



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

ISO 9001:2015
CERTIFIED

January 02, 2024

“আমার জীবন আমার সম্পদ
বীমা করলে থাকবে নিরাপদ”

Office Order No.:01-2024

Ms. Sharjena Sultana (2970), Officer, Underwriting Dept., Harbang FPR Center (0437), Chattogram Zone-08 is hereby advised to sit and work at Lohagora FPR Center, Chattogram Zone-08 for 03 (Three) day(s) in a week and assigned to do computer related works in addition to her existing duties until further order.

TA/DA as per rules of the Company is admissible to Ms. Sharjena Sultana in this regard.

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

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Sharjena Sultana (2970), Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Executive Vice President
HR & ADMIN Department

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- Ms. Sharjena Sultana (2970), 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 DMD (Dev.)
5. The SEVP & Chief Financial Officer.
6. Master file
7. Office Order file
8. Personal file

1. The EVP (PRT) & Incharge, Chattogram Zone-08
2. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন