



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائى اسلامى لائىف انشورنس لميٲيٲ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

September 17, 2025

Office Order No.:135-2025

Mr. Amdad Hossain Sarif (2011), Junior Officer, Cash Section, Bijra Organization Office(5029), Bagmara Zone (Cumilla) is hereby advised to sit and work at Cash Section, Barura Org. Office (5045), Bagmara Corp. Zone for 02 (Two) day(s) in a week in addition to his existing duties.

TA/DA as per rules of the Company is admissible to Mr. Amdad Hossain Sarif in this regard.

The additional responsibility of Mr. Amdad Hossain Sarif shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

Copy forwarded to:

- Mr. Amdad Hossain Sarif (2011), Junior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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C.C. to: for kind information:

- | | |
|---------------------------------------|--|
| 1. The Chief Executive officer | 1. The AMD (Dev.) & Incharge, Cumilla Corp. Zone |
| 2. The Additional Managing Director. | 2. The EVP (PRT) & Incharge, Bagmara Corp. Zone. |
| 3. The AMD & Head of IT. | 3. The Incharge, Respective Offices. |
| 4. The AMD & Chief Financial Officer. | |
| 5. Master file | |
| 6. Office Order file | |
| 7. Personal file. | |

আর্থিক নিরাপত্তার সেতুবন্ধন