



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

ISO 9001:2015
CERTIFIED

October 22, 2024

Office Order No.:185-2024

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. Alamgir Hossain (0531), SEO	Cash Section, Joydebpur Org. Office(0311), Gazipur Zone	Cash Section, Gazipur Full Fledge Service Center(0036), Gazipur Zone
02	Mr. Md. Zahidul Islam (0883), Senior Officer	Cash Section, Gazipur Full Fledge Service Center(0036), Gazipur Zone	Cash Section, Joydebpur Org. Office(0311), Gazipur Zone

Mr. Md. Alamgir Hossain and Mr. Md. Zahidul Islam shall handover the overall charges to Mr. Nazim Hossain (2098), DVP & Operation Incharge, Gazipur Full Fledged SC, Gazipur 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 27-10-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Alamgir Hossain vide Office Order No.:74-2024, dated 17-04-2024 at Call Centre related works is hereby cancelled.

After Joining at Joydebpur Org. Office, Mr. Md. Zahidul Islam 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. The DVP & Operation Incharge, Gazipur Full Fledged SC.
 5. Personal file.
 6. Master File
 7. Office Order file.
1. The EVP (PRT) & Incharge, Gazipur Zone.
 2. The Incharge, Joydebpur Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন