



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائٹم اسلامي لائف انشورنس لميٽيٽ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

June 22, 2022

“Bimay surokkhito thakole  
egiya zabo sobai mile”

## Office Order No.:111-2022

Ms. Halima (1869), Junior Office, Cash Section, Kutub Ail Org. Office, Dhaka Zone-16 is hereby advised to sit and work at Cash Section, Panchabati Org. Office, Dhaka Zone-13 for 03 (Three) day(s) in a week in addition to her existing duties.

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

Only conveyance allowance as per rules of the Company is admissible to Ms. Halima.

The additional responsibility of Ms. Halima shall come into force with immediate effect and shall remain valid until further order.

**Kazi Abul Manjur**  
Assistant Managing Director &  
Head of HR & ADMIN

Copy forwarded to:

- Ms. Halima (1869), Junior Office.

আর্থিক নিরাপত্তার সেতুবন্ধন



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## برائے اسلامی لائف انشورنس لمیٹیڈ

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

- The Chief Executive officer.
- The Deputy Managing Director (Operation).
- The DMD (Dev.) & Incharge, Dev. Admin Dept.
- The SEVP & Chief Financial Officer.
- Master file
- Office Order file
- Personal file.
- The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
- The SEVP (PRT) & Incharge, Dhaka Corp. Zone-04.
- The EVP (PRT) & Incharge, Dhaka Zone-02.
- The EVP (PRT) & incharge, Dhaka Zone-13.
- The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন