



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 22, 2021

Office Order No.:142-2021



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	Mohammad Masum Billah (2509), SEO	Underwriting Dept., Head Office, Dhaka	U/W Dept., Ctg. Road FPR Centre (0017), Dhaka Zone-07
02	Mr. Mohammad Iftekhar Hossain Mazumder (1267), Senior Officer	Cash Section, Ctg. Road FPR Centre (0017), Dhaka Zone-07	Cash Section, Faridabad Org. Office, Dhaka Zone-13
03	Mr. Bishajit Kumer Howlader (1256), Senior Officer	IT Dept., Ctg. Road FPR Centre (0017), Dhaka Zone-07	Cash Section, Ctg. Road FPR Centre (0017), Dhaka Zone-07

Mr. Mohammad Iftekhar Hossain Mazumder shall handover the overall charges to the Incharge of 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 25-08-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Ctg. Road FPR Centre, Mr. Bishajit Kumer Howlader shall also works at IT Dept., at same premises in addition to his existing duties until further order.

Mr. Bishajit Kumer Howlader will be entitled to Cash allowance@ Tk.750/- (Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/- (Five lac).

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Senior Vice President (HR & ADMIN)

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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, U/W Dept.
6. The EVP & Incharge, IT Dept.
7. The SVP & Incharge, Finance & Accounts Dept.
8. The DVP & Incharge, City Service Centre, Dhaka.
9. Master file
10. Office Order file
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The SEVP (PRT) & Incharge, Dhaka Zone-07.
3. The EVP (PRT) & Incharge, Dhaka Zone-13.
4. The Incharge, respective office.

আর্থিক নিরাপত্তার সেতুবন্ধন