



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامى لايف انشورنس لميٽيٽيڊ  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

December 22, 2024

## Office Order No.:225-2024

For the greater interest of the Company, the following employees are hereby assigned to carry out the additional responsibilities mentioned against their name sitting at same premises in addition to their existing duties:

SI	Name, Desig. & ID No	Present Dept./Office	Additional Responsibilities
01	K. M. Monower Hossain (1276) AVP & Operation Incharge	Accounts Dept., Gazipur Full Fledged SC, Gazipur Zone	Underwriting related works
02	Mr. Md. Zahidul Islam (0883), Senior Officer	Cash Section, Gazipur Full Fledged SC, Gazipur Zone	Auditing Maturity file, D/A & IT related works and FPR issue related works.
03	Mr. Md. Milon Islam (3142), Office Assistant	Policy Servicing Dept., (Docket Kp.), Gazipur Full Fledged SC, Gazipur Zone	Dalil related works.

The additional responsibilities of K. M. Monower Hossain, Mr. Md. Zahidul Islam and Mr. Md. Milon Islam shall come into force with immediate effect and remain valid until further order.

**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

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

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

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**C.C. to:** for kind information:

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The SEVP & CFO
4. The SVP & Incharge, Claims Dept.
5. The SVP & Incharge, I/A Dept.
6. The SVP & Incharge, U/W Dept.
7. Master File
8. Office Order file.
1. The EVP (PRT) & Incharge, Gazipur Zone

আর্থিক নিরাপত্তার সেতুবন্ধন