



February 15, 2026

Office Order No.:18-2026

Mr. Md. Zia Uddin Khan (1016), Assistant Manager, Underwriting Dept., Barishal Full Fledged Service Center, Barishal Zone is hereby transferred to Underwriting Dept., Bhola Full Fledged Service Center, Bhola Zone and he is hereby also be assigned as Operation Incharge of Bhola Full Fledged Service Center.

Mr. Md. Zia Uddin Khan shall handover the overall charges to Ms. Jabun Nahar (1339), Assistant Manager, Policy Servicing Dept., Barishal Full Fledged Service Center.

Mr. Md. Zia Uddin Khan is advised to report his joining to the EVP (PRT) & Incharge, Bhola Zone along with Stationary Items allotted to him and release letter from his existing office by 18-02-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Jabun Nahar (1339), Assistant Manager, Policy Servicing Dept., Barishal Full Fledged Service Center, Barishal Zone may be advised to deal with work of Underwriting related works sitting at same premises in addition to her existing duties until further order.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Jabun Nahar (1339), Assistant Manager.
- Mr. Md. Zia Uddin Khan (1016), Assistant Manager.

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প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Jabun Nahar (1339), Assistant Manager.
- Mr. Md. Zia Uddin Khan (1016), Assistant Manager.

C.C. to: for kind information:

1. The Chief Executive officer
2. The Additional Managing Director.
3. The AMD & Chief Financial Officer.
7. The SVP & Incharge, U/W & Re Insurance Dept.
With a request to provide necessary U/W Training to Ms. Jaoun Nahar.
4. Master file
5. Office Order file
6. Personal file
1. The EVP (PRT) & Incharge, Barishal Zone
2. The EVP (PRT) & Incharge, Bhola Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন