



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائٹم اسلامي لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

March 23, 2020

## Office Order No.:64-2020

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	Remarks
01	Mr. Md. Abdul Latif (1756), Senior Officer	Internal Audit Dept., Mirsarai Full Fledged SC	Underwriting Dept., Mirsarai Full Fledged SC	
02	Mr. Osmanul Haque (0723), Executive Officer	Internal Audit Dept., Agrabad Service Centre	Internal Audit Dept., Mirsarai Full Fledged SC	
03	Uma Nasrin Jahan (1238), Junior Officer	Underwriting Dept., Agrabad Service Centre	Underwriting Dept., Chattogram Zone-11 (Chawakbazar)	
04	Ms. Mahfuza Akter (2562), Office Assistant (Rec.Kp)	Underwriting Dept., Agrabad Service Centre	Cash Section, Goalpahar org. Office, Chattogram Zone-04	
05	Mr. Bikash Chanda (2718), Messenger	Agrabad Service Centre	Goalpahar org. Office, Chattogram Zone-04	

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 29-03-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Ms. Mahfuza Akter 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).

Mr. Md. Jasim Uddin (2728), Assistant Officer (Cashier Cum Computer Operator), Feni East (Parshuram), Org. Office, Mukto Bima Prokalpo (Abolished) is hereby advised to sit and work at Cash Section, Feni North Org. Office (Munshirhat), Feni Zone (Mukto Bima Prokalpo, Abolished) for 02 (Two) day(s) in a week in addition to his existing duties until further Order.

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. Md. Jasim Uddin.

The additional responsibility of Mr. Mr. Md. Jasim Uddin shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

• Copy forwarded to: Above 06 (Four) 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 EVP & Incharge (U/W)
6. The EVP & Incharge (I/A)
7. The SVP, finance & Accounts Dept., Head Office, Dhaka
8. Master file.
9. Office Order file.
10. Personal file.
1. The DMD (Dev.) & Incharge, Chattogram Division.
2. The SEVP (PRT) & Incharge, Feni Zone.
3. The EVP (PRT) & Incharge, Chattogram Zone-04.
4. The J EVP (PRT) & Incharge, Chattogram Zone-11.
5. The Incharge, respective Offices.

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, pililbd@gmail.com, web : www.primeislamilifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
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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, pililbd@gmail.com, web : www.primeislamifield.com