



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

June 20, 2024

“করবো বীমা, গড়বো দেশ  
স্মার্ট হবে বাংলাদেশ”

## Office Order No.: 110-2024

Mr. Ashim Kumar Madhu (1061), Executive Officer, Accounts Dept., Khulna Full Fledged SC is hereby transferred to Underwriting Dept., at same office.

Mr. Ashim Kumar Madhu shall handover the overall charges to Mr. Muhammad Abdul Latif Dakua (1430), Senior Officer.

Mr. Muhammad Abdul Latif Dakua (1430), Senior Officer, Accounts Dept., Khulna Full Fledged SC is advised to work at Accounts Dept., as per office Order no. 270-2018 dated October 18, 2018.

The following employees are hereby carryout the additional responsibilities as under:

Sl.	Name, Desig. & Present Office	Additional Responsibilities
01	Syed Saiful Islam (0142), SEO, Claims Dept., Khulna Full Fledged SC	Policy Servicing Dept., and All alteration related works.
02	Mr. Ashim Kumar Madhu (1061), Executive Officer, Accounts Dept., Khulna Full Fledged SC	After joining Underwriting Dept., is advised to work at IT and Dev. Admin related works.
03	Mr. Md. Masud Rana (3192), Office Assistant, Policy Servicing Dept., Khulna Full Fledged SC	Issue Bima Dalil & OR Related works.

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

Copy forwarded to: Above 04 (Four) 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 SEVP & CFO.
  6. The SVP & Incharge, Claims Dept.
  7. The SVP & Incharge, I/A Dept.
  8. The SVP & Incharge, U/W & Re Insurance Dept.
  9. Master file.
  10. Personal file.
1. The EVP (PRT) & Incharge, Khulna Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন