



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 06, 2026

Office Order No.:38-2026

Mr. Md. Rajib Ahmed (0673), Officer, Establishment Dept., Head Office, Dhaka is hereby transferred to Policy Servicing Dept., Head Office, Dhaka.

Mr. Md. Rajib Ahmed shall handover the overall charges to the Vice President & Incharge, Establishment Dept., Head Office, Dhaka.

Mr. Md. Rajib Ahmed is advised to report his joining to the EVP & Incharge, Policy Servicing & Claims Dept., Head Office, Dhaka along with Stationary Items allotted to him and release letter from his existing Department by 09-04-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

Ms. Mongu Akter (2406), Senior Officer, Cash Section, Bakergong Org. Office(0103), Barishal Zone is hereby advised to sit and work at Cash Section, Rahamatpur Organization Office(0446), Barishal Zone for 03 (Three) day(s) in a week in addition to her existing duties until further order.

TA/DA as per rules of the Company is admissible to Ms. Mongu Akter in this regard.

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

The additional responsibility of Ms. Mongu Akter shall come into force with immediate effect and shall remain valid until Mst. Shamima Akter (2361), OA, Rahamatpur Organization Office resume her duties.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Mongu Akter (2406), Senior Officer
- Mr. Md. Rajib Ahmed (0673), Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Mongu Akter (2406), Senior Officer
- Mr. Md. Rajib Ahmed (0673), Officer

C.C. to: for kind information:

1. The Chief Executive officer
2. The Additional Managing Director.
3. The AMD & Chief Financial Officer.
4. The EVP & Incharge, Policy Servicing & claims Dept.,
5. The VP & Incharge, Establishment Dept.
6. Master file
7. Office Order file
8. Personal file
1. The EVP (PRT) & Incharge, Barishal Zone
2. The EVP (PRT) & Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন