



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

November 23, 2021

Office Order No.:221-2021


In addition to existing assignment, the following Cashiers are hereby assigned to carry out the additional responsibilities as under:

Sl.	Name, Desig. & Present Office	Additional Responsibilities	
		Office Name	Schedule
01	Mr. Md. Nur Hossen (1699), Junior Officer, Cash Section, Rangunia Org. Office, Chattogram Zone-11	Cash Section, Khetrobazar Org. Office, Chattogram Zone-11	02(Two) day(s) in a week.
02	Mr. Md. Abul Hasan (1841), Junior Officer, Cash Section, Fardabad Org. Office, B. Baria Zone-01	Cash Section, Rupashdi Org. Office, B. Baria Zone-01	02(Two) day(s) in a week.
03	Mr. Mohammed Abdul Mabud (2930), Junior Officer, Cash Section, Court Bazar FPR Centre, Cox's Bazar Zone-04.	Cash Section, Sonarpara Org. Office, Cox's Bazar Zone-04	02(Two) day(s) in a week.

The working days at above Office, will be settled by the respective Office incharges.

The additional responsibilities of Mr. Md. Nur Hossen, Mr. Md. Abul Hasan and Mr. Mohammed Abdul Mabud shall come into force with immediate effect and remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Nur Hossen, Mr. Md. Abul Hasan and Mr. Mohammed Abdul Mabud.


Mahmudur Rahman Talukder
Senior Vice President
HR & ADMIN Department



- Mr. Md. Nur Hossen (1699), Junior Office
- Mr. Md. Abul Hasan (1841), Junior Officer
- Mr. Mohammed Abdul Mabud (2930), Junior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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QR

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- Mr. Md. Abul Hasan (1841), Junior Officer
- Mr. Mohammed Abdul Mabud (2930), Junior Officer

C.C. to: for kind information:

1. The Chief Executive officer.
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The AMD & CS, Head of HR & ADMIN.
4. The EVP & Incharge, IT Dept.
5. The EVP & Incharge, Finance & Accounts Dept.
6. Master file
7. Office Order file
8. Personal file
1. The DMD (Dev.), Chattogram.
2. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
3. The EVP (PRT) & Incharge, Chattogram Zone-11.
4. The (PRT) & Incharge, Cox's Bazar Zone-04.
5. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩

ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯ ই-মেইল : nilil@primeislamylife.com. nililbd@gmail.com. web : www.primeislamylife.com