



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 05, 2021

Office Order No.:128-2021

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. Shahid Podder (1545), Officer	Cash Section, Nangalcot Org. Office, Cumilla Zone-04	Cash Section, Akhaura Org. Office, B. Baria Zone-02
02	A.F.M. Rifat Hasan (2813), Junior Officer	Cash Section, Akhaura Org. Office, B. Baria Zone-02	Cash Section, Nangalcot Org. Office, Cumilla Zone-04

Mr. Md. Shahid Podder shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), Manager, Cumilla Full Fledged Service Centre.

A.F.M. Rifat Hasan shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, B. Baria Full Fledged Service Centre.

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 10-08-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Mr. Md. Shahid Podder at Cash Section, Akhaura Org. Office, B. Baria Zone-02 is hereby advised to sit and work at Cash Section, Mogra Agency Office, B. Baria Zone-02 for 01 (One) day in a week in addition to his existing duties.

The additional responsibility of Mr. Md. Shahid Podder 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. Shahid Podder.

The additional responsibility of A.F.M. Rifat Hasan vide Office Order No.:63-2021, dated 04-04-2021 at Cash Section, Mogra Agency Office, B. Baria Zone-02 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 03 (Three) employees.

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আর্থিক নিরাপত্তার সেতুবন্ধন



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01	Mr. Md. Shahid Podder (1545), Officer	Cash Section, Nangalcot Org. Office, Cumilla Zone-04	Cash Section, Akhaura Org. Office, B. Baria Zone-02
02	A.F.M. Rifat Hasan (2813), Junior Officer	Cash Section, Akhaura Org. Office, B. Baria Zone-02	Cash Section, Nangalcot Org. Office, Cumilla Zone-04

Mr. Md. Shahid Podder shall handover the overall charges to Mr. Wahiduzzaman Hawlader (2187), Manager, Cumilla Full Fledged Service Centre.

A.F.M. Rifat Hasan shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, B. Baria Full Fledged Service Centre.

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 10-08-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Mr. Md. Shahid Podder at Cash Section, Akhaura Org. Office, B. Baria Zone-02 is hereby advised to sit and work at Cash Section, Mogra Agency Office, B. Baria Zone-02 for 01 (One) day in a week in addition to his existing duties.

The additional responsibility of Mr. Md. Shahid Podder 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. Shahid Podder.

The additional responsibility of A.F.M. Rifat Hasan vide Office Order No.:63-2021, dated 04-04-2021 at Cash Section, Mogra Agency Office, B. Baria Zone-02 is hereby cancelled.


Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 03 (Three) 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. Mr. Wahiduzzaman Hawlader (2187), Manager, Cumilla Full Fledged Service Centre.
 7. Mr. Md. Mozibur Rahman (0533), SEO, B. Baria Full Fledged Service Centre.
 8. Master file
 9. Office Order file
 10. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
 2. The EVP (PRT) & Incharge, Barishal Corp. Zone
 3. The Incharge, Cumilla Zone-04.
 4. The Incharge, B. Baria Zone-02
 5. The Incharge, respective office

আর্থিক নিরাপত্তার সেতুবন্ধন