



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.:186-2024

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. Kamruzzaman (0712) EO	Cash Section, Barabo Org. Office(0636), Dhaka Zone-09	Cash Section, Siddirgonj Fpr Center(0433), Dhaka Zone-07
02	Ms. Mahfuza Akter Minu (1092), SO	Cash Section, Siddirgonj Fpr Center(0433), Dhaka Zone-07	Cash Section, Barabo Org. Office(0636), Dhaka Zone-09

Mr. Md. Kamruzzaman and Ms. Mahfuza Akter Minu shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.

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 Ms. Mahfuza Akter Minu, Mr. Md. Kamruzzaman vide Office Order No.:109-2024, dated 13-06-2024 at Call Centre related works are hereby cancelled.

The additional responsibility of Ms. Mahfuza Akter Minu vide Office Order No.:41-2024, dated 11-03-2024 is hereby cancelled.

After Joining the above employees at transferred Office are hereby advised to work at call Centre related works at same premises in addition to their 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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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 VP & Operation Incharge, City Service Centre.
5. K. M. Monower Hossain (1276), AVP, Accounts Dept. City Service Centre, Dhaka.
6. Personal file.
7. Master File
8. Office Order file.
1. The SEVP (PRT) & incharge, Dhaka Corp. Zone-07
2. The EVP (PRT) & Incharge, Dhaka Zone-09
3. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন