



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

September 30, 2021

Office Order No.:178-2021



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	Muhammad Shahjahan Patwary (0328), Senior Executive Officer	IT Dept., Chandpur Full Fledged SC	Underwriting Dept., Ashugonj FPR Centre, B. Baria Zone-01
02	Mr. Ratan Chandra Nath (0392), Senior Executive Officer	IT Dept., Cumilla Full Fledged SC	IT Dept., Chandpur Full Fledged SC
03	Mr. Md. Anwar Faruq (2598), Junior Officer	Underwriting Dept., Ashugonj FPR Centre, B. Baria Zone-01	IT Dept., Cumilla Full Fledged SC

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 05-10-2021 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Muhammad Shahjahan Patwary (0328), Senior Executive Officer, vide Office Order No.:146-2021, dated August 24, 2021 at Dev. Admin Dept., Chandpur Full Fledged SC and Mr. Md. Anwar Faruk (2598), Junior Officer, vide Office Order No.:23-2021, dated February 22, 2021 at Policy schedule (Bima Dalil) related works and Office Order No.:247-2020, dated November 30, 2020 at IT Dept., Ashugonj FPR Centre, B. Baria Zone are hereby cancelled.

After Joining at Ashugonj FPR Centre, B. Baria Zone-01 Muhammad Shahjahan Patwary is hereby assigned to work of IT Dept., and also assigned to prepare/issue Policy schedule (Bima Dalil) of Ashugonj FPR Centre, B. Baria Zone-01 in addition to his existing duties until further order.

After Joining at Chandpur Full Fledged SC, Mr. Ratan Chandra Nath is hereby assigned to work of Dev. Admin Dept., Chandpur Full Fledged SC in addition to his existing duties

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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03	Mr. Md. Anwar Faruq (2598), Junior Officer	Underwriting Dept., Ashugonj FPR Centre, B. Baria Zone-01	IT Dept., Cumilla Full Fledged SC

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After Joining at Ashugonj FPR Centre, B. Baria Zone-01 Muhammad Shahjahan Patwary is hereby assigned to work of IT Dept., and also assigned to prepare/issue Policy schedule (Bima Dalil) of Ashugonj FPR Centre, B. Baria Zone-01 in addition to his existing duties until further order.

After Joining at Chandpur Full Fledged SC, Mr. Ratan Chandra Nath is hereby assigned to work of Dev. Admin Dept., Chandpur Full Fledged SC in addition to his existing duties

Mahmudur Rahman Talukder
Senior Vice President (HR & ADMIN)

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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. Master file
7. Office Order file
8. Personal file.
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The EVP (PRT) & Incharge, B. Baria Zone-01.
3. The EVP (PRT) & Incharge, Chandpur Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন