



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

September 28, 2025

## Office Order No.:142-2025

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	Ms. Homira Begum (2609), Officer	Cash Section, Khutakhali Organization Office(0436), Cox's Bazar Zone-02	Cash Section, Panir Chara Organization Office(0570), Cox's Bazar Zone-02
02	Mr. Md. Shohel Uddin (2915), Junior Officer	Cash Section, Panir Chara Organization Office(0570), Cox's Bazar Zone-02	Cash Section, Khutakhali Organization Office(0436), Cox's Bazar Zone-02

Ms. Homira Begum and Mr. Md. Shohel Uddin shall handover the overall charges to A.T.M. Loqueman Hakim Talukdar (3332), Manager, Accounts Dept., Cox's Bazar Full Service Center.

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 08-10-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Shahid Podder (1545), Officer, Cash Section, Sonaimuri FPR Center (0588), Cumilla Zone-04 (Laksham) is hereby advised to sit and work at Cash Section, Amisha Para Org. Office(0689)-Cumilla Zone-04 (Laksham) for 02 (Two) day(s) in a week in addition to his existing duties.

The working days of additional duty will be settled by the respective Office incharges.

The additional responsibility of Mr. Md. Shahid Podder shall come into force with immediate effect and shall remain valid until Ms. Shamsun Nahar (3279), Officer resume her duties.

TA/DA as per rules of the Company is admissible to Mr. Md. Shahid Podder in this regard.

**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department



- Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৮১০৭০১৮০-৮৩

ফ্যাক্সঃ ৮৮ ০১ ৮১০৭০১৮১ ই-মেইলঃ nilil@primeislamylife.com web : www.primeislamylife.com



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 03 (Three) employees.

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

1. The Chief Executive officer
2. The Additional Managing Director.
3. The DMD (Dev.)
4. The AMD & Chief Financial Officer.
5. A.T.M. Loqueman Hakim Talukdar (3332), Manager and Operation Incharge Cox's Bazar Full Service Center.
6. Office Order file.
7. Personal file
1. The AMD (DEV.) & Incharge, Cumilla Corp. Zone.
2. The AMD (Dev.) & Incharge, Cox's Bazar Zone.
3. The EVP (PRT) & Incharge, Cox's Bazar Zone-02
4. The EVP (PRT) & Incharge, Cumilla Zone-04.
5. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়: গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৮১০৭০১৮০-৮৩

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