



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

May 21, 2026

## Office Order No.:73-2026

For the greater interest of the Company, the following employees are hereby transferred as under:

| SI | Name, Desig. & ID No                 | Present Dept./Office   | Transferred to   |
|----|--------------------------------------|--|--|
| 01 | Mr. Md. Golam Mostofa<br>(1540), SEO | Cash Section,<br>Kaliganj Org. Office(0325),<br>Jhenaidah Zone                 | Cash Section,<br>Jashore FPR Centre (0113),<br>Jhenaidah Zone  |
| 02 | Mr. Md. Masudur Rahman<br>(1388), SO | Policy Servicing Dept.,<br>Jhenaidah Full Fledged SC (0265),<br>Jhenaidah Zone | Cash Section,<br>Kaliganj Org. Office(0325),<br>Jhenaidah Zone |

Mr. Md. Golam Mostofa shall handover the overall charges to Mr. Belal Howlader (2127), Officer, Accounts Dept., Jhenaidah Full Fledged SC (0265), Jhenaidah Zone.

Mr. Md. Masudur Rahman shall handover the overall charges to Mr. Md. Mahmudul Hasan (0473), Assistant Manager and Operation Incharge, Jhenaidah Full Fledged SC (0265), Jhenaidah 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 24-05-2026 with a copy to the HR & Administration Dept., Head Office, Dhaka.

After Joining at Jashore FPR Centre, Mr. Md. Golam Mostofa is hereby advised to deal with work of Underwriting and Call Centre related works sitting at same premises in addition to his existing duties until further order.

After Joining at Kaliganj Org. Office, Mr. Md. Masudur Rahman is hereby advised to deal with work of Call Centre related works sitting at same premises in addition to his existing duties until further order.

M. Md. Jakir Hossain (0378), Asst. Manager, Claims Dept., Jhenaidah Full Fledged SC (0265), Jhenaidah Zone is hereby advised to deal with work of Call Centre related works sitting at same premises in addition to his existing duties until further order.

Mr. Md. Hasanuzzaman (3195), Office Assistant (Doc. Kp.) Policy Servicing Dept., Jhenaidah Full Fledged SC, Jhenaidah Zone is hereby advised to deal with work of Dalil and OR related works sitting at same premises in addition to his existing duties until further order.

Mr. Md. Masudur Rahman 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)

**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন

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

ই-মেইলঃ [dalil@primeislamilife.com](mailto:dalil@primeislamilife.com) web : [www.primeislamilife.com](http://www.primeislamilife.com)



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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 & Chief Financial Officer.
4. The EVP & Incharge, Policy Servicing & claims Dept.
5. The EVP & Incharge, U/W & Re Insurance Dept. With a request to provide necessary U/W Training to Ms. Golam Mostofa.
6. The Operation Jhenaidah Full Fledged SC.
7. Office Order file. 9. Personal file
1. The EVP (PRT) & Incharge, Chuadanga Corp. Zone
2. The EVP (PRT) & Incharge, Jhenaidah Zone
3. The Incharge, respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন