



# প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

## برائے اسلامی لائف انشورنس لمیٹید

### Prime Islami Life Insurance Limited

ISO 9001:2015  
CERTIFIED

September 02, 2025

## Office Order No.:127-2025

For the greater interest of the Company, the following employees are hereby assigned to carry out the Responsibilities mentioned against their name sitting at same premises until further order:

Sl.	Name, Desig., Dept.	Present Office	Responsibilities
01	Mr. Md. Zia Uddin Khan (1016), Assistant Manager	U/W Dept., Barishal Full Fledged Service Center, Barishal Zone	U/W, Policy Dalil and OR related works.
02	Ms. Jabun Nahar (1339), Assistant Manager	Policy Servicing Dept., Barishal Full Fledged Service Center, Barishal Zone	All Authorization of Operation Incharge and Surrender, Death Clams and Policy Lone related works
03	Mr. Md. Anser Ali Howlader (1288), Executive Officer	Internal Audit Dept., Barishal Full Fledged Service Center, Barishal Zone	I/A and Call Centre related works.
04	Ms. Rexona Khanam (1365), Executive Officer	Claims Dept., Barishal Full Fledged Service Center, Barishal Zone	Maturity & SB related works

The additional responsibility of Mr. Md. Zia Uddin Khan vide Office Order No.:253-2023, dated 23-12-2023 at Maturity related works and Mr. Md. Anser Ali Howlader vide Office Order No.:103-2025, dated 27-07-2023 at Dalil related works and Ms. Rexona Khanam vide Office Order No.:253-2023, dated 23-12-2023 at Call centre related works may be cancelled.

The additional responsibilities of Mr. Md. Zia Uddin Khan, Ms. Jabun Nahar, Mr. Md. Anser Ali Howlader and Ms. Rexona Khanam shall come into force with immediate effect and remain valid until further order.

**Mahmudur Rahman Talukder**

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 04 (Two) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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**Mahmudur Rahman Talukder**

Executive Vice President  
HR & ADMIN Department

• Copy forwarded to: Above 04 (Two) employees.

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

1. The Chief Executive officer.
2. The Additional Managing Director.
3. The DMD (Dev.)
4. The SVP & Incharge, Claims Dept.
5. Master file
6. Office Order file.
7. Personal file.
1. The EVP (PRT) & Incharge, Barishal Zone

আর্থিক নিরাপত্তার সেতুবন্ধন