



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیٹ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 26, 2021

Office Order No.:149-2021



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 | Ms. Soniya (0190), Manager | Policy Servicing Dept., Head Office, Dhaka | Commission Section, Finance & Accounts Dept., Head Office, Dhaka |
| 02 | Ms. Naima Akter (2053), Junior Officer | Commission Section, Finance & Accounts Dept., Head Office, Dhaka | IT Dept., Head Office, Dhaka |

The above employees are advised to report their joining to the Incharge of respective department along with Stationary Items allotted to them and release letter from their existing department by 31-08-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائٹم اسلامي لائيف انشورنس لميٽيٽ

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Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 02 (Two) 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. The SVP & Incharge, Policy Servicing & Claims Dept.
8. The VP & Incharge, Commission Section.
9. Master file
10. Office Order file
11. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন