



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

December 03, 2024

Office Order No.:219-2024

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	Mr. Md. Nuruzzaman (1155), Officer	Cash Section, Kamrangirchar Org. Office, (5032), Dhaka Zone-08	Cash Section, Sreerapur FPR Center(0355), Narsingdi Zone	
02	Ms. Umme Kulsum Akhi (3137), Junior Officer	Cash Section, Golapbag Org. Office(0736), Dhaka Zone-06	Cash Section, Kamrangirchar Org. Office, (5032), Dhaka Zone-08	

Mr. Md. Nuruzzaman and Ms. Umme Kulsum Akhi shall handover the overall charges to Kazi Mozaffor Hossain (0990), VP & Operation Incharge, 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 08-12-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Nuruzzaman vide Office Order No.:114-2024, dated 01-07-2024 and Ms. Umme Kulsum Akhi vide Office Order No.:109-2024, dated 13-06-2024 at Call Center related works is hereby cancelled.

After Joining at Sreerampur FPR Centre, Mr. Md. Nuruzzaman is hereby advised to deal with work of Underwriting and Call Centre related works sitting at same premises in addition to his existing duties until further order.

After Joining at Kamrangirchar Org. Office, Ms. Umme Kulsum Akhi is hereby advised to work at Call Centre related works sitting at same premises in addition to her existing duties until further order.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

December 03, 2024

Office Order No.:219-2024

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	Mr. Md. Nuruzzaman (1155), Officer	Cash Section, Kamrangirchar Org. Office, (5032), Dhaka Zone-08	Cash Section, Sreerapur FPR Center(0355), Narsingdi Zone	
02	Ms. Umme Kulsum Akhi (3137), Junior Officer	Cash Section, Golapbag Org. Office(0736), Dhaka Zone-06	Cash Section, Kamrangirchar Org. Office, (5032), Dhaka Zone-08	

Mr. Md. Nuruzzaman and Ms. Umme Kulsum Akhi shall handover the overall charges to Kazi Mozaffor Hossain (0990), VP & Operation Incharge, 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 08-12-2024 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Md. Nuruzzaman vide Office Order No.:114-2024, dated 01-07-2024 and Ms. Umme Kulsum Akhi vide Office Order No.:109-2024, dated 13-06-2024 at Call Center related works is hereby cancelled.

After Joining at Sreerampur FPR Centre, Mr. Md. Nuruzzaman is hereby advised to deal with work of Underwriting and Call Centre related works sitting at same premises in addition to his existing duties until further order.

After Joining at Kamrangirchar Org. Office, Ms. Umme Kulsum Akhi is hereby advised to work at Call Centre related works sitting at same premises in addition to her existing duties until further order.

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 SEVP & Chief Financial Officer.
4. The VP & Operation Incharge, City Service Centre.
5. Personal file.
6. Master File
7. Office Order file.
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07.
2. The SEVP (PRT.) & Incharge, Dhaka Corp. Zone-01.
3. The EVP (PRT) & Incharge, Dhaka Zone-06
4. The EVP (PRT) & Incharge, Dhaka Zone-08
5. The EVP (PRT) & Incharge, Narsingdi Zone.
6. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন