# Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

April 27, 2021

## Office Order No.:74-2021



Mr. Md. Hosen Ali (1843), Assistant Officer, Cash Section, Hakimpur Org. Office, Bogura Zone is hereby advised to sit and work at Cash Section, Debi Chowdurani Agency Office, Rangpur Corp. Zone for 01 (One) day in a week in addition to his existing duties.

The working days at above Offices, will be settled by the respective Office Incharges.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Hosen Ali.

The additional responsibility of Mr. Md. Hosen Ali shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President HR & ADMIN Department.

Mr. Md. Hosen Ali (1843), Assistant Officer.

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Senior Vice President HR & ADMIN Department.

Mr. Md. Hosen Ali (1843), Assistant Officer.

#### C.C. to:

- 1. The Chief Executive officer for kind information.
- 2. The DMD & CS.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The AMD & Incharge, HR & ADMIN Dept.
- 5. The SVP, Finance & Accounts Dept., Head Office.
- 6. Office Order file.
- 7. Personal file.
- 8. Master file.

- 1. The SEVP (PRT) & Incharge, Rangpur Corp. Zone.
- The Incharge, Debi Chowdurani Org., Office.
- 3. The Incharge, Hakimpur Org. Office.