



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹیڈ

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

November 19, 2023

“আমার জীবন আমার সম্পদ  
বীমা করলে থাকবে নিরাপদ”


## Office Order No.:226-2023

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. Saifuddin (2955), Senior Executive Officer	Accounts Dept., Hat Hazari Full Fledged Service Center, Chattogram Zone-12	He is hereby authorized to approve SB and Maturity claims file sitting at same premises in addition to his existing duties until further order.
02	Mr. Mizanur Rahman (1523), Executive Officer	Claims Dept., Hat Hazari Full Fledged Service Center, Chattogram Zone-12	He is hereby assigned to Audit SB and Maturity Claims file of Chatogram Zone-12 sitting at same premises in addition to his existing duties until further order.
03	Ms. Rasheda Begum (1933), Junior Officer	Cash Section, Hat Hazari Full Fledged Service Center, Chattogram Zone-12	He is hereby assigned to prepare SB & Maturity claims file sitting at the same premises in addition to his existing duties until further order.

The additional responsibilities of Mr. Md. Saifuddin, Mr. Mizanur Rahman and Ms. Rasheda Begum shall come into force with immediate effect and remain valid until further order.

Mr. Mizanur Rahman is advised to take necessary training regarding Auditing Maturity Claims from Chattogram Divisional Office.

  
**Mahmudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

- Mr. Md. Saifuddin (2955), Senior Executive Officer.
- Mr. Mizanur Rahman (1523), Executive Officer.
- Ms. Rasheda Begum (1933), Junior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahimudur Rahman Talukder**  
Executive Vice President  
HR & ADMIN Department

- Mr. Md. Saifuddin (2955), Senior Executive Officer.
- Mr. Mizanur Rahman (1523), Executive Officer.
- Ms. Rasheda Begum (1933), Junior Officer

**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, Policy Servicing & Claims Dept.
  5. The AVP & Operation Incharge, Chattogram Divisional Office.
  6. Master file
  7. Office Order file.
  8. Personal file.
1. AMD (Dev.) & Incharge, Chatogram Corp. Zone-01.
  2. The EVP (PRT) & Incharge, Chattogram Zone-12.

With a request to provide with necessary training to Mr. Mizanur Rahman.

আর্থিক নিরাপত্তার সেতুবন্ধন