



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائٹم اسلامي لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

March 21, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.:57-2024

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	Ms. Zannatul Ferdos (1833), Senior Officer	Policy Servicing Dept., Cox's Bazar Full Fledged SC	SB and Maturity related work.
02	Ms. Mubasshira Khanam (3107), Junior Officer	Claims Dept., Cox's Bazar Full Fledged SC	Call Centre and Dalil related work.

Mr. Md. Abdul Alim Howlader (1088), Senior Officer, Cash Section, Cox's Bazar Service Centre shall assist Ms. Mubasshira Khanam for Dalil related work in addition to his existing duties.

Mr. Ariful Islam Mamun (3154), Messenger, Cox's Bazar Full Fledged SC is hereby assigned to deal with work of Docket related work sitting at same premises in addition to his existing duties.

Mr. Delour Hossain (2577), Messenger, Cox's Bazar Service Centre shall assist Ms. Zannatul Ferdos for SB and Maturity related file in addition to his existing duties.

The additional responsibility of Mr. Farhad Bin Muhammad Abdul Aziz (2800), SO, Accounts Dept., vide Office Order No.:93-2021, dated 01-06-2021 at OR related works and Ms. Zannatul Ferdos (1833), SO, vide Office Order No.:221-2022, dated 16-11-2022 at OR related works and Ms. Mubasshira Khanam (3107), JO, vide Office Order No.:10-2024, dated 24-01-2024 at Maturity Claims related works are hereby cancelled.

**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 05 (Five) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

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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 SVP & Incharge, Claims Dept.
  6. Master file
  7. Office Order file.
  8. Personal file.
1. The EVP (PRT) & Incharge, Cox's Bazar Zone-02

আর্থিক নিরাপত্তার সেতুবন্ধন