



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

June 08, 2020

Office Order No.:83-2020

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. Abdul Halim (1262), Senior Officer | IT Dept., Chattogram Zone-03 SC(Muradpur) | Cash Section, Chattogram Zone-03 SC(Muradpur) | |
| 02 | Mr. Md. Abdur Rahim (2071), Junior Officer (IT) | IT Dept., Sandwip Full Fledged SC | U/W Dept., Sandwip Full Fledged SC | |
| 03 | Mr. Md. Amdad Hossain (2557), Assistant Officer (Cashier Cum Computer Operator) | U/W Dept., Sandwip Full Fledged SC | IT Dept., Sandwip Full Fledged SC | |

The above employees are advised to report their joining to the Incharge of respective Offices along with Stationary Items allotted to him by 11-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Monjurul Alam (1682), Junior Officer, Claims Dept., Sandwip Full Fledged SC is hereby assigned to work of OR Section, at same premises in addition to his existing duties until further order.

After Joining at U/W Dept., Mr. Md. Abdur Rahim is hereby advised to work at Dalil Section, and he will deal with Dalil Related works at same premises in addition to his existing duties.

The additional responsibility of Mr. Md. Monjurul Alam and Mr. Md. Abdur Rahim 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 04 (Four) employees.

C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CFO.
3. The DMD & CS.
4. The DMD (Dev.) & Incharge, Dev. Admin Dept.
5. The SEVP & Incharge, Administration Dept.
6. The EVP & Incharge (U/W).
7. The EVP & Incharge (IT)
8. The EVP & Incharge (I/A)
9. The SVP, Finance & Accounts Dept.
10. JSVP & Incharge, Policy Servicing & Claims Dept.
11. Master file
12. Office Order file
13. Personal file.
1. The DMD (Dev.) & Incharge, Chattogram Division.
2. The AMD (Dev.) & Incharge, Ctg. Corp. Zone-03.
3. J EVP (PRT) & Incharge, Ctg. Zone-10.
4. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

