



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 23, 2020

Office Order No.:105-2020

For the greater interest of the Company, the Office Order No.: 99-2020, dated June 21, 2020 is hereby partially revised and the following employees are hereby transferred as under:

Sl	Name & Desig.Present Dept./Office	Transferred Dept./Office (According to previous Order)	Transferred to
01	Mr. Md. Mahamud Hoosan (1975), Office (IT)	IT Dept., Dhaka Zone-04	IT Dept., Netrokona Full Fledged SC
02	Mr. Mahbub Alam (1483), Junior Officer (IT)	Cash Section, Dhaka Zone-09	Cash Section, Kalihati Org. Office, Dhaka Zone-04.
03	Ms. Nasrin Nahar Popy (1753) Assistant Officer	Accounts Dept., Dhaka Zone-04	Accounts Dept., Dhaka Zone-03
04	Mr. Tanvir Uddin (2115), Assistant Officer(Cashier Cum Computer Operator)	IT Dept., Hathazari Org. Office, Urban Bima Division (Abolished)	Cash Section, Rajapur Org. Office, Feni Zone-01
05	Mr. Mohammad Mizanur Rahman (2528), Assistant Officer(Cashier Cum Computer Operator)	IT Dept., Dhaka Match Factory Org. Office(Shampur), Dhaka Zone-14	Cash Section, Kalihati Org. Office, Dhaka Zone-04.

Mr. Mahbub Alam shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03 and Ms. Nasrin Nahar Popy shall handover the overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. 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 28-06-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Cash Section, Dhaka Zone-09, Mr. Mohammad Mizanur Rahman shall also works at IT Dept., at same premises in addition to his existing duties until further order.


Mahmudur Rahman Talukder
Senior Vice President (Admin)

• Copy forwarded to: Above 05 (Five) 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 EVP & Incharge (IT).
6. The EVP & Incharge (I/A).
7. The SVP, Finance & Accounts Dept.
8. Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.
9. Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03
10. Master file
11. Office Order file
12. Personal file.
1. The DMD (Dev.) & Incharge, Chattogram Division.
2. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-03.
3. The SEVP (PRT) & Incharge, Dhaka Zone-04.
4. The SEVP (PRT) & Incharge, Sylhet Division.
5. The SEVP (PRT) & Incharge, Feni Zone.
6. The EVP (PRT) & Incharge, Feni Zone-01
7. The Incharge, Dhaka Zone-14
8. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Senior Vice President (Admin)

• Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com