



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



June 17, 2019

Office Order No.:160-2019

Dhaka Zone-13 (Ali Bahar SC) is already converted into Ali Bahar Full Fledged Service Centre. In view of that to ensure and provide with smooth and accelerate service to the policy holders of Ali Bahar Full Fledged Service Centre the following employees are hereby transferred as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Md. Badruzzaman (0303), JAVP	Policy Servicing Dept., Central DPS Service Centre, Head Office, Dhaka	Claims Dept., Ali Bahar Full Fledged SC	As Incharge of Ali Bahar Full Fledged SC.
02	Ms. Sarmin Akter (2375), Officer	Policy Servicing Dept., Head Office, Dhaka	Policy Servicing Dept., (OR Section) Ali Bahar Full Fledged SC	
03	Ms. Monira Akter (1995), Assistant Officer	Claims Dept., Central DPS Service Centre, Head Office, Dhaka	Claims Dept., (SB Section), Ali Bahar Full Fledged SC	

The above employees are advised to report their joining to the J EVP (PRT) & Incharge, Dhaka Zone-13 along with release letter from their existing office by 20-06-2019 with a copy to the Administration Dept., Head Office, Dhaka.

The job assignment of existing manpower of Ali Bahar Full Fledged Service Centre is hereby also rearranged as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Assigned Job	Remarks
01	Mr. Muhammad Abdullah Al Mamun (1345), Executive Officer	Commission Dept., Ali Bahar Full Fledged SC	He is assigned to deal with Internal Audit Dept., at same premises in addition to his existing duties.	Additional duty
02	Ms. Nazmin Akter (1315), Junior Officer	Policy Servicing Dept., Ali Bahar Full Fledged SC	Policy Servicing Dept., she is assigned to works at Dalil Related works at same premises in addition to his existing duties.	Additional duty

Additional Responsibilities of Mr. Muhammad Abdullah Al Mamun, Ms. Nazmin Akter shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

• Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

• Copy forwarded to: Above 05 (Five) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
 2. The DMD, CFO & Company Secretary.
 3. The SEVP & Incharge, Administration Dept.
 4. The EVP & Incharge (IT)
 5. The J EVP & Incharge (I/A),
 6. The JSVP & Incharge, (C.C) Policy Servicing & Claims Dept.
 7. The VP & Incharge, CDPS.
 8. Master file.
 9. Office Order file.
 10. Personal file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01
 2. The EVP (PRT) & Incharge, Dhaka Zone-13.

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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