



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لائف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

November 11, 2024

Office Order No.:206-2024

For the greater interest of the Company, the Office Order No.:197-2024, dated November 03, 2024 is hereby partially revised and the following employees are hereby transferred as under:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks	
01	K. M. Monower Hossain (1276), AVP	Accounts Dept., City Service Centre, Dhaka	_____	Accounts Dept., Gazipur Full Fledged SC, Gazipur Zone	As Operation Incharge
02	Mr. Md. Forhad Ahmed Monto (0386), Assistant Manager	Policy Servicing Dept., Konabari Full Service Center, Tangial Zone	Accounts Dept., Gazipur Full Fledged SC	He will stay at his existing office.	Transfer Order is cancelled
03	Mr. Md. Iftekhar Hossain (2807), EO	U/W Dept., Sree Ram Pur FPR Center(0355), Narsingdi Zone	_____	U/W Dept., Bhabanipur, Member Bari FPR Center, Tangail Zone-01	Transfer

K. M. Monower Hossain and Mr. Md. Iftekhar Hossain shall handover his overall charges along with Papers/Documents (if any) to Kazi Mozaffor Hossain (0990), VP & Operation Incharge, City Service Centre, Dhaka. Computer shall handover to the respective Incharge of the office.

K. M. Monower Hossain and Mr. Md. Iftekhar Hossain 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 13-11-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Forhad Ahmed Monto shall also continue additional responsibility vide Office Order No.:11-2024, dated 28-01-2024 and Office Order No.:127-2023, dated 20-07-2023 and Office Order No.:37-2023, dated 20-03-2023.

The additional responsibility of Mr. Md. Iftekhar Hossain vide Office Order No.:79-2024, dated 24-04-2024 at Cash Related works and Office Order No.:83-2024, dated 08-05-2024 at Call Centre Related works and Office Order No.:163-2023, dated 31-08-2023 at Policy Servicing related works and Office Order No.:18-2023, dated 20-02-2023 at Sree Ram Pur FPR Center are hereby cancelled.

Cash allowance of Mr. Md. Iftekhar Hossain @Tk.750/- is hereby withdrawn.


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Mahmudur Rahman Talukder

Executive Vice President
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C.C. to : for kind information :

- The Chief Executive officer
- The Additional Managing Director.
- The DMD (Dev.)
- The SVP & Incharge, Claims Dept.,
- The SVP & Incharge, U/W Dept.
- The VP & Incharge, Policy Servicing Dept.
- Master file. 9. Office Order file 10. Personal file
- The EVP (PRT) & Incharge, Tangail Zone.
- The EVP (PRT) & Incharge, Gazipur Zone.
- The EVP (PRT) & Incharge, Narshingdi Zone.
- The Incharge, Sree Ram Pur FPR Centre.
- The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pilil@primeislamiflife.com, web: www.primeislamiflife.com