



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائىم اسلامى لاىف انشورنس لميٽيٽ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

November 18, 2025

Office Order No.:172-2025

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 Mohiminur Rahman (0852), Executive Officer	Cash Section, Ashuganj FPR Center(0508), B. Baria Zone-01	Underwriting Dept., Cosba FPR Center(0072), B. Baria Zone-01.
02	Mr. Md. Zahidul Islam (0883), Senior Officer	Cash Section, Gazipur Full Fledged SC, Gazipur Zone	Policy Servicing Dept., Gazipur Full Fledged SC, Gazipur Zone
03	Mr. Md. Jahirul Islam (1783), Officer	Cash Section, Satash Chourasta Org. Office(0396), Gazipur Zone	Cash Section, Gazipur Full Fledged SC, Gazipur Zone
04	Ms. Afroza Akter (2899), Office Assistant	Policy Servicing Dept., Gazipur Full Fledged SC, Gazipur Zone	Cash Section, Satash Chourasta Org. Office(0396), Gazipur Zone

Mr. Mohammad Mohiminur Rahman shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, Finance & Accounts Dept., B. Baria Full Fledged SC.

Mr. Md. Zahidul Islam, Mr. Md. Jahirul Islam and Ms. Afroza Akter shall handover the overall charges to K. M. Monower Hossain (1276), Assistant Vice President & Operation Incharge Gazipur Full Fledged SC, Gazipur Zone.

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 23-11-2025 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Mr. Md. Zahidul Islam is hereby assigned to deal with Dalil related works such as Dalil prepare, stamp maintenance sitting at same premises in addition to his existing duties.

The additional responsibility of Ms. Afroza Akter vide Office Order No.:172-2023, dated 20-09-2023 is hereby cancelled.

Ms. Afroza Akter will be 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. Mohammad Mohiminur Rahman and Mr. Md. Zahidul Islam @Tk.750/- are hereby withdrawn.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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02	Mr. Md. Zahidul Islam (0883), Senior Officer	Cash Section, Gazipur Full Fledged SC, Gazipur Zone	Policy Servicing Dept., Gazipur Full Fledged SC, Gazipur Zone
03	Mr. Md. Jahirul Islam (1783), Officer	Cash Section, Satash Chourasta Org. Office(0396), Gazipur Zone	Cash Section, Gazipur Full Fledged SC, Gazipur Zone
04	Ms. Afroza Akter (2899), Office Assistant	Policy Servicing Dept., Gazipur Full Fledged SC, Gazipur Zone	Cash Section, Satash Chourasta Org. Office(0396), Gazipur Zone

Mr. Mohammad Mohiminur Rahman shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, Finance & Accounts Dept., B. Baria Full Fledged SC.

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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.
2. The Additional Managing Director.
3. The AMD & Head of IT
4. The AMD & Chief Financial Officer.
5. The Operation Incharge, Gazipur Zone.
6. Mr. Md. Mozibur Rahman (0533), Senior Executive Officer, Finance & Accounts Dept., B. Baria Full Fledged SC.
7. Office Order file. 8. Personal file
1. The EVP (PRT) & Incharge, B. Baria Zone.
2. The Incharge, Gazipur Zone.
3. The Incharge, Satash Chourasta Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন