



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

August 25, 2020

## Office Order No.:157-2020

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. Mokaddes Hossain (0519), Senior Officer	Cash Section, Dhalua Org. Office, Cumilla Zone-04	Cash Section, Gatail Org. Office, Dhaka Zone-04
02	Mr. Mohammed Lutful Quadir (1543), Senior Officer	Establishment Dept., Head Office, Dhaka	Cash Section, Dhaka Zone-09
03	Mr. Md. Mamun Hossain (2196), Assistant Officer (IT Cum Cash)	Cash Section, Dhaka Zone-09	Cash Section, Dhalua Org. Office, Cumilla Zone-04

Mr. Mokaddes Hossain shall handover the overall charges to Mr. Md. Wahiduzzaman Hawlader (2187), Joint Assistant Vice President, Accounts Dept., Cumilla Full Fledged Service Centre.

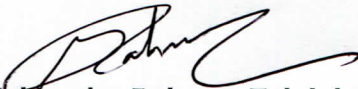
Mr. Md. Mamun Hossain shall handover the overall charges to Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03.

Mr. Mokaddes Hossain and Mr. Md. Mamun Hossain 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 02-09-2020 with a copy to the Administration Dept., Head Office, Dhaka.

Mr. Mohammed Lutful Quadir is advised to report his joining to the EVP (PRT) & Incharge, Dhaka Zone-09 along with Stationary Items allotted to him and release letter from his existing offices by 31-08-2020 with a copy to the Administration Dept., Head Office, Dhaka.

The Deputation of Mr. Mohammed Litful Quadir vide Office Order No.:116-2020, dated July 05, 2020 at One Stop Service Cell, Head Office, Dhaka is hereby cancelled.

After joining of Mr. Mokaddes Hossain at Gatail Org. Office, Dhaka Zone-04 Mr. Md. Mohshin Ali (2112), Junior Officer (Cashier Cum Computer Operator), Gatail Org. Office, Dhaka Zone-04 is advised to report his joining to Cash Section, Akhaura Org. Office, B. Baria Zone-02 as per previous Office Order no: 128-2020 dated July 21, 2020 with a copy to the Administration dept., Head Office, Dhaka.

  
**Mahmudur Rahman Talukder**  
Senior Vice President  
Administration Department.

Copy forwarded to: Above 04 (Four) employees.

### C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Incharge, Administration Dept.
5. The EVP & Incharge (I/A)
6. The SVP & Incharge, Finance & Accounts Dept.
7. The JSVP & Incharge (Establishment).
8. Mr. Md. Wahiduzzaman Hawlader (2187), JAVP, Accounts Dept., Cumilla Full Fledged Service Centre
9. Mr. Md. Feruz Alam (0535), Executive Officer, Accounts Dept., Dhaka Corp. Zone-03.
10. Master file
11. Office Order file
1. The SEVP (PRT) & Incharge, Dhaka Zone-04
2. The SEVP (PRT) & Incharge, Cumilla Zone.
3. The EVP (PRT) & Incharge, Dhaka Zone-09
4. The EVP (PRT) & Incharge, B. Baria Zone.
5. The Incharge, Laksham FPR Centre.
6. The Incharge, Gatail Org. Office, Dhaka Zone-04
7. The Incharge, Dhalua Org. Office, Cumilla Zone-04

আর্থিক নিরাপত্তার সেতুবন্ধন

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

ফোন : ৮৮-০২-৯৬৬৪৩৯০ হ-ফোন : ৯৯০(৫)প্রাইমলাইফ.কম, ঢাকাহেড/৫৫৫৫৫৫৫৫.কম, মস্ক : www.primeislamilifebd.com



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**Mahmudur Rahman Talukder**

Senior Vice President  
Administration Department.

Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

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

ফোন : ৮৮-০১-১৫৬৪৩১০ ই-মেইল : ০০০@primislifibd.com mailibd@gmail.com web : www.primislifibd.com