



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائىم اسلامى لاىف انشورنس لميٲيٲ
Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

December 04, 2025

Office Order No.:178-2025

Mr. Mohammad Rafiqul Islam (1007), Senior Executive Officer, Cash Section, Motijheel FPR Center(6667), Head Office, Dhaka is hereby advised to deal with Information Technology (IT) related works sitting at same premises in addition to his existing duties until further order.

Mr. Abul Hossain (1687), Senior Officer, Cash Section, Chaprashirhat Organization Office(0561), Noakhali Zone is hereby advised to sit and work at Underwriting Dept., Noakhali Full Fledge Service Center, Noakhali 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. Abul Hossain in this regard.

The additional responsibility of Mr. Mohammad Rafiqul Islam and Mr. Abul Hossain 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. Mohammad Rafiqul Islam (1007), Senior Executive Officer
- Mr. Abul Hossain (1687), Senior Officer.

আর্থিক নিরাপত্তার সেতুবন্ধন



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- Mr. Abul Hossain (1687), Senior Officer.

C.C. to: for kind information:

- | | |
|---|---|
| 1. The Chief Executive officer | 1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-07 & Rangpur Corp. Zone. |
| 2. The Additional Managing Director. | 2. The SEVP (PRT) & Incharge, Noakhali Corp.Zone |
| 3. The AMD & Head of IT. | 3. The Incharge, Chaprashirhat Org. Office. |
| 4. The AMD & Chief Financial Officer. | |
| 5. The SVP & Incharge, U/W & Re Insurance Dept. Dept. | |
| 6. Master file | |
| 7. Office Order file | |
| 8. Personal file | |

আর্থিক নিরাপত্তার সেতুবন্ধন