



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائيم اسلامي لايف انشورنس لميٽيٽ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

June 15, 2025

## Office Order No.:85-2025

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	Remarks
01	Mr. Matiar Rahman Mallik (0152), Assistant Manager	Internal Audit Dept., (Operation Incharge) Netrokona Full Fledged Service Center, Netrokona Zone.	Accounts Dept., Pabna Full Fledge Service Center, Pabna Zone	As Operation Incharge
02	Mr. Md. Yousuf Ali (2114), Officer	Cash Section, Pabna Full Fledge Service Center, Pabna Zone	Accounts Dept., Natore FPR Centre, Rajshahi Corp. Zone-03	Transfer

Mr. Matiar Rahman Mallik shall handover the overall charges to shall handover the overall charges to Mr. Shahinoor Islam Lalon (2547), Senior Officer, Underwriting Dept., Netrokona Full Fledged Service Center, Netrokona Zone.

Mr. Md. Yousuf Ali shall handover the overall charges to shall handover the overall charges to Mr. Matiar Rahman Mallik (0152), Assistant Manager.

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 18-06-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining at Pabna Full Fledge Service Center, Mr. Matiar Rahman Mallik is hereby advised to deal with Cash Section, Policy Servicing and Call Centre related works sitting at the same premises in addition to his existing duties until further order.

After joining at Natore FPR Centre, Mr. Md. Yousuf Ali is hereby advised to deal with Underwriting and Cash related works sitting at the same premises in addition to his existing duties until further order.

Mr. Mohammad Amdadul Haque (0837), Executive Officer, Accounts Dept., Netrokona Full Fledged Service Center, Netrokona Zone is hereby act as Operation Incharge, at Netrokona Zone until further Order.

Mr. Shahinoor Islam Lalon (2547), Senior Officer, Underwriting Dept., Netrokona Full Fledged Service Center, Netrokona Zone is hereby advised to deal with Internal Audit related works sitting at same premises in addition to his existing duties until further order.



**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 SVP & Incharge, U/W Dept.
5. The SVP & Incharge, I/A Dept.,
6. Personal file.
7. Office Order file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01, Rajshahi Corp. Zone, Chapainawabgonj, Pabna, Netrokona and Mymensingh Zone.
2. The EVP (PRT) & Incharge, Rajshahi Corp. Zone-03
3. The EVP (PRT) & Incharge, Pabna Zone
4. The Incharge, Natore FPR Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন