



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

ISO 9001 : 2015
CERTIFIED

December 05, 2022

“বীমায় সুরক্ষিত থাকলে
এগিয়ে যাব সবাই মিলে”

Office Order No.:235-2022

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	
		Proposed Office Name	Schedule
01	Ms. Homira Begum (2609), Junior Officer, Cash Section, Chowfoldandi Org. Office, Cox's Bazar Zone-02	Cash Section, Khutakhali Org. Office, Cox's Bazar Zone-02	03 (Three) day(s) in a week.
02	Mr. Md. Shohel Uddin (2915), Junior Officer, Cash Section, Panirchora Org. Office, Cox's Bazar Zone-02	Cash Section, Link Road Org. Office, Cox's Bazar Zone-02	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 Ms. Homira Begum and Mr. Md. Shohel Uddin 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 Ms. Homira Begum and Mr. Md. Shohel Uddin.

The additional responsibility of Ms. Homira Begum vide Office Order No.:151-2022, dated 04-09-2022 at Cash Section, Link Road Org. Office, Cox's Bazar Zone-02 and Mr. Md. Shohel Uddin vide Office Order No.:129-2022, dated 25-07-2022 at Cash Section, Eidghor Org. Office, Cox's Bazar Zone-02 is hereby cancelled.

Mahmudur Rahman Talukder
Senior Vice President
HR & ADMIN Department

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- Ms. Homira Begum (2609), Junior Officer.
- Mr. Md. Shohel Uddin (2915), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President
HR & ADMIN Department

- Ms. Homira Begum (2609), Junior Officer.
- Mr. Md. Shohel Uddin (2915), Junior Officer.

C.C. to: for kind information:

1. The Chief Executive officer.
 2. The DMD (Operation)
 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
 4. The DMD (Dev.) & Incharge, Chattogram Cprp. Zone-03.
 5. The SEVP & Chief Financial Officer.
 10. The EVP & Incharge, IT Dept. (With a request to allow them IT access at Khutakhali Org. Office and link Road Org. Office).
 6. Master file
 7. Office Order file
 8. Personal file
1. The EVP (PRT) & Incharge, Cox's Bazar Zone-02.
 2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন