



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



October 02, 2019

## Office Order No.:287-2019

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

Sl.	Name, Desig. & Present Office	Additional Responsibilities	
		Office Name	Schedule
01	Ms. Asma Akter (1534), Junior Officer, Cash Section, Bhandaria Org. Office (Pirojpur), Mukto Bima Prokalpo	Cash Section, Koikhali Bazar Org. Office, Mukto Bima Prokalpo.	02 day(s) in a Week.
02	Mr. Md. Shahid Podder (1545), Junior Officer, Cash Section, Nangol koat Org. Office, Cumilla Zone-01	Cash Section, Dhalua Agency Office (Laksham), Cumilla Zone-04	02 day(s) in a Week.

The working days at above Office, will be settled by the respective Office incharges.

The additional responsibilities of Ms. Asma Akter and Mr. Md. Shahid Podder shall come into force with immediate effect and remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Ms. Asma Akter and Mr. Md. Shahid Podder.

  
**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

Copy forwarded to: Above 02 (Two) employees.

### C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD, Company Secretary & CFO.
3. The SEVP & Incharge, Administration Dept.
4. The SVP, Finance & Accounts Dept., Head Office.
5. The JVP & Incharge (I/A)
6. Office Order file
7. Personal file.
8. Master file.
1. The SEVP (PRT) & PD, Urban Bima Division & Mukto Bima Prokalpo.
2. The SEVP (PRT) & Incharge, Cumilla Zone-04
3. The Incharge, Cumilla Zone-04
4. The Incharge, respective Offices.

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.primelamilifebd.com



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Senior Vice President (Admin)

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