



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

ISO 9001:2015
CERTIFIED

September 20, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:172-2023

For the greater interest of the Company, the following employees are hereby assigned to carry out the additional responsibilities sitting at same premises in addition to their existing duties until further order:

Sl.	Name, Desig., Dept.	Present Office	Additional responsibility
01	Mr. Md. Jahidul Islam (0883), Senior Officer	Cash Section, Gazipur Full Fledged SC	He is assigned to deal with work at Dev. Admin related works.
02	Ms. Afroza Akter (2899), Office Assistant,	Policy Servicing Dept., Gazipur Full Fledged SC	She is assigned to deal will all Dalil related works such as Dalil prepare, stamp maintenance.
03	Mr. Md. Mahbur Rahman (3091), Messenger	Gazipur Full Fledged SC	He is assigned to work as Docket Keeper.

The additional responsibilities of Mr. Md. Jahidul Islam, Mr. Md. Jahidul Islam, Mr. Md. Mahbur Rahman shall come into force with immediate effect.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

- Copy forwarded to: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

September 20, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:172-2023

For the greater interest of the Company, the following employees are hereby assigned to carry out the additional responsibilities sitting at same premises in addition to their existing duties until further order:

Sl.	Name, Desig., Dept.	Present Office	Additional responsibility
01	Mr. Md. Jahidul Islam (0883), Senior Officer	Cash Section, Gazipur Full Fledged SC	He is assigned to deal with work at Dev. Admin related works.
02	Ms. Afroza Akter (2899), Office Assistant,	Policy Servicing Dept., Gazipur Full Fledged SC	She is assigned to deal will all Dalil related works such as Dalil prepare, stamp maintenance.
03	Mr. Md. Mahbur Rahman (3091), Messenger	Gazipur Full Fledged SC	He is assigned to work as Docket Keeper.

The additional responsibilities of Mr. Md. Jahidul Islam, Mr. Md. Jahidul Islam, Mr. Md. Mahbur Rahman shall come into force with immediate effect.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 03 (Three) employees.

C.C. to: for kind information:

1. The Chief Executive officer.
2. The Deputy Managing Director (Operation).
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SVP & Incharge, Claims Dept.
5. The VP & Incharge, Policy Servicing Dept
6. The DVP & Operation Incharge, Gazipur Zone.
7. Office Order file.
8. Personal file.

1. The EVP (PRT) & Incharge, Gazipur Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩
ফ্যাক্সঃ ৮৮-০২-৪১০৭০১৭৯ ই-মেইলঃ nilil@primeislamilife.com web : www.primeislamilife.com