



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

May 29, 2025

Office Order No.:82-2025

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. Mohammad Mazharul Haque (2849), Deputy Vice President	Underwriting Dept., Banchharampur FPR Center(0133), B. Baria Zone-01	Underwriting Dept., Laksam FPR Center(0062), Cumilla Zone-04
02	Mr. Md. Abdul Hakim (0400), Senior Executive Officer	Cash Section, Fardabad Org. Office(0427), B. Baria Zone-01	Underwriting Dept., Banchharampur FPR Center(0133), B. Baria Zone-01
03	Mr. Md. Sagir Hossain (0903), Executive Officer	Underwriting Dept., Laksam FPR Center(0062), Cumilla Zone-04	Cash Section, Fardabad Org. Office(0427), B. Baria Zone-01

Mr. Mohammad Mazharul Haque shall handover the overall charges to Mr. Md. Abdul Hakim and Mr. Md. Sagir Hossain shall handover the overall charges to Mr. Mohammad Mazharul Haque.

Mr. Md. Abdul Hakim shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, Finance & Accounts Dept., B. Baria Full Fledged SC.

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 16-06-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Mazharul Haque vide Office Order No.:197-2023, dated 23-10-2023 at IT related works and Office Order No.:61-2024, dated 28-03-2024 at Call Centre related works is hereby cancelled.

The additional responsibility of Mr. Md. Abdul Hakim vide Office Order No.:74-2024, dated 17-04-2024 at Call centre related works is hereby cancelled.

The additional responsibility of Mr. Md. Sagir Hossain vide Office Order No.:227-2024, dated 29-12-2024 is hereby cancelled.

After Joining Laksam FPR Center, Mr. Mohammad Mazharul Haque is hereby assigned to prepare and check Policy schedule (Bima Dalil) sitting at the same premises and sign on it as chacking officer in addition to his existing duties until further order.

Mr. Md. Sagir Hossain 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. Md. Abdul Hakim @Tk.750/- is hereby withdrawn.


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to: Above 03 (Three) employees

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

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C.C. to: for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The SEVP & Chief Financial Officer.
4. Mr. Md. Mozibur Rahman (0533), SEO, Finance & Accounts Dept., B. Baria Full Fledged SC.
5. The Salary Section with request to withdrawn Cash allowance to the mention employees.
6. Personal file. 7. Office Order file
1. The AMD (Dev.) & Incharge, Cumilla Corp. Zone.
2. The EVP (PRT) & Incharge, B. Baria Zone-01
3. The EVP (PRT) & Incharge, Cumilla Zone-04
4. The Incharge, respective offices.

আর্থিক নিরাপত্তার সেতুবন্ধন