



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامى لائف انشورنس لمیٹید  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

March 28, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.:64-2024

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:

SI	Name, Desig. & ID No	Present Dept./Office	Additional Responsibilities
01	Mr. Md. Saifuddin (2955), Senior Executive Officer	Accounts Dept., Hathazari Full Fledged Service Center, Chattogram Zone-12	DCS Checking, Posting and Auditing SB, Maturity claims file.
02	Mr. Mizanur Rahman (1523), Executive Officer	Claims Dept., Hathazari Full Fledged Service Center, Chattogram Zone-12	He will perform all works assigned as Operation Incharge and also look after processing of OR, SB and Maturity file
03	Md. Forhad Ahmed (3185), Officer	Underwriting Dept., Hathazari Full Fledged Service Center, Chattogram Zone-12	IT, Audit and Dev. Admin related work.
04	Ms. Rasheda Begum (1933), Junior Officer	Cash Section, Hathazari Full Fledged Service Center, Chattogram Zone-12	Call Centre assigned earlier Bill payment as cash officer.

The Office Order No.:226-2023, dated 19-11-2023 regarding job description of Hathazari office is hereby cancelled.

The additional responsibilities shall come into force with immediate effect and remain valid until further order.

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

Copy forwarded to: Above 04 (Four) employees

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 AMD and Head of IT.
5. The SEVP & CFO.
6. The SVP & Incharge, I/A Dept.
7. The SVP & Incharge, Claims Dept.
8. The SVP & Incharge, U/W & Re Insurance Dept.
9. Master file
10. Office Order file.
11. Personal file.
1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone-01
2. The EVP (PRT) & Incharge, Chattogram Zone-12.

আর্থিক নিরাপত্তার সেতুবন্ধন