



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

April 28, 2025

## Office Order No.:65-2025

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. Mohammad Kabir Hossain (0933), Executive Officer	Accounts Dept., Laxmipur Fpr Center(0058), Noakhali Zone-01	Dev. Admin Dept., Noakhali Full Pledge Service Center, Noakhali Zone-01
02	Mr. Titu Chowdhury (3219), Officer	Claims Dept., Laxmipur Fpr Center(0058), Noakhali Zone-01	Cash Section, Laxmipur Fpr Center(0058), Noakhali Zone-01
03	Ms. Rasheda Sultana (3285). Officer	Dev. Admin Dept., Noakhali Full Pledge Service Center, Noakhali Zone-01	Cash Section, Amishapara Org. Office, Cumilla Zone-04
04	Mr. Badrul Alam (1327), Officer	Cash Section, Rajapur Org. Office(0391), Feni Zone-02	Cash Section, M.M Hat Org. Office (0612), Feni Zone-02
05	Ms. Taslima Akter (2667), Officer	Cash Section, Gazirhat Org. Office, Noakhali Zone-01	Cash Section, K D Hat FPR Center(0387), Feni Zone-02
06	Mr. Mohammed Fukhruddin (3203), Junior Officer	Cash Section, K D Hat FPR Center(0387), Feni Zone-02	Cash Section, Gazirhat Org. Office, Noakhali Zone-01
07	Mr. Mohammed Nobir Hossain (3226), Messenger	Docket Section, Noakhali Full Fledge Service Centre	Docket Section, Feni Full Fledge Service Centre
08	Mr. Abdul Kayium (2937), Messenger	Docket Section, Feni Full Fledge Service Centre	Docket Section, Noakhali Full Fledge Service Centre

Mr. Mohammad Kabir Hossain and Ms. Taslima Akter shall handover the overall charges to Md. Nur Islam (2806), SEO, Accounts Dept., and Ms. Rasheda Sultana shall handover the overall charges to Gazi Mahamudur Rahman (1473), Senior Manager & Operation Incharge, Noakhali Full Fledged SC.

Mr. Badrul Alam and Mr. Mohammed Fukhruddin shall handover the overall charges to Mr. Ahmed Faruk (2704), EO, Feni Full Fledged SC, Feni Zone-01.

After Joining at Noakhali Full Pledge Service Centre, Mr. Mohammad Kabir Hossain is hereby advised to deal with Call Centre related works sitting at same premises in addition to his existing duties until further order.

After Joining at Cash Section, Laxmipur Fpr Center, Mr. Titu Chowdhury is hereby advised to work at U/W related works sitting at same premises in addition to his existing duties until further order.

After Joining at K D Hat FPR Center, Ms. Taslima Akter is hereby advised to work at U/W related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Mohammad Kabir Hossain vide Office Order No.:183-2024, dated 22-10-2024 at U/W related works and Mr. Mohammed Fukhruddin vide Office Order No.:88-2024, dated 19-05-2024 at U/W related works is hereby cancelled.

আর্থিক নিরাপত্তার সেতুবন্ধন



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامى لايف انشورنس لميٽيٽيڊ

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Mr. Titu Chowdhury and Ms. Rasheda Sultana 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. Mohammad Kabir Hossain @Tk.750/- is hereby withdrawn.

The above employees/Messengers 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 05-05-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Iqbal Hossen (3201), Junior Officer, Cash Section, Sindurpur Organization Office(0652), Feni Zone-02 is hereby advised to sit and work at Cash Section, Rajapur Org. Office(0391), Feni Zone-02 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. Iqbal Hossen.



**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

Copy forwarded to: Above 09 (Nine) employees

আর্থিক নিরাপত্তার সেতুবন্ধন





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আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ পিএলই পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com, web: www.primeislamilife.com



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**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

Copy forwarded to: Above 09 (Nine) 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 & Incharge, dev. Admin Dept.
5. The SVP & Incharge, Claims Dept.
6. The Salary Section with request to withdrawn Cash allowance to the mention employees.
7. Personal file.
8. Office Order file.
1. The EVP (PRT) & Incharge, Noakhali Corp. Zone
2. The EVP (PRT) & incharge, Feni Zone.
3. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩  
ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল: pilil@primeislamylife.com, web: www.primeislamylife.com