



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائے اسلامی لائف انشورنس لمیٹید

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

July 17, 2025

Office Order No.:100-2025

Mr. Mohammad Sayad Ahammad (2342), Officer, Cash Section, Baroiyer Hat Org. Office(0211), Chattogram Zone-04 (Mirsarai) is hereby also assigned to carry out the responsibilities of Accounts & Cash Section at Sitakunda FPR Center(0175), Chattogram Zone-04 (Mirsarai) as per following Schedule in addition to his existing duties

Additional Responsibilities			
Name of office	Schedule Date		Remarks
Sitakunda Fpr Center(0175), Chattogram Zone-04	17/07/2025	01 Day	
	21/07/2025	01 Day	
	23/07/2025	01 Day	
	27/07/2025	01 Day	
	29/07/2025	01 Day	
	31/07/2025	01 Day	

TA/DA as per rules of the Company is admissible to Mr. Mohammad Sayad Ahammad in this regard.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Mohammad Sayad Ahammad (2342), Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Mr. Mohammad Sayad Ahammad (2342), Officer.

C.C. to: for kind information:

- | | |
|--|---|
| 1. The Chief Executive officer | 1. The AMD (Dev.) & Incharge, Chattogram Corp. Zone |
| 2. The Additional Managing Director. | 2. The EVP (PRT) & Incharge, Chattogram Zone-04. |
| 3. The SEVP & Chief Financial Officer. | 3. The Incharge, Sitakunda FPR Center. |
| 4. Master file | 4. The Incharge, Baroiyer Hat Org. Office. |
| 5. Office Order file | |
| 6. Personal file | |

আর্থিক নিরাপত্তার সেতুবন্ধন