



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



September 08, 2019

Office Order No.: 251-2019

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

Sl. No	Name, Designation & Present Office	Additional Responsibilities	
		Proposed Office Name	Schedule
01	Mr. Abdul Quddus Mollah (0215), JVP (U/W), Agrabad SC, Pathantuli, Ctg.	Underwriting Dept., Potia FPR Centre, Ctg.-1	02(Two) day(s) in a week sitting at Agrabad SC, Pathantuli, Ctg.
02	Ms. Jasmin Akther (0964), SEO(F&A), Barishal Service Centre	OR Section, Policy Servicing Dept., Barishal Service Centre	-
03	Mr. Md. Abdul Latif (1756), SEO (I/A), Mirsarai Full Fledged SC, Ctg-04.	Underwriting Dept., Mirsarai Full Fledged SC, Ctg-04	-
04	Mr. Md. Abdul Ahad (1996), O.A (U/W), Sylhet Servicing Centre, PKB.	IT Dept., Sylhet Servicing Centre, PKB.	-
05	Mr. Md. Mamun (2491), O.A (Policy Servicing), Mirsarai Full Fledged SC, Ctg-04.	Underwriting Dept., Mirsarai Full Fledged SC, Ctg-04	-

All concerned of Patia FPR Center, Ctg.-1 are advised to take underwriting related service from Agrabad SC as per schedule.


Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy forwarded to:

- Above 04(four) employees.

C.C. to:

1. The Chief Executive Officer(C.C) for kind information.
2. The SEVP & Incharge, Administration Dept.
3. The EVP & Incharge, U/W Dept.
4. The EVP & Incharge, IT Dept.
5. The SVP, Finance & Accounts Dept.
6. The JSVP & In charge(C.C), Policy Servicing & Claims.
7. The JVP & In charge, I/A Dept.
8. Office Order File
9. Master file
10. Personal file
1. The Asst. MD(Dev.) & Incharge, Chattogram and Sylhet Division.
2. The Asst. MD(Dev.) & Incharge, Dhaka Corp. Zone-03 & Barishal Division.
3. The EVP(PRT) & Incharge, Barishal Zone.
4. The EVP (PRT) & Incharge, Mirsarai Full Fledged SC.
5. The J EVP (PRT) & Incharge, Potia FPR Centre.
6. The J EVP (PRT) & Incharge, Sylhet Servicing Centre, PKB

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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ISO 9001 : 2008
CERTIFIED

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