



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامی لائف انشورنس لمیٹیٹ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

July 21, 2020

Office Order No.:128-2020

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
01	Mr. Abul Hossain (0764), Executive Officer (IT)	IT Dept., Lohagora Org. Office Chattogram Zone-06	Commission Section, Finance & Accounts Dept., Head Office, Dhaka
02	Mr. Md. Mohshin Ali (2112), Junior Officer (Cashier Cum Computer Operator)	Cash Section, Gatail FPR Centre, Dhaka Zone-04	Cash Section, Akhaura Org. Office, B. Baria Zone-02
03	Mr. Md. Abu Yousuf (2065), Assistant Officer	Cash Section, Akhaura Org. Office, B. Baria Zone-02	Cash Section. Fordabad Org. Office, (Bancharampur), B. Baria Zone-01
04	Mr. Md. Payel Sordar (2386), Assistant Officer(Cashier Cum Computer Operator)	Cash Section. Fordabad Org. Office, (Bancharampur), B. Baria Zone-01	IT Dept., Lohagora Org. Office, Chattogram Zone-06
05	Mr. Md. Saiful Islam (2314), Assistant Officer (IT)	Commission Section, Finance & Accounts Dept., Head Office, Dhaka	Cash Section, Gatail FPR Centre, Dhaka Zone-04

Mr. Md. Mohshin Ali shall handover the overall charges to Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Corp. Zone-04.

Mr. Md. Abu Yousuf and Mr. Md. Payel Sordar shall handover the overall charges to Mr. Md. Mozibur Rahman (0533), Executive Officer, B. Baria Full Fledged Service Centre.

Mr. Abul Hossain, Mr. Md. Mohshin Ali, Mr. Md. Payel Sordar and Mr. Md. Saiful Islam 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 28-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Md. Abu Yousuf is advised to report his joining to the Incharge Fordabad Org. Office along with Stationary Items allotted to him and release letter from his existing office by 26-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at IT Dept., Lohagora Org. Office, Mr. Md. Payel Sordar is hereby advised to work of Accounts Dept., sitting at same premises in addition to his existing duties until Ms. Mahfuza (1437), Junior Officer, Accounts Dept., Lohagora FPR Centre, resumes her duties.



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لايف انشورنس لميٲٲٲٲ
Prime Islami Life Insurance Limited

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The additional responsibility of Mr. Abul Hossain vide Office Order No.:03-2020, dated 02-01-2020 at Accounts Dept., Lohagora Org. Office is hereby cancelled.

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. Kazi Mozaffor Hossain (0990), VP, Finance & Accounts Dept., Head Office, Dhaka
 9. Mr. Md. Jamal Hossain (0046), AVP, Accounts Dept., Dhaka Zone-04.
 10. Mr. Md. Mozibur Rahman (0533), EO, B. Baria Full Fledged SC.
 11. Master file
 12. Office Order file
 13. Personal file.
1. The AMD (Dev.) & Incharge, Ctg. Corp. Zone-03.
 2. The SEVP (PRT) & Incharge, Dhaka Zone-04
 3. The EVP (PRT) & Incharge, B. Baria Zone-01.
 4. The EVP (PRT) & Incharge, Chattogram Zone-06
 5. The SVP (PRT) & Incharge, B. Baria Zone-02
 6. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

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

ফ্যাক্স : ৮৮ ০১ ৯০৬৪৯১০ ই-মেইল : ceo@primeislamlife.com, nilidd@primeislamlife.com



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আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৯৬৬৪৩৯০ ৩-মহল : ceo@primelifebd.com nililbd@gmail.com web : www.primelislamilifebd.com



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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আর্থিক নিরাপত্তার সেরা বন্ধন

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