



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

September 15, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.:161-2024

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. Saiful Islam Mazumder (1420), Senior Officer	IT Dept., Chandpur Full Pledge Service Center, (0078), Chandpur Zone	Cash Section, Sona Chaka Org. Office (0566), Noakhali Zone-01
02	Mr. Badrul Alam (1327), Officer	Cash Section, Sona Chaka Org. Office (0566), Noakhali Zone-01	Cash Section, Rajapur Org. Office(0391), Feni Zone-02
03	Mr. Md. Imam Hossain (3124), Junior Officer	Cash Section, Rajapur Org. Office(0391), Feni Zone-02	IT Dept., Chandpur Full Pledge Service Center, (0078), Chandpur Zone
04	Mr. Md. Sorower Hossain (2303), Junior Officer	Cash Section, Shantirhat Org. Office(0434), Chattogram Zone-14	Cash Section, Khulshi Org. Office(0590), Chattogram Zone-11
05	Ms. Kaniz Khadiza (2805), Junior Officer	Cash Section, Khulshi Org. Office(0590), Chattogram Zone-11	Cash Section, Shantirhat Org. Office(0434), Chattogram Zone-14
06	Mr. Abdul Wahed (3231), Junior Officer	Cash Section, Pukuria Org Office(0677), Chattogram Zone-02 (Banskhali)	Cash Section, Bashir Ullha Miyazi Bazar Org Office(0686), Chattogram Zone-02 (Banskhali)
07	Mr. Kamal Dey (2790), Messenger	Anowara Organization Office(0156), Chattogram Zone-02 (Banskhali)	Pukuria Org Office(0677), Chattogram Zone-02 (Banskhali)

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

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

Mr. Md. Sorower Hossain and Ms. Kaniz Khadiza shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

Mr. Abdul Wahed and Mr. Kamal Dey shall handover the overall charges to Mr. Md. Farid Uddin (3065), Senior Officer, Banskhali Full Fledged SC, Chattogram Zone-02

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 from their existing offices by 22-09-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Saiful Islam Mazumder vide Office Order No.:192-2023, dated 16-10-2023 at Underwriting and Internal Audit related works is hereby cancelled.

The additional responsibility of Mr. Md. Imam Hossain vide Office Order No.:69-2024, dated 03-04-2024 and Ms. Kaniz Khadiza vide Office Order No.:90-2024, dated 19-05-2024 at Call Centre related works is hereby cancelled.

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আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامى لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

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After Joining Mr. Badrul Alam at Rajapur Org. Office and Mr. Md. Sorower Hossain at Khulshi Org. Office is hereby advised to work at Call center siting at same premises in addition to there existing duties until further order.

Mr. Md. Saiful Islam Mazumder will entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac) and Cash allowance of Mr. Md. Imam Hossain @Tk.750/- is hereby withdrawn.

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

- Copy forwarded to: Above 07 (Seven) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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

- Copy forwarded to: Above 07 (Seven) employees.

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

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The SEVP & Chief Financial Officer.
4. The AMD & Head of IT.
5. Mr. Md. Nur Islam (2806), SEO, Accounts Dept., Noakhali Full Fledged SC, Noakhali Zone.
6. Mr. Ahmed Faruk (2704), EO, Feni Full Fledged SC, Feni Zone-01.
7. Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.
8. Mr. Md. Farid Uddin (3065), Senior Officer, Banskhali Full Fledged SC, Chattogram Zone-02
9. Office Order file.
10. Personal file.
1. The AMD (Dev.) & incharge, Chattogram Corp. Zone-01
2. The AMD (Dev.) & Incharge, Noakhali Corp. Zone.
3. The EVP (PRT) & Incharge, Chattogram Corp. Zone-06.
4. The EVP (PRT) & Incharge, Chattogram Zone-02
5. The EVP (PRT) & Incharge, Feni Zone-02.
6. The EVP (PRT) & Incharge, Chattogram Zone-14.
7. The EVP (PRT) & Incharge, Chattogram Zone-11
8. The Incharge, Chandpur Zone
9. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন