November 16, 2026

Office Order No.:160-2026

Ms. Jannatul Kawsar (2341), Officer, Cash Section, Keranihat Full Fledge Service Center, Chattogram Zone-15 is hereby advised to sit and work at Cash Section, Satkania FPR Center(0040), Chattogram Zone-15 for 02 (Two) day(s) in a week in addition to her existing duties.

The working days of additional duty will be settled by the respective Office incharges.

TA/DA as per rules of the Company is admissible to Ms. Jannatul Kawsar in this regard.

The additional responsibility of Ms. Jannatul Kawsar shall come into force with immediate effect and shall remain valid further order.

Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Jannatul Kawsar (2341), Officer

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Mahmudur Rahman Talukder
Executive Vice President
HR & ADMIN Department

Copy forwarded to:

- Ms. Jannatul Kawsar (2341), Officer

C.C. to: for kind information:

1. The Chief Executive officer
2. The Additional Managing Director.
3. The AMD & Chief Financial Officer.
4. Master file
5. Office Order file
6. Personal file

1. The EVP (PRT) & Incharge, Chattogram Corp. Zone-06
2. The EVP (PRT) & Incharge, Chattogram Zone-15
3. The Incharge, Satkania FPR Center.

প্রধান কার্যালয়ঃ গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবী সার্কুলার রোড, মতিঝিল বা/এ, ঢাকা-১০০০, ফোনঃ ৪১০৭০১৮০-৮৩
ফ্যাক্স ঃ ৮৮-০২-৪১০৭০১৭৯, ই-মেইলঃ pilil@primeislamilife.com, web : www.primeislamilife.com