



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

August 03, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.:135-2024

For the greater interest of the Company, the following employees are hereby transferred as under:

SI	Name, Desig. & ID No	Present Dept./Office	Transferred to	Remarks
01	Mr. Amdad Hossain Sarif (2011), Junior Officer	Cash Section, Suagazi Org. Office(5025), Bagmara Corp. Zone	Cash Section, Bijra Org. Office(5029), Bagmara Corp. Zone	
02	Mr. Sangib Sikder (3089), Junior Officer	Cash Section, Bijra Org. Office(5029), Bagmara Corp. Zone	Cash Section, Suagazi Org. Office(5025), Bagmara Corp. Zone	

Mr. Amdad Hossain Sarif and Mr. Sangib Sikder shall handover the overall charges to Mr. Md. Shahjaman Shiraji (0937), Manager & Operation Incharge, Bagmara Full Fledged SC, Bagmara Corp. Zone.

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 with photocopy of attendance register with their last attendance from their existing offices immediate after Business closing of July 2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Amdad Hossain Sarif and Mr. Sangib Sikder vide Office Order No.:83-2024, dated 06-05-2024 at Call Centre related works is hereby cancelled.

After Joining Mr. Amdad Hossain Sarif at Bijra Org. Office and Mr. Sangib Sikder at Suagazi Org. Office are hereby advised to work at Call Centre, sitting at same premises in addition to there existing duties until further order.

**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

**C.C. to:** for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Chief Financial Officer.
5. The Manager & Operation Incharge, Bagmara Full Fledged SC, Bagmara Corp. Zone.
6. Office Order file.
7. Personal file.
1. The Incharge, Bagmara Corp. Zone.
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন