



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

July 30, 2025

Office Order No.:107-2025

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. Md. Zia Uddin Khan (1016). Assistant Manager	Underwriting Dept., Barishal Full Fledged Service Center, Barishal Zone	Cash Section, Meherpur FPR Center(0258), Chuadanga Corporate Zone
02	Mr. Ashim Kumar Madhu (1061), Executive Officer	Cash Section, Meherpur FPR Center(0258), Chuadanga Corporate Zone	Underwriting Dept., Barishal Full Fledged Service Center, Barishal Zone

Mr. Md. Zia Uddin Khan shall handover the overall charges to Mr. Ashim Kumar Madhu after taking over the charges Mr. Ashim Kumar Madhu shall handover the overall charges to Mr. Md. Zia Uddin Khan.

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 07-08-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Meherpur FPR Center, Mr. Md. Zia Uddin Khan is hereby advised to deal with work of Underwriting related works and also assigned to Dev. Admin & IT related works sitting at same premises in addition to his existing duties until further order.

After Joining at Barishal Full Fledged Service, Mr. Ashim Kumar Madhu Khan is hereby advised to deal with work All Maturity related works sitting at same premises in addition to his existing duties until further order.

The additional responsibility of Mr. Md. Zia Uddin Khan vide Office Order No.:253-2023, dated 23-12-2023 and Mr. Ashim Kumar Madhu vide Office Order No.:53-2025, dated 13-04-2025 and Mr. Naim Fakir vide Office Order No.:35-2025, dated 24-02-2025 is hereby cancelled.

Mr. Md. Zia Uddin Khan 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. Ashim Kumar Madhu @Tk.750/- is hereby withdrawn.


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to: Above 02 (Two) employees

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়: গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৮৮-০২-৮১০৭০১৭৯, ই-মেইল: pilil@primeislamilife.com, web : www.primeislamilife.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to: Above 02 (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. The SVP & Incharge, Underwriting & Re Insurance Dept.
6. Personal file.
7. Office Order file.
1. The EVP (PRT) & Incharge, Barishal Zone.
2. The EVP (PRT) & Incharge, Chuadanga Corp. Zone.
3. The Incharge, Meherpur FPR Centre.

আর্থিক নিরাপত্তার সেতুবন্ধন

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