



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

March 01, 2026

Office Order No.:31-2026

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. Md. Sheikh Hassan Ahmed Chow (0430) Executive Officer	Cash Section, Shafipur FPR Center(0187), Tangail Zone-01	Cash Section, Dagon Bhuiyan Organization Office(0053), Feni Zone-02
02	Mr. Mohammad Iftekhar Hossan Mazumder (1267), Senior Officer	Cash Section, Faridabad Org Office(0601), Dhaka Zone-13	Cash Section, Shafipur FPR Center(0187), Tangail Zone-01
03	Ms. Shefali (1612), Officer	Cash Section, Jatrabari Organization Office(0726), Dhaka Zone-06	Cash Section, Faridabad Org., Office(0601), Dhaka Zone-13

Mr. Md. Sheikh Hassan Ahmed Chow shall handover the overall charges to Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.

Mr. Mohammad Iftekhar Hossan Mazumder shall handover the overall charges to T.M Hamidul Haque (1725), EO & Operation Incharge, Ali Bahar Full Fledged SC, Dhaka Zone-13.

Ms. Shefali shall handover the overall charges to Mr. Nasir Ahmed (2080), DVP & Operation Incharge, City Service Centre, Dhaka.

Among the above employees at first Ms. Shefali is advised to report her joining to the Incharge, Faridabad Org., Office(0601), Dhaka Zone-13 and then Mr. Mohammad Iftekhar Hossan Mazumder shall report his joining to the Incharge, Shafipur FPR Center and then Mr. Md. Sheikh Hassan Ahmed Chow shall report to his joining to the Incharge, Dagon Bhuiyan Organization Office(0053), Feni Zone-02 along with Stationary Items allotted to them and release letter from their existing offices with a copy to the HR & Administration Dept., Head Office, Dhaka. Above all employees are advised to report their joining at transferred office by 09.03.2026.

The additional responsibility of Mr. Md. Sheikh Hassan Ahmed Chow vide Office Order No.:116-2025, dated 12-08-2026 at Underwriting related works is hereby cancelled.

After joining at Shafipur FPR Center Mr. Mohammad Iftekhar Hossan Mazumder is hereby advised to deal with Underwriting related works sitting at the same premises in addition to his existing duties until further order.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) 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.
2. The Additional Managing Director.
3. The DMD & Incharge, Dev. Admin Dept.
4. The AMD & Chief Financial Officer.
5. The DVP & Operation Incharge, City Service Centre.
6. Mr. Md. Ashrafuzzaman (3109), Assistant Manager, Konabari Full Fledged SC, Tangail Zone.
7. The EO & Operation Incharge, Dhaka Zone-13
8. Office Order file. 9. Personal file
1. The AMD (DEV.) & Incharge, Dhaka Corp. Zone-07 and Rangpur Corp. Zone.
2. The SEVP (PRT) & Incharge, Noakhali Corp. Zone.
3. The EVP (PRT) & Incharge, Dhaka Zone-13
4. The EVP (PRT) & Incharge, Dhaka Zone-06.
5. The EVP (PRT) & Incharge, Feni Zone-02
6. The Incharge, respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩

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