Prime Islami Life Insurance Limited

SO 9001:2015

July 27, 2025

Office Order No.:104-2025

Mst. Kamrun Nahar (0882), Executive Officer, Cash Section, Bangodda Org Office(0684)-Cumilla Zone-04 (Laksham) is hereby advised to sit and work at Cash Section, Laksham Org. Office(2002), Bagmara Corp. Zone (Cumilla) for 02 (Two) day(s) in a week in addition to her existing duties until further order.

The additional responsibility of Mst. Kamrun Nahar shall come into force with immediate effect and shall remain valid until further order.

No TA/DA allowance will be allowed in this regard.

Mahmudur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mst. Kamrun Nahar (0882), Executive Officer

ISO 9001:2015 CERTIFIED

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Mahmedur Rahman Talukder

Executive Vice President HR & ADMIN Department

Copy forwarded to:

Mst. Kamrun Nahar (0882), Executive Officer

C.C. to: for kind information:

- 1. The Chief Executive officer
- 2. The Additional Managing Director.
- 3. The SEVP & Chief Financial Officer.
- 4. Master file
- Office Order file
- 6. Personal file

- 1. The EVP (PRT) & Incharge, Corp. Zone.
- 2. The EVP (PRT) & Incharge, Cumilla Zone-04
- 3. The Incharge, Respective Offices.