



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

May 05, 2025

## Office Order No.:68-2025

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 Ferdousul Alam (1127), Executive Officer | Cash Section, Polli Biddut FPR Center(0538), Dhaka Zone-08              | Cash Section, Bhabanipur, Member Bari FPR Center(0707), Tangail Zone-01 |
| 02 | Mr. Palash Howlader (0972), Senior Officer            | Accounts Dept., Head Office, Dhaka                                      | Accounts Dept., Mirsharai Full Service Center, Chattogram Zone-04       |
| 03 | Mr. Mohammed Anwarul Islam (1423), Officer            | Accounts Dept., Mirsharai Full Service Center, Chattogram Zone-04       | Cash Section, Prem Bazar FPR Center(0547), Chattogram Corp. Zone-06     |
| 04 | Mr. Md. Mainul Islam (1384), Officer                  | Cash Section, Bhabanipur, Member Bari FPR Center(0707), Tangail Zone-01 | Cash Section, Bogura Zone office  |
| 05 | Ms. Khairun Nesa (2457), Junior Officer               | Cash Section, Bogura Zone office  | Cash Section, Homna Org. Office (0069), Cumilla Zone-03                 |
| 06 | Mr. Md. Alauddin (3149), Messenger                    | Barishal Full Fledged Service Center                                    | Dev. Admin Dept., Head Office, Dhaka                                    |

Mr. Mohammad Ferdousul Alam shall handover the overall charges to Kazi Mozaffor Hossain (0990), VP & Operation Incharge, City Service Centre, Dhaka.

Mr. Palash Howlader shall handover their overall charges along with Papers/Documents and his Computer (if any) to the SEVP & CFO Head Office, Dhaka.

Mr. Mohammed Anwarul Islam shall handover his overall charges along with Papers/Documents and his Computer (if any) to Mr. Muzahid Uddin Patoari (3260), Junior Officer, Cash Section, Mirsharai Full Service Center in presence of Internal Auditor.

Before handing and taking over of overall charges, the SVP & Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 15-05-2024.

Mr. Md. Mainul Islam shall handover the overall charges to Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.

Ms. Khairun Nesa shall handover the overall charges to Mr. Md. Sukur Ali (0644), SEO, Accounts Dept., Bogura Zone(0090), Office.

The above employees/Messenger 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 12-05-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامی لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

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The additional responsibility of Mr. Mohammad Ferdousul Alam vide Office Order No.:203-2024, dated 06-11-2024 at U/W related works is hereby cancelled.

The additional responsibility of Mr. Mohammed Anwarul Islam vide Office Order No.:189-2024, dated 23-10-2024 at Call centre related works is hereby cancelled.

The additional responsibility of Ms. Khairun Nesa vide Office Order No.:54-2025, dated 15-04-2025 is hereby cancelled.

**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

Copy forwarded to: Above 06 (six) employees

আর্থিক নিরাপত্তার সেতুবন্ধন





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| 02 | Mr. Palash Howlader (0972),<br>Senior Officer         | Accounts Dept.,<br>Head Office, Dhaka   | Accounts Dept.,<br>Mirsharai Full Service<br>Center, Chattogram Zone-04       |
| 03 | Mr. Mohammed Anwarul<br>Islam (1423), Officer         | Accounts Dept.,<br>Mirsharai Full Service Center,<br>Chattogram Zone-04       | Cash Section,<br>Prem Bazar FPR Center(0547),<br>Chattogram Corp. Zone-06     |
| 04 | Mr. Md. Mainul Islam<br>(1384), Officer               | Cash Section,<br>Bhabanipur, Member Bari FPR<br>Center(0707), Tangail Zone-01 | Cash Section,<br>Bogura Zone office   |
| 05 | Ms. Khairun Nesa (2457),<br>Junior Officer            | Cash Section,<br>Bogura Zone office   | Cash Section,<br>Homna Org. Office (0069),<br>Cumilla Zone-03                 |
| 06 | Mr. Md. Alauddin (3149),<br>Messenger                 | Barishal Full Fledged Service<br>Center                                       | Dev. Admin Dept.,<br>Head Office, Dhaka                                       |

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আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়: 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



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**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

Copy forwarded to: Above 06 (six) employees

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

- |   |   |
|---|---|
| 1. The Chief Executive officer.   | 1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01. |
| 2. The Additional Managing Director.  | 2. The AMD (Dev.) & Incharge, Cumilla Corp. Zone.       |
| 3. The DMD & Incharge, Dev. Admin Dept.   | 3. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-01.      |
| 4. The DMD (Dev.)   | 4. The EVP (PRT) & Incharge, Chattogram Zone-06         |
| 5. The SEVP & Chief Financial Officer.  | 5. The EVP (PRT) & Incharge, Tangail Zone.              |
| 6. The SVP & Incharge, Internal Audit Dept. with a request to ensure handing and taking over formalities in presence of an auditor as per office order. | 6. The EVP (PRT) & Incharge, Chattogram Zone-04.        |
| 7. The VP & Operation Incharge, City Service Centre, Dhaka  | 7. The EVP (PRT) & Incharge, Barishal Zone              |
| 8. Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.   | 8. The EVP (PRT) & Incharge, Bogura Zone.               |
| 9. Mr. Md. Sukur Ali (0644), SEO, Accounts Dept., Bogura Zone   | 9. The EVP (PRT) & incharge, Cumilla Zone-03            |
| 10. Mr. Muzahid Uddin Patoari (3260), Junior Officer, Cash Section, Mirsharai Full Service Center   | 10. The Incharge, respective offices.                   |
| 11. The Salary Section with request to withdrawn Cash allowance to the mention employees.   |   |
| 12. Personal file.  |   |
| 13. Office Order file.  |   |

আর্থিক নিরাপত্তার সেতুবন্ধন