



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

November 06, 2024

Office Order No.:203-2024

For the greater interest of the Company, the following employees are hereby transferred as under:

Sl	Name, Desig. & ID No	Present Dept./Office	Transferred to
01	Mr. Mohammad Ferdousul Alam (1127), EO	Cash Section, Kashimpur FPR Center(0554), Dhaka Zone-08	Cash Section, Polli Biddut FPR Center(0538), Dhaka Zone-08
02	Mr. Md. Azadul Islam (2210), Officer	Cash Section, Polli Biddut FPR Center(0538), Dhaka Zone-08	Cash Section, Manikgonj FPR Center, Dhaka Zone-08
03	Mr. Md. Mazedul Islam (2508), Officer	Cash Section, Savar Org. Office(0163), Dhaka Zone-08	Cash Section, Kashimpur FPR Center(0554), Dhaka Zone-08
04	Mr. Bikash Chandra Mistry (1664), Junior Officer	Cash Section, Tetuljhora Org. Office(0651) Dhaka Zone-08	Cash Section, Savar Org. Office(0163), Dhaka Zone-08
05	Mr. Md. Atik Hassan (2926), Junior Officer	Cash Section, Jurain Org. Office (0128), Dhaka Zone-18	Cash Section, Abdullahpur Org. Office(0709), Dhaka Zone-13
06	Mr. Abdul Halim (3144), Junior Officer	Cash Section, Manikgonj FPR Center, Dhaka Zone-08	Cash Section, Jurain Org. Office (0128), Dhaka Zone-18

The above all employees will shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President, Accounts Dept., City Service Centre, Dhaka.

The above all 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 12-11-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Ferdousul Alam, Mr. Md. Azadul Islam, Mr. Md. Mazedul Islam, Mr. Bikash Chandra Mistry, Mr. Abdul Halim vide Office Order No.:114-2024, dated 01-07-2024 and Mr. Md. Atik Hassan vide Office Order No.:83-2024, dated 06-05-2024 at Call Centre related works are hereby cancelled.

The additional responsibility of Mr. Mohammad Ferdousul Alam vide Office Order No.:163-2023, dated 31-08-2023 and Mr. Md. Azadul Islam vide Office Order No.:63-2023, dated 18-04-2023 and Mr. Abdul Halim vide Office Order No.:62-2024, dated 88-03-2024 at Underwriting related works are hereby cancelled.

After Joining the above employees at transferred Office are hereby advised to work at call Centre related works sitting at same premises in addition to their existing duties until further order.

After Joining at transferred Office of Mr. Mohammad Ferdousul Alam, Mr. Md. Azadul Islam, Mr. Md. Mazedul Islam are hereby advised to deal with work of underwriting related works at same premises in addition to their existing duties until further order.

Mr. Md. Mahabul Islam (1060), Executive Officer, Cash Section, Hemayetpur Org. Office(0340), Dhaka Zone-08 is hereby advised to work of Cash related works of Tetuljhora Org. Office(0651) Dhaka Zone-08 sitting at Hemayetpur Organization Office in addition to his existing duties until further order.

All Concern of Tetuljhora Org. Office are requested to take service from Hemayetpur Org. Office(0340), Dhaka Zone-08.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 06 (Six) 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 AVP & Operation Incharge, Cox's Bazar Zone.
6. Personal file. 7. Master File. 8. Office Order file.
1. The SEVP (PRT) & incharge, Dhaka Corp. Zone-01.
2. The EVP (PRT) & Incharge, Dhaka Zone-08.
3. The Incharge, Dhaka Zone-18
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 06 (Six) employees.

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