



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

February 17, 2025

Office Order No.:30-2025

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
01	Mr. Naim Fakir (0084), Senior Officer	IT Dept., Bhola Full Fledged Service Center, Bhola Zone	Cash Section, Ramu FPR Center(0148), Cox's Bazar Zone-04
02	Mr. Md. Abdur Rahim (1126), Senior Officer	Underwriting Dept., Ramu FPR Center(0148), Cox's Bazar Zone-04	Underwriting Dept., Cosba FPR Center(0072), B. Baria Zone-01
03	Mr. Md. Saiful Islam Mazumder (1420), Senior Officer	Underwriting Dept., Cosba FPR Center(0072), B. Baria Zone-01	Cash Section, Dohar Org. Office(0176), Dhaka Zone-16
04	Mr. Md. Ziaul Haq (2378), Junior Officer	Cash Section, Dohar Organization Office(0176), Dhaka Zone-16	Cash Section, Postogola Org. Office, Dhaka Zone-15

Mr. Md. Abdur Rahim shall handover the overall charges to Mr. Osmanul Haque (0723), SEO, Finance & Accounts Dept., Cox's Bazar Full Fledged SC.

Mr. Md. Ziaul Haq shall handover the overall charges to Mr. Md. Meraj Hossain (0668), EO, Accounts Dept., Link Road Full Service Center, Dhaka Zone-16.

Mr. Naim Fakir shall handover the overall charges to Md. Yeasin Jamader (0137), Assistant Manager & Operation Bhola Full Fledged SC and Mr. Md. Saiful Islam shall handover the overall charges to the Incharge, Cosba FPR Centre, B. Baria Zone-01

The above serial No.01, 02, 03 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 23-02-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining Mr. Md. Saiful Islam Mazumder at Dohar Organization Office Mr. Md. Ziaul Haq is advised to report his joining to the Incharge, Postogola Org. Office, Dhaka Zone-15 along with Stationary Items allotted to him and release letter with photocopy of attendance register of his last attendance from his existing office with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Ramu FPR Centre, Mr. Naim Fakir is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Naim Fakir vide Office Order No.:91-2023, dated 31-05-2023 Office Order No.:136-2023, dated 30-06-2023 and Office Order No.:228-2023, dated 22-11-2023 is hereby cancelled.

The additional responsibility of Mr. Md. Abdur Rahim vide Office Order No.:151-2022, dated 04-09-2022 at Cash Section, Ramu FPR Center and Mr. Md. Saiful Islam Mazumder vide Office Order No.:170-2024,

আর্থিক নিরাপত্তার সেতুবন্ধন



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dated 29-09-2024 at IT Dept., and Mr. Md. Ziaul Haq vide Office Order No.:154-2024, dated 29-08-2024 at Call center related works are hereby cancelled.

Mr. Md. Saiful Islam Mazumder will entitled to Cash allowance@ Tk.750/-(Seven Hundred Fifty) per month after execution of a surety bond of Tk.5,00,000/-(Five lac) and Cash allowance of Mr. Md. Abdur Rahim @Tk.750/- is hereby withdrawn.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Naim Fakir (0084), Senior Officer
- Mr. Md. Abdur Rahim (1126), Senior Officer
- Mr. Md. Saiful Islam Mazumder (1420), Senior Officer
- Mr. Md. Ziaul Haq (2378), Junior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
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- Mr. Md. Saiful Islam Mazumder (1420), Senior Officer
- Mr. Md. Ziaul Haq (2378), Junior Officer

C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The SEVP & Chief Financial Officer.
4. The DMD (Dev.)
5. The SVP & Incharge, U/W & Re Insurance Dept.
With a request to provide necessary Training to Mr. Naim Fakir.
6. Mr. Osmanul Haque (0723), SEO & Operator
Incharge, Finance & Accounts Dept., Cox's Bazar
Full Fledged SC.
7. Mr. Md. Meraj Hossain (0668), EO, Accounts
Dept., Link Road Full Service Center, Dhaka
Zone-16.
8. Md. Yeasin Jamader (0137), Assistant Manager &
Operation Bhola Full Fledged SC
9. Personal file.
10. Master File
11. Office Order file.
1. The AMD (Dev.) & Incharge, Cumilla Corp. Zone.
2. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07
3. The EVP (PRT) & Incharge, B. Baria Zone-01
4. The EVP (PRT) & Incharge, Cox's Bazar Zone-04.
5. The EVP (PRT) & Incharge, B. Baria Zone.
6. The EVP (PRT) & Incharge, Bhola Zone
7. The EVP (PRT) & Incharge, Dhaka Zone-15.
8. The EVP (PRT) & Incharge, Dhaka Zone-16.
9. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন