



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامى لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 13, 2025

Office Order No.:53-2025

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. Ashim Kumar Madhu (1061), EO	Group Bima Division, Head Office, Dhaka	Cash Section, Meherpur FPR Center(0258), Jhenaidah Zone
02	Mr. Nasirul Haque (1260), EO	Cash Section, Mujib Nagar Org. Office(0648), Jhenaidah Zone	Group Bima Division Head Office, Dhaka
04	Mr. Md. Delower Hossen Shuvo (3310), Junior Officer	Cash Section, Meherpur FPR Center(0258), Jhenaidah Zone	Cash Section, Mujib Nagar Org. Office(0648), Jhenaidah Zone

Mr. Ashim Kumar Madhu shall handover the overall charges to Mr. Md. Sadiqur Rahman Khan, VP, Group Bima Division, Head Office, Dhaka.

Mr. Nasirul Haque and Mr. Md. Delower Hossen Shuvo shall handover the overall charges to Mr. Belal Howlader (2127), Officer, Accounts Dept., Jhenaidaha Full Fkedged SC, Jhenaidah 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 20-04-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Meherpur FPR Center, Mr. Ashim Kumar Madhu is hereby advised to deal with work of Underwriting related works and also assigned to Dev. Admin & IT related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Delower Hossen Shuvo vide Office Order No.:10-2025, dated 26-01-2025 at U/W, Dev. Admin & IT related works is hereby cancelled.

Mr. Ashim Kumar Madhu 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. Nasirul Haque @Tk.750/- is hereby withdrawn.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to: Above 04 (Four) employees

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

Copy forwarded to: Above 04 (Four) employees

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.) & Incharge, Dev. Admin Dept.
5. The DMD (Dev.)
6. The VP, Group Bima Division
7. Personal file. 8. Office Order file.

1. The EVP (PRT) & Incharge, Zhenaidah Zone.
2. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন