



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامي لائيف انشورنس لميٽيٽيڊ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

February 06, 2025

## Office Order No.:22-2025

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	Musammat Sabina Eyasmin (2581), Officer	Cash Section, Hadarpar Org. Office(0704), Sylhet Zone-01	Cash Section, Lalabazar Agency Office(2157), Sylhet Corp. Zone
02	Ms. Rubena Begum Rumi (2993), Junior Officer	Cash Section, Lalabazar Agency Office(2157), Sylhet Corp. Zone	Cash Section, Hadarpar Org. Office(0704), Sylhet Zone-01

Musammat Sabina Eyasmin and Ms. Rubena Begum Rumi shall handover the overall charges to Mr. Enayet Kabir (1277), DVP & Operation Incharge, Sylhet Full Fledged SC, Sylhet Corp. 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 11-02-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Tanjina Binte Hosain (2846), Junior Officer, Cash Section, Cambal Bazar Organization Office(0634), Chattogram Corp. Zone-06 is hereby advised to sit and work at Cash Section, Boilchari Organization Office(0633), Chattogram Corp. Zone-06 for 02 (Two) day(s) in a week in addition to her existing duties until further order.

  
**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

Copy forwarded to:

- Musammat Sabina Eyasmin (2581), Officer
- Ms. Rubena Begum Rumi (2993), Junior Officer
- Ms. Tanjina Binte Hosain (2846), Junior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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## برائٹم اسلامي لائف انشورنس لمیٹید

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**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

Copy forwarded to:

- Musammat Sabina Eyasmin (2581), Officer
- Ms. Rubena Begum Rumi (2993), Junior Officer
- Ms. Tanjina Binte Hosain (2846), Junior Officer

**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 DVP & Operation Incharge, Sylhet Full Fledged SC, Sylhet Corp. Zone.
6. Personal file.
7. Master File
8. Office Order file.
1. The SEVP (PRT) & Incharge, Sylhet Corp. Zone.
2. The EVP (PRT) & Incharge, Chattogram Zone-06.
3. The EVP (PRT) & Incharge, Sylhet Zone-01
4. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন