



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

August 04, 2024

## Office Order No.:137-2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

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	Additional Responsibility
01	Mr. Harun Ar Rashid (0959), SEO	IT Dept., Feni Full Fledged SC, Feni Zone-01	IT Dept., Noakhali Full Fledged SC, Noakhali Zone	He is assigned to works at Call center related works also
02	Mr. Amran Uddin (1325), Executive Officer	IT Dept., Noakhali Full Fledged SC, Noakhali Zone	IT Dept., Feni Full Fledged SC Feni Zone-01	_____
03	Mr. Mohammad Kabir Hossain (0933), Executive Officer	Cash Section, Sona Chaka Org. Office (0566), Noakhali Zone-01	Accounts Dept., Laxmipur Zone Office	He is assigned to works to IT & Claims related works
04	Mr. Md. Ala Uddin Bhuiyan (0932), Executive Officer	Cash Section, Sonagazi Org. Office (0051), Feni Zone-01	Cash Section, Chatkhil FPR Center (0061), Noakhali Zone-01	He is assigned to works at Accounts & U/W related works also
05	Mr. Md. Anisur Rahman (1516), Senior Officer	Cash Section, Chatkhil FPR Center (0061), Noakhali Zone-01	Cash Section, Sonagazi Org. Office (0051), Feni Zone-01	He is assigned to works to U/W related works
06	Mr. Badrul Alam (1327), Officer	Cash Section, Mirsarail Full Fledged SC, Chattogram Zone-04	Cash Section, Sona Chaka Org. Office (0566), Noakhali Zone-01	_____

Mr. Mohammad Kabir Hossain and Mr. Md. Anisur Rahman shall handover the overall charges to Mr. Md. Nur Islam (2806),  
SEO, Accounts Dept., Noakhali Full Fledged SC, Noakhali Zone.

Mr. Md. Ala Uddin Bhuiyan shall handover the overall charges to Mr. Ahmed Faruk (2704), EO, Feni Full Fledged SC, Feni  
Zone-01.

Mr. Badrul Alam shall handover the overall charges to Mr. Mohammed Anwarul Islam (1423), Officer, Accounts Dept.,  
Mirsarail Full Fledged SC, Chattogram Zone-04.

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 by 08-08-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Gazi Mahamudur Rahman (1473), Manager, Internal Audit Dept., Noakhali Full Fledged SC is hereby advised to sit and work  
at Internal Audit Dept., Laxmipur Zone Office for 02 (Two) day(s) in a week in addition to his existing duties until further  
order and the additional responsibility of vide Office Order No.:224-2023, dated 16-11-2023 is hereby cancelled.

Mr. Golam Sarwar (3160), Dy. Manager, Underwriting Dept., Feni Full Fledged SC is hereby advised to work of Internal  
Audit Dept., at same premises in addition to his existing duties until further order.

Cash allowance of Mr. Mohammad Kabir Hossain @Tk.750/- is hereby withdrawn.

**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 06 (six) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com, web: www.primeislamilife.com



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**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 06 (six) 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. Mr. Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC
6. Mr. Ahmed Faruk (2704), EO, Feni Full Fledged SC
7. Mr. Mohammed Anwarul Islam (1423), Officer, Accounts Dept., Mirsarail Full Fledged SC.
10. Office Order file.
1. The AMD (Dev.) & Incharge, Noakhali Corp. Zone.
2. The EVP (PRT) & Incharge, Feni Zone-01
3. The EVP (PRT) & Incharge, Chattogram Zone-04
4. The EVP (PRT) & incharge, Laxmipur Zone.
5. The Incharge, Respective Offices.

স্বাক্ষরিত নিরাপত্তার সেতুবন্ধন