



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائے اسلامی لائف انشورنس لمیٹیڈ  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

January 20, 2020

## Office Order No.:16-2020

For the greater interest of the Company, Mr. Mohammed Mahabub Alam (0555), Senior Executive Officer, Training Dept., Head Office, Dhaka and Mr. Md. Masud Howlader (1804), Executive Officer, Audit Monitoring Cell, Head Office, Dhaka are hereby assigned on deputation to Establishment Dept., Head office, Dhaka. Mr. Mohammed Mahabub Alam and Mr. Md. Masud Howlader shall sit and work at 28/G/1, Toynobi Sarkular Road, Gausepak Bhaban, Dhaka Office. They will be responsible for receiving the furniture, materials shifted to Gausepak Bhaban from 29 Dilkusha and report to JSVP & Inchage, Establishment Dept. The deputation shall Come into force with immediate effect shall remain valid until further order.

Mr. Mohammed Mahabub Alam and Mr. Md. Masud Howlader are advised to report their joining to the JSVP & Incharge, Establishment Dept., Head Office, Dhaka immediately with a copy to the Administration Dept., Head Office, Dhaka.

**Mahmudur Rahman Talukder**  
Senior Vice President (Admin)

Copy Forwarded to:

- Mr. Mohammed Mahabub Alam (0555), Senior Executive Officer.
- Mr. Md. Masud Howlader (1804), Executive Officer.

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

1. The Chief Executive Officer.
2. The Deputy Managing Director & Chief Financial Officer.
3. The Deputy Managing Director & Company Secretary
4. The SEVP & Incharge, Administration Dept.
5. The SVP & Incharge, Training & Shariah Dept.
6. The JSVP & Incharge, Establishment Dept.
7. The JVP & Incharge, Audit Monitoring Cell.
8. The JVP & Incharge (I/A)
9. Master file.
10. Office Order file.
11. Personal file.

আর্থিক নিরাপত্তার সেতুবন্ধন



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আর্থিক নিরাপত্তার সেতুবন্ধন