



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড  
برائيم اسلامي لايف انشورنس لميتيد  
Prime Islami Life Insurance Limited

ISO 9001 : 2015  
CERTIFIED

June 25, 2020

## Office Order No.:109-2020

For the greater interest of the Company Ms. Rexona Khanam (1365), SO, U/W Dept., Khulna Full Fledged SC is hereby advised to work at Claim Dept., sitting at the same premises in addition to her existing duties.

Ms. Shiuly Begum (2182), Assistant Officer(Cashier Cum computer Operator), Cash Section, Sylhet Service Centre, Sylhet Zone is hereby advised to sit and work at Cash Section, Chatok Org. Office(Sunamgonj), Sylhet Zone-01 for 02 (Two) day(s) in a week in addition to her existing duties.

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

TA/DA allowance as per rules of the Company is admissible to Ms. Shiuly Begum.

The additional responsibility of Ms. Rexona Khanam and Ms. Shiuly Begum shall come into force with immediate effect and shall remain valid until further order.

**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 DMD (Dev.) & Incharge, Dev. Admin Dept.
5. The SEVP & Incharge, Administration Dept.
6. The EVP & Incharge (U/W)
7. The EVP & Incharge (I/A)
8. The SVP, Finance & Accounts Dept.
9. JSVP & Incharge, Policy Servicing & Claims Dept.
10. Master file
11. Office Order file
12. Personal file.
1. The SEVP (PRT) & Incharge, Sylhet Corp. Zone.
2. The EVP (PRT) & Incharge, Khulna Zone.
3. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০।

ফ্যাক্স : ৮৮-০২-৯৫৬৪৩৯০, ই-মেইল : ceo@primelifebd.com, pililbd@gmail.com, web : www.primeislamififebd.com



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

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*AT*

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