



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميٽيٽ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

October 19, 2025

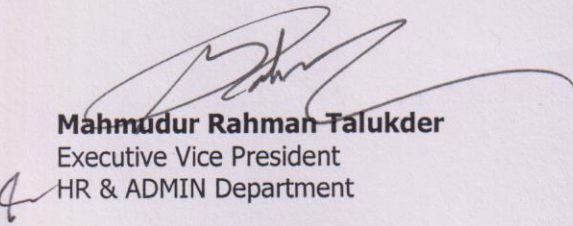
Office Order No.:153-2025

For the greater interest of the Company, the following employee is hereby transferred as under:

S.N.	Name, Desig. & ID No.	Present Dept./Office	Transferred to	Remarks
01.	Ms. Shefali (1612), Officer	Cash Section, Adamjee EPZ Org. Office (0620), Chittagong Road Zone	Cash Section, Jattrabari Org Office (0726) Dhaka Zone- 06.	As Cashier

Ms. Shefali (1612) shall handover her overall charges along with Papers/Documents and her Computer (if any) to DVP & Operation Incharge, City Service Center, Dhaka.

Ms. Shefali is advised to report her joining to Ms. Israt Jahan, GM (DEV) & Incharge, Jattrabari Org. Office along with Stationary Items allotted to her and release letter from her existing Office by 22-10-2025 with a copy to the HR & Administration Dept., Head Office- Dhaka.


Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to: Ms. Shefali.

আর্থিক নিরাপত্তার সেতুবন্ধন

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



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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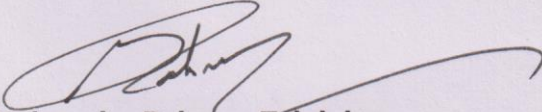
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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to: Ms. Shefali.

1. The Chief Executive Officer.
2. The Additional Managing Director.
3. The AMD & Head of IT.
4. The AMD & Chief Financial Officer.
5. Master file.
6. Office Order file.
7. Personal file.

1. The EVP (PRT) & Incharge, Chittagong Road Zone.
2. The EVP (PRT-02) & Incharge, Dhaka Zone-06.
3. The GM (DEV) & Incharge, Adamjee EPZ Org. Office.
4. The GM (DEV) & Incharge, Jattrabari Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন

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