



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامى لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

February 24, 2025

## Office Order No.:35-2025

For the greater interest of the Company, the Office Order No: 30-2025, dated February 17, 2025 is hereby partially revised and following transfer may be made:

SI	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to	Remarks
01	Mr. Ashim Kumar Madhu (1061), Executive Officer Underwriting Dept., Khulna Full Fledged Service Center, Khulna Corp. Zone	_____	Group Bima Division, Head Office, Dhaka	Transfer
02	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	Underwriting Dept., Khulna Full Fledged Service Center, Khulna Corp. Zone	Revised Transfer

Mr. Naim Fakir shall handover the overall charges as per previous Office Order No: 30-2025 dated February 17, 2025 and he is advised to report his joining to the EVP (PRT) & Incharge, Khulna Zone along with Stationary Items allotted to his and release letter with photocopy of attendance register with his last attendance from his existing office immediately with a copy to the HR & Administration Dept., Head Office, Dhaka

After joining of Mr. Naim Fakir at Khulna Full Fledged Service Center, Mr. Ashim Kumar Madhu shall handover the overall charges to Mr. Naim Fakir and immediate after handover he is advised to report his joining to the DMD and Incharge, Dev. Admin Dept., Head Office, Dhaka.

The additional responsibility of Mr. Ashim Kumar Madhu vide Office Order No.:79-2023, dated 17-05-2023 at Internal Audit Dept., and Office Order No.:215-2023, dated 09-11-2023 is hereby cancelled.

After joining at Khulna Full Fledged Service Center, Mr. Naim Fakir may be advised to deal with work of Internal Audit Dept., and also assigned to prepare/issue policy schedule (Bima Dalil) related work sitting at the same premises in addition to his existing duties until further order.

**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

Copy forwarded to:

- Mr. Ashim Kumar Madhu (1061), Executive Officer.
- Mr. Naim Fakir (0084), Senior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

Copy forwarded to:

- Mr. Ashim Kumar Madhu (1061), Executive Officer.
- Mr. Naim Fakir (0084), Senior Officer

**C.C. to:** for kind information:

- The Chief Executive officer
- The Additional Managing Director.
- The DMD & Incharge, Dev. Admin Dept.
- The DMD (Dev.)
- The SEVP & Chief Financial Officer.
- The SVP & Incharge, U/W & Re Insurance Dept. With a request to provide necessary Training to Mr. Naim Fakir.
- The SVP, Internal Audit Dept.
- Master file
- Office Order file. 10. Personal file
- The EVP (PRT) & Incharge, Khulna Corp. Zone.
- The EVP (PRT) & Incharge, Cox's Bazar Zone-04
- The EVP (PRT) & Incharge, Bhola Zone.
- The Incharge Ramu FPR Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন