November 20, 2019

Office Order No.:332-2019

For the greater interest of the Company, Ms. Taslima Akter (2672), Assistant Officer (Cashier Cum Computer Operator), Cash Section, Chattogram Zone-07 is hereby transferred to IT Dept., Chattogram Zone-07 at same office.

Ms. Taslima Akter shall handover her overall charges to Mahmuda Baitun Naher (1233), Senior Officer, Cash Section, Chattogram Zone-07 in presence of Internal Auditor.

Before handing and taking over of overall charges, the JVP Incharge (I/A) shall ensure a thorough Audit of mentioned Offices and submit a report to authority by 26-11-2019.

Ms. Taslima Akter is advised to report her joining to the EVP (PRT) & Incharge, Chattogram Zone-07 by 24-11-2019 with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at IT Dept., Chattogram Zone-07 Ms. Taslima Akter shall also deal with work of Underwriting & Dev. Admin Dept., at same premises in addition to her existing duties.

The additional responsibility of Ms. Taslima Akter shall come into force with immediate effect and shall remain valid until further order.

Mr. Mizanur Rhman (2488), Assistant Officer, Cash Section, Bohoddarkata Org. Office, Cox's Bazar Zone-03 is Hereby advised to sit and work at Cash Section, Kalarmar Chora Org. Office, Cox's Bazar Zone-03 for 03 (Three) day(s) in a week in addition to his existing duties.

The working days at Kalarmar Chora Org. Office, will be settled by the respective Office incharges.

This Order shall come into force with effect from November 11, 2019 and shall remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Mizanur Rhman (2488), Assistant Officer.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

- Ms. Taslima Akter (2672), Assistant Officer.
- Mr. Mizanur Rhman (2488), Assistant Officer.

C.C to

- 1. | The Chief Executive Officer for kind information.
- The Deputy Managing Director & Chief Financial Officer.
- The Deputy Managing Director & Company Secretary.
- 4. The SEVP & Incharge, Administration Dept.
- 5. The EVP & Incharge (IT)
- The SVP, Finance & Accounts Dept.
- The JVP & Incharge (I/A) with a request to ensure handing and taking over formalities in presence of an auditor as per Office Order.
- Mahmuda Baitun Naher (1233), Senior Officer, Cash Section, Chattogram Zone-07
- 9. Office Order file
- Master file
- 11. Personal file

- The AMD (Dev.) & Incharge, Chattogram Corp. Zone-03
- The EVP (PRT) & Incharge, Chattogram Zone-07
- The JEVP (PRT) & Incharge, Cox's Bazar Zone-03.
- The Incharge, Respective Offices.

প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড برائیم اساله ی لائف انشیورنس لمیتی ب



Prime Islami Life Insurance Limited

November 20, 2019

Office Order No.:332-2019

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Mahmudur Rahman Talukder Senior Vice President (Admin)

Ms. Taslima Akter (2672), Assistant Officer.

Mr. Mizanur Rhman (2488), Assistant Officer.