



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

ISO 9001:2015
CERTIFIED

September 24, 2024

Office Order No.:167-2024

For the greater interest of the Company, Mr. Mostafizur Rahman (1860), Senior Officer, Office of Mr. Mohammad Salim Ullah, Deputy Managing Director (Dev.), Head Office, Dhaka is hereby transferred to Underwriting Dept., Bhabanipur Member Bari FPR Center(0707), Tangail Zone-01.

Mr. Mostafizur Rahman shall handover the overall charges to Mr. Mohammad Salim Ullah, Deputy Managing Director (Dev.)

Mr. Mostafizur Rahman is advised to report his joining to the Incharge, Bhabanipur Member Bari FPR Center along with Stationary Items allotted to him and release from his existing office by 29-09-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Sarmin Jahan (2108), Senior Office, Dev. Admin Dept., Head Office, Dhaka is hereby advised to serve at Office of Mr. Mohammad Salim Ullah, Deputy Managing Director (Dev.), sitting at the same premises in addition to her existing duties.

Mr. Md. Rajib Uddin (3121), Junior Officer, Cash Section, Mohadevpur Organizational Office(2189), Bogura Zone is hereby advised to sit and work at Cash Section, Hakimpur Organizational Office(0672), Bogura Zone for 02 (Two) day(s) in a week in addition to his existing duties.

The working days of additional duty will be settled by the respective Office incharges.

The additional responsibility of Mr. Md. Rajib Uddin shall come into force with immediate effect shall remain valid until Ms. Roksana Khatun resumes her duties.

TA/DA as per rules of the Company is admissible to Mr. Md. Rajib Uddin in this regard.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Mr. Mostafizur Rahman (1860), Senior Officer.
- Ms. Sarmin Jahan (2108), Senior Office.
- Mr. Md. Rajib Uddin (3121), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

- Mr. Mostafizur Rahman (1860), Senior Officer.
- Ms. Sarmin Jahan (2108), Senior Office.
- Mr. Md. Rajib Uddin (3121), Junior Officer.

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 DMD (Dev.)
5. The SVP & Incharge, U/W Dept. with an advised to provide with necessary U/W training to Mr. Mostafizur Rahman
6. Master file
7. Office Order file
8. Personal file.
1. The EVP (PRT) & Incharge, Tangail Zone.
2. The EVP (PRT) & Incharge, Bogura Zone.
3. The Incharge, Bhabanipur Member Bari FPR Center.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন