



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیٹڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

June 15, 2021

Office Order No.:101-2021



“মুজিববর্ষের অঙ্গীকার
বীমা হোক সবার”

To ensure and provide with smooth and accelerate service to the policy holders of Keranihat Full Fledged SC, Chattogram Zone-06, the dept., and job responsibilities of the following employees are hereby rearranged as under:

Sl.	Name, Desig. & Present Dept./Office	Existing Duties	Job Responsibilities	Additional job responsibilities
01	Mr. Pranab Kumar Dhar (278), AVP	Accounts Dept.	Accounts Related Works	_____
02	Mr. Mohammad Salim Ullah (0830), Officer	U/W Dept.	U/W Related Works	He is hereby given responsibilities of Dalil Section, Policy Servicing Dept., at same premises in addition to his existing duties.
03	Mr. Karim Uddin Meah (1217), Officer	Accounts Dept.,	Accounts Related Works	Mr. Karim Uddin Meah is hereby advised to continue his existing additional responsibility vide office order no. 37-2021 date March 04, 2021.
04	Mr. Arifur Rahman Nayan (1821), AO	Policy Servicing Dept.,	Death, Maturity Claims, lone, Alteration related works.	Mr. Arifur Rahman Nayan is hereby advised to continue his existing additional responsibility vide office order no. 81-2021 date May 17, 2021.
05	Ms. Jannatul Kawser (2341), AO	Cash Section,	Cash Related works	_____
06	Ms. Bilkis Akter (2625), AO	IT Dept.	IT Related works	She is hereby given responsibilities of Dev. Admin Dept., and also carry out issue of FPR and OR related works at same premises in addition to her existing duties.
07	Mr. Mohammad Akibullah (2893), OA (Doc.Kp.)	Policy Servicing Dept.,	Docket and Dalil Related works	_____

The additional responsibility of Mr. Mohammad Salim Ullah and Ms. Bilkis Akter shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Senior Vice President (HR & Admin)

• Copy forwarded to: Above 07 (Seven) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোন : ৪১০৭০১৮০-৮৩
ফ্যাক্স : ৮৮-০২-৪১০৭০১৭৯, ই-মেইল : pilil@primeislamilife.com, pililbd@gmail.com, web: www.primeislamilife.com



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Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

• Copy forwarded to: Above 07 (Seven) employees.

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 & Administration Dept.
5. The EVP & Incharge, U/W Dept.
6. The EVP & Incharge, IT Dept.
7. The SVP & Incharge, Finance & Accounts Dept.
8. The JSVP & Incharge, Policy Servicing & Claims.
9. The JSVP & Incharge, Internal Audit Dept.
10. Master file
11. Office Order file

1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The EVP (PRT) & Incharge, Chattogram Zone-06

আর্থিক নিরাপত্তার সেতুবন্ধন