



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائٹم اسلامي لائف انشورنس لميٽيٽ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

September 27, 2021

## Office Order No.:171-2021

In addition to existing assignment, the following officers are hereby assigned to carry out the additional responsibilities as under:

Sl	Name, Desig. & present office	Additional Responsibilities
01	Gazi Mahamudur Rahman (1473), Manager, Internal Audit Dept., Chattogram Corp. Zone-03	He is hereby assigned to Check and sign on SB as an authorized Officer at same premises in addition to his existing duties.
02	Mr. Abdul Halim (1262), Executive Officer, IT Dept., Chattogram Corp. Zone-03	He is hereby assigned to dealt with Dev. Admin related works and also carry out DCS related works seating at same premises in addition to his existing duties.
03	Mr. Ahmed Faruk (2704), Senior Office, Accounts Dept., Chattogram Corp. Zone-03	He is hereby assigned to prepare 1 <sup>st</sup> year weekly DPS Automation Bill at same premises in addition to his existing duties.
04	Mr. Nayan Chowdhury (2645), Office Assistant, Policy Servicing Dept., Chattogram Corp. Zone-03	He is hereby assigned to Check and sign on SB file as checking officer at same premises in addition to his existing duties.

This Order shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**

Senior Vice President  
HR & ADMIN Department.

Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahimudur Rahman Talukder**

Senior Vice President  
HR & ADMIN Department.

Copy forwarded to: Above 04 (Four) employees.

**C.C. to: for kind information:**

1. The Chief Executive Officer.
  2. The DMD (Dev.) & Incharge, Dev. Admin Dept.
  3. The AMD & CS, Head of HR & ADMIN.
  4. The EVP & Incharge, U/W Dept.
  5. The EVP & Incharge, IT Dept. (with a request to allow Mr. Nayan Chowdhury (2645) for SB related works).
  6. The SVP & Incharge, Finance & Accounts Dept.
  7. The SVP & Incharge, Policy Servicing & Claims.
  8. Master file
  9. Office Order file
  10. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.

আর্থিক নিরাপত্তার সেতুবন্ধন