Sl. No. 01 & 02 above are advised to report their joining to the Incharge of Noakhali Full Fledged SC along with Stationary Items allotted to them and release letter from their existing offices by 01-07-2021 with a copy to the Administration Dept., Head Office, Dhaka.

MahmudurRahmanTalukder
Senior Vice President
HR & ADMIN Department.

- Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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MahmudurRahmanTalukder

Senior Vice President
HR & ADMIN Department.

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1. The Chief Executive Officer.
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. ADMIN Dept.
4. The Asst. Managing Director & Incharge, HR & ADMIN Dept.
5. The JSVP & Incharge, Claims & Policy Servicing Dept.
6. The JSVP & Incharge, Internal Audit Dept.
7. Master file.
8. Office Order file.
9. Personal file.

1. The EVP (PRT) & Incharge, Noakhali Zone
2. The EVP (PRT) & Incharge, Feni Zone-02.

আর্থিক নিরাপত্তার সেতুবন্ধন