



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

September 02, 2025

Office Order No.:131-2025

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 Salim Ullah (0830), Executive Officer	Underwriting Dept., Chakaria FPR Office(0042), Cox's Bazar Zone-03 (Pekua)	Cash Section, Dollai Nawabpur Org. Office (0580), Cumilla Zone-03
02	Mst. Parvin Akter (3187), Junior Officer	Cash Section, Dollai Nawabpur Org. Office(0580), Cumilla Zone-03	Cash Section, Patuakhali Org. Office (0097, Barishal Zone.

Mr. Mohammad Salim Ullah shall handover the overall charges to Abdur Rahman Rajib (2916), Junior Officer, Cash section, Chakaria FPR Centre, Cox's bazar Zone-03.

Mst. Parvin Akter shall handover the overall charges to Mr. Md. Wahiduzzaman Hawlader (2187), Manager & Operation Incharge, Cumilla Full Fledged SC, Cumilla Corp. Zone.

Mr. Mohammad Salim Ullah is advised to report his joining to the Incharge, Dollai Nawabpur Org. Office, Cumilla Zone-03 along with Stationary Items allotted to his and release letter from his existing offices by 07-09-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After joining of Mr. Mohammad Salim Ullah at Dollai Nawabpur Org. Office, Mst. Parvin Akter is advised to report her joining to the Incharge, Patuakhali Org. Office (0097, Barishal Zone along with Stationary Items allotted to her and release letter from her existing office with a copy to the HR & Administration Dept., Head Office, Dhaka.

The additional responsibility of Mr. Mohammad Salim Ullah vide Office Order No.:83-2024, dated 06-05-2024 at Call centre related works and Office Order No.:87-2024, dated 13-05-2024 is hereby cancelled.

The additional responsibility of Mst. Parvin Akter vide Office Order No.:104-2024, dated 09-06-2024 at Call centre related works is hereby cancelled.

After Joining Dollai Nawabpur Org. Office, Mr. Mohammad Salim Ullah is hereby advised to work at Call Centre, sitting at same premises in addition to his existing duties until further order.

After Joining Patuakhali Org. Office, Mst. Parvin Akter is hereby advised to work at Call Centre, sitting at same premises in addition to his existing duties until further order.

Mr. Mohammad Salim Ullah 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).


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 02 (Two) 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 | 1. The AMD (DEV.) & Incharge, Cumilla Corp. Zone. |
| 2. The Additional Managing Director. | 2. The AMD (DEV.) & Incharge, Cox's Bazar Corp. Zone. |
| 3. The DMD (Dev.) | 3. The EVP (PRT) & Incharge, Cox's Bazar Zone-03 |
| 4. The AMD & Chief Financial Officer. | 4. The EVP (PRT) & Incharge, Barishal Zone. |
| 5. Office Order file. | 5. The EVP (PRT) & Incharge, Cumilla Zone-03. |
| 6. Personal file | 6. The Incharge, Respective Offices. |

আর্থিক নিরাপত্তার সেতু বন্ধন