



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

October 08, 2024

Office Order No.:176-2024

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. Mohammad Ariful Mawla (2350), Junior Officer	Cash Section, Akbarhat Org. Office(0549), Chattogram Zone-10	Cash Section, Anam Nahar Org. Office(0605) Chattogram Zone-10
02	Mr. Md. Shakil Khan (3224), Junior Officer	Cash Section, Anam Nahar Org. Office(0605) Chattogram Zone-10	Cash Section, Akbarhat Org. Office(0549), Chattogram Zone-10

Mr. Mohammad Ariful Mawla and Mr. Md. Shakil Khan shall handover the overall charges to Mr. Md. Saiful Islam (2554), Officer, Accounts Dept., Shandwip Full Fledged SC, Chattogram Zone-10.

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 15-10-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Ariful Mawla vide Office Order No.:90-2024, dated 19-05-2024 at Call Centre related works Mr. Md. Shakil Khan vide Office Order No.:104-2024, dated 09-06-2024 at Call Centre related works and Office Order No.:125-2024, dated 28-07-2024 at Cash Section, Shiberhat FPR Centre are hereby cancelled.

After Joining Mr. Mohammad Ariful Mawla at Anam Nahar Org. Office is hereby advised to sit and work at Cash Section, Shiberhat FPR Center(0507), Chattogram Zone-10 for 03 (Three) day(s) in a week and also assigned to deal with work at Call Centre related works at Anam Nahar Org. Office in addition to his existing duties until further order.

After Joining Mr. Md. Shakil Khan at Akbarhat Org. Office is hereby advised to work at call Centre related works sitting at same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 SEVP & Chief Financial Officer.
4. Mr. Shorwar Alam, VP, Claims Dept., H/O.
5. Mr. Md. Saiful Islam (2554), Officer, Accounts Dept., Shandwip Full Fledged SC.
6. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01
2. The EVP (PRT) & Incharge, Chattogram Zone-10.
3. The Incharge, Akbarhat Org. Office
4. The Incharge, Anam Nahar Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন