# Prime Islami Life Insurance Limited

ISO 9001:2015

August 28, 2024

### Office Order No.:152-2024

"করবো বীমা, গড়বো দেশ স্মার্ট হবে বাংলাদেশ"

Mr. Reajul Islam (0870), Senior Officer, Cash Section, Mawna Org Office(0608), Tangail Zone-01 is hereby advised to sit and work at Cash Section, Bhabanipur, Member Bari FPR Center(0707), Tangail Zone-01 on 29/08/2024 Thursday only one day in addition to his existing duties.

Md. Shohel Howlader (2709), Junior Officer, Cash Section, Konabari Full Service Center, Tangail Zone-01 is hereby advised to sit and work at Cash Section, Kalia Koir Organization Office(0187), Tangail Zone-01 in addition to his existing duties until existing cashier resume his duties.

Md. Ashrafuzzaman (3109), Assistant Manager, Accounts Dept., Konabari Full Service Center, Tangail Zone-01 is hereby advised to work at Cash Section, Konabari Full Service Center while Md. Shohel Howlader will be on additional duty at Bhabanipur, Member Bari FPR Center.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Md. Ashrafuzzaman (3109), Assistant Manager.

Mr. Reajul Islam (0870), Senior Officer.

Md. Shohel Howlader (2709), Junior Officer

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SO 9001:2015 CERTIFIED

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Mahmudur Rahman Tatukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Md. Ashrafuzzaman (3109), Assistant Manager.
- Mr. Reajul Islam (0870), Senior Officer.
- · Md. Shohel Howlader (2709), Junior Officer

#### C.C. to: for kind information:

- 1. The Chief Executive officer.
- 2. The Additional Managing Director.
- 3. The DMD (Dev.) and Incharge, dev. Admin Dept.
- 4. The SEVP & Chief Financial Officer.
- 5. Master file.
- Personal file.

- 1. The EVP (PRT) & Incharge, Tangail Zone-01.
- The Incharge, Bhabanipur, Member Bari. FPR Center.
- 3. The Incharge, Mawna Org Office.
- 4. The Incharge, Kalia Koir Organization Office