



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড

برائمر اسلامى لايف انشورنس لميٽيٽد

Prime Islami Life Insurance Limited

ISO 9001:2015
CERTIFIED

August 24, 2026

Office Order No.:122-2026

The additional responsibilities of Mr. Ripon Hossain (1108), Senior Officer, Cash Section, Langalbandha Organization Office(0154), Dhaka Zone-17 vide Office Order No.:69-2026, dated May 19, 2026 at Cash Section, Madanpur Org. Office (0678), Dhaka Zone-17 is hereby revised and he is hereby sit and work at Madanpur Org. Office (0678), Dhaka Zone-17 in every working day instead of 02 Days in a week. His working hours at Madanpur Org. Office will be 2.00 pm to 05 pm in addition to his present duties.

Mr. Md. Rezwanul Haque (3455), Assistant Manager, Underwriting Dept., Link Road Full Service Center, Dhaka Zone-16 is hereby assigned to Audit SB and Maturity Claims file sitting at same premises in addition to his existing duties until further order.

Mr. Muhammad Abdus Samad (1476), Senior Officer, Underwriting Dept., Moulavi Bazar Zone Office(0107) is hereby advised to deal with Policy Servicing related works sitting at Sylhet Full Fledged Service Centre, Sylhet Corp. Zone for 02 (Two) day(s) in a week in addition to his existing duties until further order.

TA/DA as per rules of the Company is admissible to Mr. Ripon Hossain in this regard.
No TA/DA allowance will be allowed to Mr. Muhammad Abdus Samad in this regard.

The additional responsibility of Mr. Ripon Hossain and Mr. Md. Rezwanul Haque and Mr. Muhammad Abdus Samad 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: Above 03 (Three) employees.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder

Executive Vice President

HR & ADMIN Department

- Copy forwarded to: Above 03 (Three) employees.

C.C. to: for kind information:

1. The Chief Executive officer
2. The Additional Managing Director.
3. The Additional Managing Director & Incharge, Dev. Admin Dept.
4. The AMD & Chief Financial Officer.
5. The EVP & Incharge, Policy Servicing & Claims Dept.
6. The SVP & Incharge, Internal Audit Dept.
7. Master file
8. Office Order file
9. Personal file

1. The AMD (Dev.) & Incharge, Dhaka Zone Corp. Zone-07 and Rangpur Corp. Zone
 2. The SEVP (PRT) & Incharge, Sylhet Corp. Zone
 3. The EVP (PRT) & Incharge, Dhaka Zone-16.
 4. The EVP (PRT) & Incharge, Dhaka Zone-17.
- The Incharge, Respective Offices

আর্থিক নিরাপত্তার সেতুবন্ধন