



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

ISO 9001 : 2015  
CERTIFIED

February 28, 2022



“মুজিববর্ষের অঙ্গীকার  
বীমা হোক সবার”

## Office Order No.:40-2022

“বীমায় সুরক্ষিত থাকলে  
এগিয়ে যাব সবাই মিলে”

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. Muhammad Manik Mia (0566), Executive Officer (Cash), Jamalpur Org. Office (1038), Mymensingh Zone-01	Cash Section, Jamalpur Org. Office (0481), Mymensingh Zone-01	02 (Two) day(s) in a week.
02	Mr. Mohammad Faridul Alam (1409), Officer, (Cash), Bhaluka Org. Office, Mymensingh Zone-01	Cash Section, Mymensingh Org. Office (2182), Mymensingh Zone-01	01 (One) day in a week.

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

The additional responsibilities of Mr. Muhammad Manik Mia and Mr. Mohammad Faridul Alam shall come into force with immediate effect and remain valid until further order.

Conveyance allowance as per rules of the Company is admissible to Mr. Muhammad Manik Mia and Mr. Mohammad Faridul Alam.

The additional responsibility of Mr. Md. Shahinur Rahman (2819), junior Officer, Cash Section, Mawna Org. Office, Gazipur Zone vide Office Order No.:132-2021, dated 11-08-2021 at Cash Section, Mymensingh Org. Office, Mymensingh Zone-01 is hereby cancelled.

**Mahmudur Rahman Talukder**

Senior Vice President

HR & ADMIN Department

*AT*

- Mr. Muhammad Manik Mia (0566), Executive Officer.
- Mr. Mohammad Faridul Alam (1409), Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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**Mahmudur Rahman Talukder**

Senior Vice President  
HR & ADMIN Department

- Mr. Muhammad Manik Mia (0566), Executive Officer.
- Mr. Mohammad Faridul Alam (1409), Officer.

**C.C. to:** for kind information:

1. The Chief Executive officer.
2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
3. The AMD & 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 SEVP (PRT) & Incharge, Dhaka Corp. Zone-04.
2. The EVP (PRT) & Incharge, Mymensingh Zone-01.
3. 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 : pilil@primeislamilife.com, pililbd@gmail.com, web : www.primeislamilife.com