



September 04, 2019

Office Order No.:245-2019

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

Sl.	Name, Desig. & ID No	Present Dept./Office	Additional Responsibility	Remarks
01	Mr. Md. Mahmudul Hasan (0473), Senior Executive Officer	IT Dept., Khulna Full Fledged Service Centre	Until further order, Mr. Mahmudul Hasan (0473), SEO, IT Dept., shall perform underwriting functions of Khulna Full Fledged service center in addition to his present assignment as IT officer. He shall also travel Jessore Servicing Center 03 (Three) days a week, take necessary training and give underwriting opinion on draft Sheet after through checking. Mr. Nawab Ali, Senior Officer, Jessore Servicing Center shall give underwriting decision and issue FPR on the files submitted by Mr. Mahmudul Hasan, SEO, IT Department, Khulna Full Fledged SC. He will issue OR as an authorized officer. He is also authorized to approve SB file sitting at same premises in addition to his existing duties.	Additional duty
02	Mr. Md. Syful Islam (1119), Officer	Claims Dept., Khulna Full Fledged Service Centre	Policy Servicing Dept., and he will deal with Policy Servicing related works (Akok & DPS) sitting at same premises in addition to his existing duties.	Additional duty
03	Mr. Md. Golam Faruque (1691), Assistant Officer	Policy Servicing Dept., (Docket Keeper), Khulna Full Fledged Service Centre	OR Section, and he will deal with OR alteration related works sitting at same premises in addition to his existing duties.	Additional duty

Additional Responsibilities of Mr. Md. Mahmudul Hasan, Mr. Md. Syful Islam and Mr. Md. Golam Faruque shall come into force with immediate effect and shall remain valid until further order.

Mr. Mahmudul Hasan (0473) SEO, will receive Revenue stamp from Incharge, Khulna Servicing Center and send a statement of received Revenue stamp to Head office, underwriting department.

Mr. Mahmudul Hasan will get Conveyance allowance and Food allowance as per rules of the company without night stay.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

AC Copy forwarded to: Above 03 (Three) employees.

C.C. to:

- The Chief Executive Officer (C.C) for kind information.
- The SEVP & Incharge, Administration Dept.
- The EVP & Incharge, U/W Dept.
- The EVP & Incharge, IT Dept.
- The JSVP & Incharge (C.C) Policy Servicing & Claims. With a request to arrange provide with necessary training to Mr. Md. Mahmudul Hasan.
- The JVP & Incharge (I/A).
- Mr. Md. Nawab Ali (0984), EO, Accounts Dept., Jashore SC. With an advice to provide with necessary training to Mr. Md. Mahmudul Hasan.
- Master file.
- Office Order file.
- Personal file.
- The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01 & Khulna Zone.
- The EVP (PRT) & Incharge, Khulna Zone.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০

ই-মেইল : pilil@primelifebd.com, pililbd@gmail.com, web : www.primeislamilifebd.com



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائيم اسلامي لايف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited



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Mahmudur Rahman Talukder

Senior Vice President
Administration Department.

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আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯, দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪, ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০
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