



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

ISO 9001:2015
CERTIFIED

October 24, 2024

Office Order No.:191-2024

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	Remarks
01	Ms. Tania Akter (2124), Officer	Cash Section, Jhalokathi Org. Office(0095), Barishal Zone	Cash Section, Abdullahpur Org. Office(0709), Dhaka Zone-13	
02	Mst. Shamima Akter (2361), Office Assistant	Cash Section, Rajapur Org. Office(0468), Barishal Zone	Cash Section, Jhalokathi Org. Office(0095), Barishal Zone	

Ms. Tania Akter and Mst. Shamima Akter shall handover the overall charges to Mr. Md. Mijanur Rahman Sharif (1672), Junior Officer, Barishal Full Fledged SC, Barishal 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 29-10-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Jhalokathi Org. Office, Mst. Shamima Akter is hereby advised to sit and work at Cash Section, Rajapur Org. Office, Barishal Zone for 01 (One) day in a week in addition to her existing duties and also assigned to works at Call center related works at Jhalokathi Org. Office until further order.

The additional responsibility of Ms. Tania Akter vide Office Order No.:51-2024, dated 18-03-2024 at Call Center related works is hereby cancelled.

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

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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. Personal file.
6. Master File
7. Office Order file.
1. The EVP (PRT) & incharge, Barishal Zone.
2. The EVP (PRT) & Incharge, Dhaka Zone-13.
3. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন