



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائٹم اسلامي لائيف انشورنس لميٽيٽيڊ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

February 10, 2025

Office Order No.:26-2025

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. Md. Abu Yousuf (2065), Officer	Cash Section, Akhawra Org. Office(0074), B. Baria Zone-01	Cash Section, B. Baria Full Fledge Service Center
02	Mr. Saurav Sutradhar (2814), Junior Officer	Cash Section, B. Baria Full Fledge Service Center	Cash Section, Akhawra Org. Office(0074), B. Baria Zone-01

Mr. Md. Abu Yousuf and Mr. Saurav Sutradhar shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, Finance & Accounts Dept., B. Baria Full Fledged SC.

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 13-02-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Bikash Chandra Mistry (1664), Junior Officer, Cash Section, Savar Organization Office(0163), Dhaka Zone-08 is hereby advised to sit and work at Cash Section, Kashimpur FPR Center(0554), Dhaka Zone, 08 for 02 (Two) day(s) in a week in addition to his existing duties until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Bikash Chandra Mistry.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Md. Abu Yousuf (2065), Officer
- Mr. Saurav Sutradhar (2814), Junior Officer
- Mr. Bikash Chandra Mistry (1664), Junior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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02	Mr. Saurav Sutradhar (2814), Junior Officer	Cash Section, B. Baria Full Fledge Service Center	Cash Section, Akhawra Org. Office(0074), B. Baria Zone-01

Mr. Md. Abu Yousuf and Mr. Saurav Sutradhar shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, Finance & Accounts Dept., B. Baria Full Fledged SC.

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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Md. Abu Yousuf (2065), Officer
- Mr. Saurav Sutradhar (2814), Junior Officer
- Mr. Bikash Chandra Mistry (1664), Junior Officer

C.C. to: for kind information:

- The Chief Executive officer.
- The Additional Managing Director.
- The DMD (Dev.)
- The SEVP & Chief Financial Officer.
- Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisiona Office.
- Personal file.
- Master File
- Office Order file.
- The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01, Narsingdi, Rajshahi, Chapainawabgpnj & Pabna Zone.
- The AMD (Dev.) & Incharge, Cumilla Corp. Zone.
- The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01
- The EVP (PRT) & Incharge, B. Baria Zone.
- The EVP (PRT) & Incharge, Dhaka Zone-08
- The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন