



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامي لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

February 05, 2025

Office Order No.:19-2025

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 until further order:

SI	Name, Desig. & ID No	Present Dept./Office	Additional Responsibilities
01	Mr. Md. Ferdousur Rahman (1295), Senior Officer	Cash Section, Pabna Full Fledged SC, Pabna Zone	IT, Dev. Admin & Call center related works.
02	Mr. Md. Yousuf Ali (2114), Officer	Underwriting Dept., Pabna Full Fledged SC, Pabna Zone	Accounts and policing Servicing related works.
03	Mr. Md. Mirajul Islam (1945), Messenger	Pabna Full Fledged SC, Pabna Zone	Docket keeping and Dispatch elated works.

Mr. Abu Taher (2016), Senior Officer, Accounts Dept., Rajshahi Fledged Service Center, Rajshahi Corp Zone-03 is hereby deputed to Accounts Dept., Pabna Full Fledge Service Center, Pabna Zone.

Mr. Abu Taher is hereby advice to provide with necessary training to Md, Yousuf Ali (2114), Officer, Underwriting Dept., & Md. Ferdousur Rahman (1295), SO, Cash Section, Pabna Full Fledge Service Center, Pabna Zone.

Mr. Abu Taher is advised to report his joining to the EVP (PRT) & Incharge, Pabna Zone immediately with a copy to the HR & Administration Dept., Head Office, Dhaka.

The deputation shall come into force with immediate effect and shall remain valid for 07 working days.

TA/DA allowance as per rules of the Company is admissible to Mr. Abu Taher.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

• Copy forwarded to: Above 04 (Four) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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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 DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & CFO.
5. The SVP & Incharge, Claims Dept.
6. The SVP & Incharge, U/W Dept.
7. Master file
8. Office Order file.
9. Personal file.
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01, Rajshahi, Chapainawabgonj, Mymensingh, Netrokona and Pabna Zone.
2. The EVP (PRT) & Incharge, Rajshahi Corp. Zone-07.
3. The EVP (PRT) & Incharge, Pabna Zone

আর্থিক নিরাপত্তার সেতুবন্ধন