



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 22, 2025

Office Order No.:60-2025

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. Farhad Bin Muhammad Abdul Aziz (2800), Senior Officer	Finance & Accounts Dept., Prem Bazar FPR Center(0547), Chattogram Corp. Zone-06	Cash Section, Ramu FPR Centre (0148), Cox's Bazar Zone-04
02	Ms. Sharmin Akter (2605), Officer	Cash Section, Jubilee Road FPR Center (0455), Chattogram Zone-11	Cash Section, Baizid Org. Office (0511), Chattogram Zone-05
03	Mr. Eskander Mirza (2446), Junior Officer	Cash Section, Baizid Org. Office (0511), Chattogram Zone-05	Cash Section, Prem Bazar FPR Center(0547), Chattogram Corp. Zone-06
04	Kawsar Mohammad Saifullah (3060), Junior Officer	Policy Servicing Dept., Mirsharai Full Service Center, Chattogram Zone-04	Cash Section, Jubilee Road FPR Center (0455), Chattogram Zone-11

Mr. Farhad Bin Muhammad Abdul Aziz shall handover the overall charges to Mr. Mahbubur Rahman (0101), Senior Manager & Operation Incharge, Keranihat Full Fledge Service Center, Ctg Corp -06.

Ms. Sharmin Akter and Mr. Eskander Mirza shall handover the overall charges to Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.

Kawsar Mohammad Saifullah shall handover the overall charges to Mr. Mohammed Anwarul Islam (1423), Officer & Operation Incharge, Mirsharai Full Service Center, Chattogram Zone-04.

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

After Joining at Prem Bazar FPR Center, Mr. Eskander Mirza is hereby advised to deal with work of Underwriting related works sitting at same premises in addition to his existing duties until further order.

After Joining at Jubilee Road FPR Center, Kawsar Mohammad Saifullah 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 above employees are advised to report their joining to the Incharge of respective offices along with Stationary Items allotted to them and release letter from their existing offices by 27-04-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Farhad Bin Muhammad Abdul Aziz vide Office Order No.:81-2024, dated 30-04-2024 at Underwriting and IT related works and the additional responsibility of Kawsar Mohammad Saifullah vide Office Order No.:136-2024, dated 04-08-2024 is hereby cancelled.

Mr. Farhad Bin Muhammad Abdul Aziz and Kawsar Mohammad Saifullah 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).


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 04 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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03	Mr. Eskander Mirza (2446), Junior Officer	Cash Section, Baizid Org. Office (0511), Chattogram Zone-05	Cash Section, Prem Bazar FPR Center(0547), Chattogram Corp. Zone-06
04	Kawsar Mohammad Saifullah (3060), Junior Officer	Policy Servicing Dept., Mirsharai Full Service Center, Chattogram Zone-04	Cash Section, Jubilee Road FPR Center (0455), Chattogram Zone-11

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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 04 (Two) employees.

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. Mr. Mahbubur Rahman (0101), Senior Manager & Operation Incharge, Keranihat Full Fledge Service Center.
6. Mr. Mohammad Sabbir Mahmud (2539), Officer, Finance & Accounts Dept., Chattogram Divisional Office.
7. Mr. Mohammed Anwarul Islam (1423), Officer & Operation Incharge, Mirsharai Full Service Center.
8. Office Order file. 9. Personal file
1. The EVP (PRT) m& Incharge, Chattogram Corp. Zone-06
2. The EVP (PRT) & incharge, Chattogra, Zone-04
3. The EVP (PRT) & Incharge, Chattogram Zone-05
4. The EVP (PRT) & Incharge, Chattogram Zone-11
5. The EVP (PRT) & Incharge, Cox's Bazar Zone-04.
6. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন