



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



June 16, 2019

## Office Order No.:156-2019

Sandip FPR Centre is already converted into Sandip Full Fledge Service Centre. In view of that to ensure and provide with smooth and accelerate service to the policy holders of Sandip Full Fledge Service Centre, the job assignment of existing manpower of Sandip Full Fledge Service Centre is hereby rearranged as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Assigned Job	Remarks
01	Mr. Md. Jewell Islam (2682), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Sandip Full Fledge Service Centre.	Policy Servicing Dept., he is assigned to prepare Bima Dalil (policy schedule) Akok & DPS at same premises in addition to his existing duties.	Additional duty
02	Mr. Md. Abdur Rahim (2071), Junior Officer (IT)	IT Dept., Sandip Full Fledge Service Centre.	Policy Servicing Dept., he is given authority of signatory of Bima Dalil (policy schedule) at same premises in addition to his existing duties	Additional duty

Additional Responsibilities of Mr. Md. Jewell Islam, Mr. Md. Abdur Rahim shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**  
Senior Vice President  
Administration Department.

Copy forwarded to: Above 02 (Two) employees.

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



June 16, 2019

## Office Order No.:156-2019

Sandip FPR Centre is already converted into Sandip Full Fledge Service Centre. In view of that to ensure and provide with smooth and accelerate service to the policy holders of Sandip Full Fledge Service Centre, the job assignment of existing manpower of Sandip Full Fledge Service Centre is hereby rearranged as under:

Sl.	Name, Desig. & ID No	Present Dept./Office	Assigned Job	Remarks
01	Mr. Md. Jewell Islam (2682), Assistant Officer (Cashier Cum Computer Operator)	Cash Section, Sandip Full Fledge Service Centre.	Policy Servicing Dept., he is assigned to prepare Bima Dalil (policy schedule) Akok & DPS at same premises in addition to his existing duties.	Additional duty
02	Mr. Md. Abdur Rahim (2071), Junior Officer (IT)	IT Dept., Sandip Full Fledge Service Centre.	Policy Servicing Dept., he is given authority of signatory of Bima Dalil (policy schedule) at same premises in addition to his existing duties	Additional duty

Additional Responsibilities of Mr. Md. Jewell Islam, Mr. Md. Abdur Rahim shall come into force with immediate effect and shall remain valid until further order.

**Mahmudur Rahman Talukder**

Senior Vice President

Administration Department.

Copy forwarded to: Above 02 (Two) employees.

### C.C. to:

1. The Chief Executive Officer for kind information.
2. The DMD, CFO & Company Secretary.
3. The SEVP & Incharge, Administration Dept.
4. The J EVP & Incharge (I/A),
5. The JSVP & Incharge (C.C), Policy Servicing & Claims Dept.
6. Master file.
7. Office Order file.
8. Personal file.
1. The Asst. MD (Dev.) & Incharge, Chattogram Division.
2. The J EVP (PRT) & Incharge, Chattogram Zone-10.

আর্থিক নিরাপত্তার সেতুবন্ধন