



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 02, 2021



Office Order No.:126-2021

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. Md. Siddiqur Rahman Akond (0390), SEO	Cash Section, Homna Org. Office, Cumilla Zone-02	Cash Section, Pak Bangora Org. Office, Cumilla Zone-03
02	Mr. Md. Azadul Islam (2210), Junior Officer	Cash Section, Meghula Org. Office, Dhaka Zone-04	Cash Section, Shokhipur Org. Office, Tangail Zone
03	Mr. Md. Saiful Islam (2391), Junior Officer	Cash Section, Jamgora Agency Office, Dhaka Zone-06	Cash Section, Gopalpur Org. Office, Tangail Zone

Mr. Md. Siddiqur Rahman shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), Manager, Cumilla Full Fledged SC.

Mr. Md. Azadul Islam and Mr. Md. Saiful Islam shall handover the overall charges to Mr. Md. Feruz Alam (0535), Senior Executive Officer, 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 08-08-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Abu Yousuf (2065), Junior Officer, daudkandi Org. Office, Cumilla Zone-02 is hereby advised to sit and work at Cash Section, Homna Org. Office, Cumilla Zone-02 for 01 (One) day in a week in a week in addition to his existing duties.

Mr. Parimal Chandra Dey (1974), Junior Officer, Ashulia Org. Office, Dhaka Zone-04 is hereby advised to sit and work at Cash Section, Jamgora Agency Office, Dhaka Zone-06 for 02 (Two) day(s) in a week in a week in addition to his existing duties.

Mr. Md. Kamrul Islam (1032), Executive Officer, Dohar Org. Office, Dhaka Zone-04 is hereby advised to sit and work at Cash Section, Meghula Org. Office, Dhaka Zone-04 for 02 (Two) day(s) in a week in a week in addition to his existing duties.

The additional working days of Mr. Md. Abu Yousuf, Mr. Parimal Chandra Dey and Mr. Md. Kamrul Islam will be settled by the respective Office incharge.

The additional responsibility of Mr. Md. Abu Yousuf, Mr. Parimal Chandra Dey and Mr. Md. Kamrul Islam shall come into force with immediate effect and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Abu Yousuf, Mr. Parimal Chandra Dey and Mr. Md. Kamrul Islam.

The additional responsibility of Ms. Aklima Akter (2485), AO, Debidwar Org. Office, Cumilla Zone-03 vide Office Order No.:112-2021, dated 30-06-2021 at Cash Section, Pak Bangora Org. Office, Cumilla Zone-03 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 07 (Seven) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Mr. Md. Siddiqur Rahman shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), Manager, Cumilla Full Fledged SC.

Mr. Md. Azadul Islam and Mr. Md. Saiful Islam shall handover the overall charges to Mr. Md. Feruz Alam (0535), Senior Executive Officer, City Service Centre, Dhaka.

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Mr. Parimal Chandra Dey (1974), Junior Officer, Ashulia Org. Office, Dhaka Zone-04 is hereby advised to sit and work at Cash Section, Jamgora Agency Office, Dhaka Zone-06 for 02 (Two) day(s) in a week in a week in addition to his existing duties.

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Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 07 (Seven) 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 SVP & Incharge, Finance & Accounts Dept.
6. The DVP & Incharge, City Service Centre.
7. Mr. Wahiduzzaman Hawlader (2187), Manager, Cumilla Full Fledged SC
8. Mr. Md. Feruz Alam (0535), SEO, City Service Centre, Dhaka
9. Master file

1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04
2. The SEVP (PRT) & incharge, Dhaka Zone-06
3. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
4. The J EVP (PRT) & Incharge, Tangail Zone.
5. The J EVP (PRT) & Incharge, Cumilla Zone-02
6. The J EVP (PRT) & Incharge, Cumilla Zone-03
7. The Incharge, respective office.