



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامی لائف انشورنس لمیٹیٹ  
Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

August 31, 2025

## Office Order No.:126-2025

Mr. Md. Mahabubur Rahman (2563), Deputy Vice President, Help Desk, Policy Servicing Dept., Head Office, Dhaka is hereby assigned to deal with Call Centre related works under supervision of Mr. Shorwar Alam (0375), Vice President, Claims Dept., Head Office, Dhaka sitting at same premises in addition to his existing duties until further order.

Mr. Md. Jahangir Alam (3212), Junior Officer, Cash Section, Sarwar Bazar Organization Office(0614), Chattogram Zone-15 (Keranihat) is hereby advised to sit and work at Cash section, Chandanaish Organization Office(0044), Chattogram Zone-15 (Keranihat) for 02 (Two) day(s) in a week in addition to his existing duties until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Jahangir Alam in this regard.

The working days at above Office, will be settled by the respective Office Incharges.

**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

Copy forwarded to:

- Mr. Md. Mahabubur Rahman (2563), Deputy Vice President.
- Mr. Md. Jahangir Alam (3212), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

Copy forwarded to:

- Mr. Md. Mahabubur Rahman (2563), Deputy Vice President.
- Mr. Md. Jahangir Alam (3212), Junior Officer.

**C.C. to:** for kind information:

1. The Chief Executive officer
2. The Additional Managing Director.
3. The DMD (DEV.)
4. The SVP & Incharge, Policy Servicing & Claims Dept.
5. Mr. Shorwar Alam (0375), Vice President, Claims Dept.
6. Master file
7. Office Order file
8. Personal file
1. The AMD (DEV.) & Incharge, Cox's Bazar Corp. Zone.
2. The EVP (PRT) & Incharge, Chattogram Zone-06.
3. The Incharge, Chattogram Zone-15
4. The Incharge, Respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন