



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

ISO 9001:2015  
CERTIFIED

January 26, 2020

## Office Order No.:24-2020


In addition to existing assignment, the following Cashiers are hereby assigned to carry out the additional responsibilities as under:

Sl.	Name, Desig. & Present Office	Additional Responsibilities		Remarks
		Proposed Office Name	Schedule	
01	Mr. Md. Abdul Alim Howlader (1088), Officer, Cash Section, Pirojpur Org. Office, Barishal Zone-01.	Cash Section, Motbaria Org. Office, Barishal Zone-01	02 (Two) day(S) in a month.	
02	Mr. Habibur Rahman (1174), Office, Cash Section, Lamna Org. Office, Barishal Zone-01	Cash Section, Patuakhali Org. Office, Barishal Zone-01	01 (One) day in a week.	

The working days at above Office, will be settled by the respective Office incharges.

The additional responsibilities of Mr. Md. Abdul Alim Howlader and Mr. Habibur Rahman shall come into force with immediate effect and remain valid until further order.

TA/DA allowance as per rules of the Company is admissible to Mr. Md. Abdul Alim Howlader and Mr. Habibur Rahman.

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

Copy forwarded to: Above 02 (Two) employees.

### C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD & CFO.
3. The DMD & CS.
4. The SEVP & Incharge, Administration Dept.
5. The SVP, Finance & Accounts Dept.,
6. The JVP & Incharge (I/A)
7. Office Order file
8. Personal file.
9. Master file.
1. The EVP (PRT) & Incharge, Barishal Zone.
2. The SVP (PRT) & Incharge, Barishal Zone-01
3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : রাজ ভবন (৭ম তলা), ২৯ দিলকুশা বাণিজ্যিক এলাকা, ঢাকা-১০০০, ফোন : ৪৭১১২৪৮৮, ৯৫৫৪৫৩৮, ৯৫৭৬৪০৪  
ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamiflifebd.com