



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

October 23, 2024

Office Order No.:189-2024

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. Aktaruzzaman (1663), SO	Cash Section, Bhabanipur, Member Bari Fpr Center(0707), Tangail Zone-01	Cash Section, Munshigonj Org.Office(0020), Dhaka Zone-16
02	Mr. Md. Mainul Islam (1384) Officer	Cash Section, Munshigonj Org.Office(0020), Dhaka Zone-16	Cash Section, Bhabanipur, Member Bari Fpr Center(0707), Tangail Zone-01

Mr. Aktaruzzaman shall handover the overall charges to Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.

Mr. Md. Mainul Islam shall handover the overall charges to Mr. Md. Meraj Hossain (0668), EO, Accounts Dept., Link Road Full Service Center, Dhaka Zone-16.

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 28-10-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Aktaruzzaman vide Office Order No.:114-2024, dated 01-07-2024 and Mr. Md. Mainul Islam vide Office Order No.:149-2024, dated 22-08-2024 at Call Centre related works are hereby cancelled.

After Joining the above employees at transferred Office is 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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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 DMD (Dev.)
4. The SEVP & Chief Financial Officer.
5. The VP & Operation Incharge, City Service Centre.
6. Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.
7. Mr. Md. Meraj Hossain (0668), EO, Accounts Dept., Link Road Full Service Center, Dhaka Zone-16.
8. Personal file.
9. Master File
10. Office Order file.
1. The EVP (PRT) & incharge, Tangail Zone.
2. The EVP (PRT) & Incharge, Dhaka Zone-16
3. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন