



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

ISO 9001:2015
CERTIFIED

November 09, 2023

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:215-2023

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. & ID No	Present Dept./Office	Additional Responsibilities
01	Mr. Ashim Kumar Madhu (1061), Executive Office	Accounts Dept., Khulna Full Fledged SC	He is hereby assigned to prepare/issue Policy schedule (Bima Dalil) related all work.
02	Mr. Muhammad Abdul Latif Dakua (1430), Senior Officer	Cash Section, Accounts Dept., Khulna Full Fledged SC	He is hereby assigned work at Call Centre related all work.

The additional responsibility of Syed Saiful Islam (0142), Senior Executive Officer, Claims Dept., Khulna Full Fledged SC vide Office Order No.:112-2023, dated 22-06-2023 of preparing policy schedule (Bima Dalil) related works is hereby cancelled.

The additional responsibility of Mr. Ashim Kumar Madhu SC vide Office Order No.:136-2023, dated 30-07-2023 of Call Centre related work and Office Order No.:203-2023, dated 31-10-2022 are hereby cancelled.

Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

- Mr. Ashim Kumar Madhu (1061), Executive Office.
- Mr. Muhammad Abdul Latif Dakua (1430), Senior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
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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 DMD (Dev.)
5. The SEVP & Chief Financial Officer.
6. Asst. Manager and Operation Incharge, Khulna Corp. Zone.
7. Master file
8. Office Order file.
9. Personal file.
1. The EVP (PRT) & Incharge, Khulna Corp. Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন