



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لايف انشورنس لميٲيٲ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

July 20, 2025

Office Order No.:101-2025

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 03 (Three) 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.

The additional responsibility of Mirza Abu Saleh Siddiki (1192), Executive Officer, Cash Section, Uttar Para(Adamginagar) Org. Office(0647), Dhaka Zone-18 vide Office Order No.:88-2025, dated 25-06-2025 at Cash Section, Adamjee EPZ Organization Office(0620), Dhaka Corp. Zone-07 is hereby cancelled.


Mahmudur Rahman Talukder

Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Abu Saleh Siddiki (1192), Executive Officer.
- Ms. Mahfuza Akter Minu (1092), Senior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

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

C.C. to: for kind information:

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| 1. The Chief Executive officer | 1. The AMD (Dev.) & Incharge, Dhaka Corp. |
| 2. The Additional Managing Director. | Zone-01, Rajshahi Corp. Zone-03, pabna |
| 3. The AMD (Dev.) | Zone, Natrokona Zone & Mymensingh Zone. |
| 4. The SEVP & Chief Financial Officer. | 2. The SEVP (PRT) & Incharge, Dhaka Corp. |
| 5. Master file | Zone-07. |
| 6. Office Order file | 3. The EVP (PRT) & Incharge, Ctg. Road Zone. |
| 7. Personal file | 4. The EVP (PRT) & Incharge, Dhaka Zone-09. |
| | 5. The Incharge, Respective Offices. |

আর্থিক নিরাপত্তার সেতুবন্ধন