



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائے اسلامي لائيف انشورنس لميٽيٽيڊ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

April 20, 2025

Office Order No.:57-2025

Ms. Mahfuza Akter Minu (1092), Senior Officer, Cash Section, Barabo Organization Office(0636), Dhaka Zone-09 is hereby advised to sit and work at Cash Section, Adamjee EPZ Organization Office(0620), Dhaka Corp. Zone-07 for 02 (Two) day(s) in a week in addition to her existing duties.

TA/DA as per rules of the Company is admissible to Ms. Mahfuza Akter Minu in this regard.

The additional responsibility of Ms. Mahfuza Akter Minu shall come into force with immediate effect and shall remain valid until Ms. Shefali (1612), Officer, resumes her duties after Maternity leave.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Mahfuza Akter Minu (1092), Senior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Mahfuza Akter Minu (1092), Senior Officer

C.C. to: for kind information:

1. The Chief Executive officer
2. The Additional Managing Director.
3. The AMD (Dev.)
4. The SEVP & Chief Financial Officer.
5. Master file
6. Office Order file
7. Personal file
1. The SEVP (PRT) & Incharge, Dhaka Corp. Zone-07.
2. The EVP (PRT) & Incharge, Ctg. Road Zone.
3. The EVP (PRT) & Incharge, Dhaka Zone-09.
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন