



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائٹم اسلامى لايف انشورنس لميٲيٲيٲ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 30, 2021

Office Order No.:114-2021



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. Aktaruzzaman (1663), SC	IT Dept., Konabari FPR Centre, Gazipur Zone	Cash Section, Konabari FPR Centre, Gazipur Zone
02	Mr. Mahbub Alam (1483), Junior Officer	Cash Section, Meradia Org. Office, Dhaka Zone-06	Cash Section, Kamrangichor Org. Office, Dhaka Zone-07
03	Ms. Ruma Akter (2534), Assistant Officer	IT Dept., Shiddirgonj Org. Office, Dhaka Zone-06	IT Dept., Konabari FPR Centre, Gazipur Zone
04	Mr. Abdullah-Al-Mamun (2840), Assistant Officer	Cash Section, Kamrangichor Org. Office, Dhaka Zone-07	Cash Section, Shiddirgonj Org. Office, Dhaka Zone-06

Mr. Mahbub Alam, Ms. Ruma Akter and Mr. Abdullah-Al-Mamun shall handover the overall charges to Kazi Mahbub-E-Khoda (0800), Joint Vice President & Incharge, City Service Centre, Dhaka.

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

The additional responsibility of Ms. Ruma Akter (2534), Assistant Officer, Shiddirgonj Org. Office, Dhaka Zone-06 vide Office Order No.:96-2021, dated 02-06-2021 at Cash Section Shiddirgonj Org. Office, Dhaka Zone-06 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 04 (Four) employees.

PR

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 30, 2021

Office Order No.:114-2021



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. Aktaruzzaman (1663), SC	IT Dept., Konabari FPR Centre, Gazipur Zone	Cash Section, Konabari FPR Centre, Gazipur Zone
02	Mr. Mahbub Alam (1483), Junior Officer	Cash Section, Meradia Org. Office, Dhaka Zone-06	Cash Section, Kamrangichor Org. Office, Dhaka Zone-07
03	Ms. Ruma Akter (2534), Assistant Officer	IT Dept., Shiddirgonj Org. Office, Dhaka Zone-06	IT Dept., Konabari FPR Centre, Gazipur Zone
04	Mr. Abdullah-Al-Mamun (2840), Assistant Officer	Cash Section, Kamrangichor Org. Office, Dhaka Zone-07	Cash Section, Shiddirgonj Org. Office, Dhaka Zone-06

Mr. Mahbub Alam, Ms. Ruma Akter and Mr. Abdullah-Al-Mamun shall handover the overall charges to Kazi Mahbub-E-Khoda (0800), Joint Vice President & Incharge, City Service Centre, Dhaka.

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

The additional responsibility of Ms. Ruma Akter (2534), Assistant Officer, Shiddirgonj Org. Office, Dhaka Zone-06 vide Office Order No.:96-2021, dated 02-06-2021 at Cash Section Shiddirgonj Org. Office, Dhaka Zone-06 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 04 (Four) 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 EVP & Incharge, IT Dept.
6. The SVP & Incharge, Finance & Accounts Dept.
7. Kazi Mahbub-E-Khoda (0800), Joint Vice President, City Service Centre, Dhaka.
8. Master file
9. Office Order file
10. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-06.
3. The SEVP (PRT) & Incharge, Dhaka Zone-07
4. The JEVP (PRT) & Incharge, Gazipur Zone.
5. The Incharge, respective office

আর্থিক নিরাপত্তার সেতুবন্ধন