



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لايف انشورنس لميٽيٽيڊ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

January 29, 2025

Office Order No.:15-2025

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 Shaifullah (3240), Junior Officer	Cash Section, Chunati Org. Office (0654), Chattogram Zone-08	Cash Section, Boilchari Org. Office(0633), Chattogram Zone-06
02	Mr. Mohammad Ayub Chowdhury (2862), Junior Officer	Cash Section, Boilchari Org. Office(0633), Chattogram Zone-06	Cash Section, Chunati Org. Office (0654), Chattogram Zone-08

Mr. Mohammad Shaifullah shall handover the overall charges to Mr. Mahbubur Rahman (0101), Senior Manager & Operation Incharge, Keranihat Full Fledge Service Center, Chattogram Corp. Zone -06.

Mr. Mohammad Ayub Chowdhury shall handover the overall charges to Mr. Md. Farid Uddin (3065), Senior Officer, Banshkhal Full Fledged SC, Chattogram Zone-02.

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 03-02-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Ayub Chowdhury vide Office Order No.:32-2023, dated 14-03-2023 at Cash Section, Dhurang Bazar org. Office, Chattogram Zone-06 and Office Order No.:80-2024, dated 24-04-2024 at Underwriting Dept., Prem Bazar org. Office, Chattogram Zone-06 and Office Order No.:14-2024, dated 29-01-2024 at Call Centre related works of Boilchari Org. Office may be cancelled.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mr. Mohammad Ayub Chowdhury shall handover the overall charges to Mr. Md. Farid Uddin (3065), Senior Officer, Banshkhali Full Fledged SC, Chattogram Zone-02.

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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. Mr. Mahbubur Rahman (0101), Senior Manager & Operation Incharge, Keranihat Full Fledge Service Center, Chattogram Corp. Zone -06.
6. Mr. Md. Farid Uddin (3065), Senior Officer, Banshkhali Full Fledged SC, Chattogram Zone-02.
7. Personal file.
8. Master File
9. Office Order file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01.
2. The EVP (PRT) & Incharge, Chattogram Zone-06
3. The EVP (PRT) & Incharge, Chattogram Zone-02
4. The EVP (PRT) & Incharge, Chattogram Zone-08
5. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন