



September 19, 2019

## Office Order No.: 271-2019


For the greater interest of the Company Mr. Mohammad Ahsan Ullah (0856), SO, Commission Section, Cox's Bazar Service Center is hereby transferred to U/W Dept., Ukhia FPR Center.

In addition to existing assignment, the following employees are hereby assigned to carry out the additional responsibilities as under:

Sl. No	Name, Designation & Present Office	Additional Responsibilities	
		Proposed Office Name	Schedule
01	Mr. Farhad Md. Abdul Aziz (0751), Sr. Officer (Finance & Accounts Dept.) Cox's Bazar Service Center	Cash Section, Cox's Bazar Service Center	-
02	Mr. Khirul Baser (1462), Assistant Officer, Policy Servicing Dept.(OR Section), Cox's Bazar Service Center	Dalil Section(Akok & DPS) Cox's Bazar Service Center	-
03	Ms. Khadija Begum (1972), Assistant Officer, Policy Servicing Dept. (SB Section), Cox's Bazar Service Center	OR Section, Cox's Bazar Service Center	-
04	Mr. Md. Salimullah (1829), Assistant Officer, D/A Dept., Cox's Bazar Service Center	Commission Section Cox's Bazar Service Center	-

Mr. Mohammad Ahsan Ullah is advised to report his joining to the the Incharge of Ukhia FPR Center along with release letter by 24-09-2019 with a copy to the Administration Dept., Head Office, Dhaka.

A surety bond of Tk.5,00,000/-(five lac) will be taken from Mr. Farhad Md. Abdul Aziz (0751), SO, Finance & Accounts Dept., Cox's Bazar Service Center.

  
**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

Copy forwarded to:

- Above 05(five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لايف انشورنس لميتيد  
Prime Islami Life Insurance Limited



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**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

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C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD, Company Secretary & CFO.
3. The SEVP & Incharge, Administration Dept.
4. The EVP & Incharge, U/W Dept.
5. The SVP, Finance & Accounts Dept.
6. The JSVP & Incharge, Policy Servicing & Claims.
7. The JVP & Incharge, I/A Dept.
8. Office Order File
9. Master file
10. Personal file

1. The Asst. MD(Dev.) & Incharge, Chattogram Corp. Zone-03 & Cox's Bazar.
2. The J EVP(PRT) & Incharge, Cox's Bazar SC.
3. The Incharge, Ukhia FPR Center.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০  
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