



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

ISO 9001 : 2015  
CERTIFIED

August 27, 2020

## Office Order No.:160-2020

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. Kijir Ahmed (2336), Assistant Officer (Cash Cum IT)	Cash Section, Khodarhat Org. Office, Chattogram Zone-06	IT Dept., Lohagora FPR Centre, Chattogram Zone-06
02	Mr. Md. Payel Sordar (2386), Assistant Officer	IT Dept., Lohagora FPR Centre, Chattogram Zone-06	Cash Section, Khodarhat Org. Office, Chattogram Zone-06


Mr. Kijir Ahmed shall handover the overall charges to Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.

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 02-09-2020 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at IT Dept., Lohagora FPR Centre, Mr. Kijir Ahmed is hereby advised to work at Accounts Dept., sitting at same premises in addition to his existing duties.

The additional responsibility of Mr. Kijir Ahmed shall come into force with immediate effect and shall remain valid until further order.

The additional responsibility of Mr. Md. Payel Sordar vide Office Order No.:128-2020, dated 21-07-2020 at Accounts Dept., at Lohagora FPR Centre, is hereby cancelled.

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

• Copy forwarded to: Above 02 (Two) employees.

### C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD & CS.
3. The SEVP & Incharge, Administration Dept.
4. The EVP & Incharge (I/A)
5. The SVP & Incharge, Finance & Accounts Dept., Head Office, Dhaka.
6. Mr. Ahmed Faruk (2704), Officer, Accounts Dept., Chattogram Corp. Zone-03.
7. Master file.
8. Office Order file.
9. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Chattogram Zone-06.
3. The Incharge, Lohagora FPR Centre.
4. The Incharge, Khodarhat Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন

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, mahudr@gmail.com, web : www.primelislamilifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
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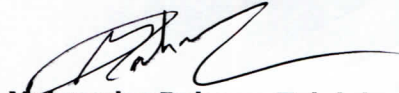
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**Mahmudur Rahman Talukder**  
Senior Vice President  
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আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৯৮৬৪৩২০ ই-মেইল : [info@primeislami.com](mailto:info@primeislami.com)