



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لائف انشورنس لميٽيٽ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

January 27, 2020

Office Order No.:25-2020

For the greater interest of the Company, Ms. Shipra Biswas (2642), Assistant Officer (Cashier Cum Computer Operator), Commission Section, Sylhet Full Fledged SC is hereby transferred to Cash Section, Sylhet Zone-01.

Ms. Shipra Biswas is advised to report her joining to the EVP (PRT) & Incharge, Sylhet Zone-01 by 30-01-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Humayun Kabir (1647), Assistant Office, Claims Dept., Sylhet Full Fledged SC is hereby advised to work at Commission Section, at same premises in addition to his existing duties.

Mr. Belal Howlader (2127), Assistant Officer, Cash Section, Zinaidha FPR Centre, Khulna Zone is hereby advised to sit and work at Cash Section, Kaligonj Org. Office, Khulna Zone for 02 (Two) day(s) in a week in addition to his existing duties.

The working days at above Office, will be settled by the respective Office incharges.

TA/DA allowance as per rules of the Company is admissible to Mr. Belal Howlader.

The additional responsibility of Mr. Md. Humayun Kabir and Mr. Belal Howlader shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy forwarded to: Above 03 (Three) employees

C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD & CFO.
3. The DMD & CS.
4. The SEVP & Incharge, Administration Dept.
5. The SVP, Finance & Accounts Dept.,
6. The JSVP & Incharge, Policy Service & Claims Dept.
7. The JVP & Incharge (I/A)
8. The Incharge, Sylhet Full Fledged SC.
9. Master file
10. Office Order file
11. Personal file
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The EVP (PRT) & Incharge, Sylhet Zone-01.
3. The EVP (PRT) & Incharge, Khulna Zone.
4. The Incharge, Zinaidha FPR Centre.
5. The Incharge, Kaligonj Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪
ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০. ই-মেইল : ceo@primelifebd.com nililhd@gmail.com web : www.primelamilifebd.com



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ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০. ই-মেইল : ceo@primelifebd.com nililhd@gmail.com web : www.primelamilifebd.com