



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

September 15, 2021

Office Order No.:160-2021



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. Abdul Halim (1262), Executive Officer	Cash Section, Chattogram Corp. Zone-03 (Muradpur)	IT Dept., Chattogram Corp. Zone-03 (Muradpur)
02	Ms. Halima Begum (1133), Executive Officer	Claims Dept., Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Chattogram Corp. Zone-03 (Muradpur)
03	Ms. Zannatul Ferdos (1833), Officer	IT Dept., Chattogram Corp. Zone-03 (Muradpur)	Policy Servicing Dept., Cox's Bazar Service Centre
04	Ms. Mukta Rani (1412), Officer	Underwriting Dept. Cox's Bazar Service Centre	Cash Section, Satkhira Org. Office, Khulna Corp. Zone

Mr. Abdul Halim shall handover the overall charges to Mr. Ahmed Faruk (2704), Senior Officer, Accounts Dept., Chattogram Corp. Zone-03.

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 22-09-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Muhammad Mir Kashem (0235), Assistant Manager, Policy Servicing Dept., Chattogram Zone-03 (Muradpur) is hereby advised to dealt with Claims related works at same premises in addition to his existing duties.

The additional responsibility of Ms. Zannatul Ferdos vide Office Order No.:65-2021, dated 07-04-2021 at DCS Section, Chattogram Corp. Zone-03 (Muradpur) and of Ms. Mukta Rani vide Office Order No.: 146-2020, dated 18-08-2020 at Dalil Section, Cox's Bazar Service Centre are hereby cancelled.

Ms. Halima Begum and Ms. Mukta Rani may be entitled to Cash allowance@ Tk.750/-(Six Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac) and Cash allowance of Mr. Abdul Halim @Tk.750/- is hereby withdrawn.


Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 04 (Four) employees.

SA

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

September 15, 2021

Office Order No.:160-2021



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. Abdul Halim (1262), Executive Officer	Cash Section, Chattogram Corp. Zone-03 (Muradpur)	IT Dept., Chattogram Corp. Zone-03 (Muradpur)
02	Ms. Halima Begum (1133), Executive Officer	Claims Dept., Chattogram Corp. Zone-03 (Muradpur)	Cash Section, Chattogram Corp. Zone-03 (Muradpur)
03	Ms. Zannatul Ferdos (1833), Officer	IT Dept., Chattogram Corp. Zone-03 (Muradpur)	Policy Servicing Dept., Cox's Bazar Service Centre
04	Ms. Mukta Rani (1412), Officer	Underwriting Dept. Cox's Bazar Service Centre	Cash Section, Satkhira Org. Office, Khulna Corp. Zone

Mr. Abdul Halim shall handover the overall charges to Mr. Ahmed Faruk (2704), Senior Officer, Accounts Dept., Chattogram Corp. Zone-03.

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 22-09-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Muhammad Mir Kashem (0235), Assistant Manager, Policy Servicing Dept., Chattogram Zone-03 (Muradpur) is hereby advised to deal with Claims related works at same premises in addition to his existing duties.

The additional responsibility of Ms. Zannatul Ferdos vide Office Order No.:65-2021, dated 07-04-2021 at DCS Section, Chattogram Corp. Zone-03 (Muradpur) and of Ms. Mukta Rani vide Office Order No.: 146-2020, dated 18-08-2020 at Dalil Section, Cox's Bazar Service Centre are hereby cancelled.

Ms. Halima Begum and Ms. Mukta Rani may be entitled to Cash allowance@ Tk.750/-(Six Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac) and Cash allowance of Mr. Abdul Halim @Tk.750/- is hereby withdrawn.


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 (Dev.) & Incharge, Dev. Admin Dept.
3. The AMD & CS, Head of HR & ADMIN.
4. The EVP & Incharge, U/W Dept.
5. The EVP & Incharge, IT Dept.
6. The SVP & Incharge, Finance & Accounts Dept.
7. Master file
8. Office Order file
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Khulna Corp. Zone.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.

আর্থিক নিরাপত্তার সেতুবন্ধন