



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

September 19, 2024

Office Order No.:166-2024

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. Sheikh Hassan Ahmed Chow (0430), Executive Officer	Policy Servicing Dept. Sylhet Full Service Center(0532), Sylhet Corporate Zone	Cash Section, Kalia Koir Org. Office(0187), Tangail Zone-01
02	Ms. Musammat Sabina Eyasmin (2581), Officer	Cash Section, Bishwanath Org. Office(0412), Sylhet Zone-02	Cash Section, Hadarpar Org. Office(0704), Sylhet Zone-01
03	Ms. Rubena Begum Rumi (2993), Junior Officer	Cash Section, Hadarpar Org. Office(0704), Sylhet Zone-01	Cash Section, Lalabazar Agency Office(2157) Sylhet Corp. Zone

Ms. Musammat Sabina Eyasmin and Ms. Rubena Begum Rumi shall handover the overall charges to Mr. Enayet Kabir (1277), DVP & Operation Incharge, Sylhet Full Fledged SC, Sylhet 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 by 24-09-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Ms. Musammat Sabina Eyasmin vide Office Order No.:95-2023, dated 06-06-2023 and Office Order No.:146-2022, dated 30-08-2024 at Cash Section, Sylhet Zone-02 and Office Order No.:232-2023, dated 23-11-2023 at Call Centre related works and the additional responsibility of Ms. Rubena Begum Rumi vide Office Order No.:116-2024, dated 03-07-2024 are hereby cancelled.

After Joining Ms. Musammat Sabina Eyasmin at Hadarpar Org. Office and Ms. Rubena Begum Rumi at Lalabazar Agency Office is hereby advised to work at Call center siting at same premises in addition to their existing duties until further order.

Mr. Md. Sheikh Hassan Ahmed Chow will be entitled to Cash allowance@ Tk.750/- (Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/- (Five lac).

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

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C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The SEVP & Chief Financial Officer.
4. The SVP & Incharge, Claims Dept.
5. Mr. Enayet Kabir (1277), DVP & Operation Incharge, Sylhet Full Fledged SC.
6. Personal file.
1. The AMD (Dev.) & Incharge, Sylhet Corp. Zone.
2. The EVP (PRT) & Incharge, Sylhet Zone-01.
3. The Incharge, Sylhet Zone-02
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন