



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامي لائيف انشورنس لميٽيٽ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

September 11, 2024

Office Order No.:160-2024

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
01	Mr. Md. Ala Uddin Bhuiyan (0932), Executive Officer	Cash Section, Chatkhil FPR Center (0061), Noakhali Zone-01	Cash Section, Sonagazi Org. Office (0051), Feni Zone-01
02	Mr. Md. Anisur Rahman (1516), Senior Officer	Cash Section, Sonagazi Org. Office (0051), Feni Zone-01	Cash Section, Chatkhil FPR Center (0061), Noakhali Zone-01


Mr. Md. Ala Uddin Bhuiyan shall handover the overall charges to Mr. Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC, Noakhali Zone.

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

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 17-09-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Ala Uddin Bhuiyan vide Office Order No.:137-2024, dated 04-08-2024 at Accounts and U/W related works and and Mr. Md. Anisur Rahman vide Office Order No.:137-2024, dated 04-08-2024 at U/W related works are hereby cancelled.

After Joining Mr. Md. Ala Uddin Bhuiyan at Sonagazi Org. Office is hereby advised to deal with work of Underwriting related works and after Joining Mr. Md. Anisur Rahman at Chatkhil FPR Center is hereby advised to deal with work of Accounts and Underwriting related works 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

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@primeislamiflife.com, web: www.primeislamiflife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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02	Mr. Md. Anisur Rahman (1516), Senior Officer	Cash Section, Sonagazi Org. Office (0051), Feni Zone-01	Cash Section, Chatkhil FPR Center (0061), Noakhali Zone-01

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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 SVP & Incharge, U/W Dept.
6. Mr. Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC
7. Mr. Ahmed Faruk (2704), EO, Feni Full Fledged SC
8. Master file.
9. Personal file.
1. The AMD (Dev.) & Incharge, Noakhali Corp. Zone.
2. The EVP (PRT) & Incharge, Feni Zone-01
3. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন