



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹیڈ

Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

August 24, 2021



Office Order No.:146-2021

To ensure and provide with smooth and accelerate service to the policy holders of Chandpur Full Fledged Service Centre, the job responsibilities and additional 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. Mohammad Belayet Hossain (2881), Deputy Vice President	U/W Dept.	U/W Related Works	He is hereby assigned to sign on OR as authorized Officer and authorized to counter sign the policy Schedule (Bima Dalil) Akok & DPS. He is also assigned to approve SB file of Chandpur Full Fledged SC as per calling in addition to his existing duties.
02	Mr. Mohammad Delwar Hossain (0377), Asst. Manager	Accounts Dept.,	Accounts Related Works	_____
03	Mr. Muhammad Shahjahan Patwary (0328), SEO	IT Dept.,	IT Related works, specially Policy schedule (Bima Dalil) Akok & DPS and OR issue.	He is assigned to work of Dev. Admin Dept., at same premises in addition to his existing duties.
04	Mr. Monir Hossain (0871), SO	Cash Section,	Cash Related works	_____
05	Mr. Md. Bahadur Jamadder (2653), SO	Claims Dept.,	Claims Related works such as SB & Maturity Claims.	He is assigned to do OR related works in addition to his existing duties.
06	Mr. Md. Hanif Hossen (2003), Messenger	_____	Messenger	He is hereby advised to work as Docket Keeper at same office.

The additional responsibility of Mr. Mohammad Belayet Hossain, Mr. Muhammad Shahjahan Patwary, Mr. Md. Bahadur Jamadder and Mr. Md. Hanif Hossen 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 06 (Six) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (HR & Admin)

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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 SVP & Incharge, Policy Servicing & Claims.
9. Master file
10. Office Order file
11. Personal file
1. The SEVP (PRT) & Incharge, Cumilla Corp. Zone.
2. The EVP (PRT) & Incharge, Chandpur Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন