





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

ISO 9001 : 2015  
CERTIFIED

July 15, 2020

## Office Order No.:125-2020

Mr. Md. Rafiqul Islam (0652), Senior Officer, Internal Audit Dept., Sandwip Full Fledged Service Centre is hereby assigned to counter sign to the Policy Schedule (Bima Dalil) as an authorized officer sitting at the same premises in addition to his existing duties.

Additional responsibilities of Mr. Md. Rafiqul Islam shall come into force with immediate effect and remain valid until further order.

Ms. Shamima Akter Nasrin (0906), Officer, Commission Section, Accounts Dept., Head Office, Dhaka is hereby transferred to Accounts Dept., Dhaka Corp. Zone-01.

Ms. Shamima Akter Nasrin shall handover his overall charges to Mr. Quazi Ahsan Ul Alam Ansary, SVP, Finance & Accounts Dept., Head Office, Dhaka.

Ms. Shamima Akter Nasrin is advised to report her joining to the Assistant Managing Director (Dev.) & Incharge, Dhaka Corp. Zone-01 along with Stationary Items allotted to him and release letter from her existing office by 20-07-2020 with a copy to the Administration Dept., Head Office, Dhaka.

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

- Mr. Mr. Md. Rafiqul Islam (0652), Senior Officer.
- Ms. Shamima Akter Nasrin (0906), Officer

### 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 (I/A)
7. The SVP, Finance & Accounts Dept.
8. The JSVP & Incharge, Policy Servicing & Claims Dept.
9. Mr. Kazi Mozaffor Hossain (0990), VP, Finance & Accounts Dept., Head Office, Dhaka
10. Master file
11. Office Order file
12. Personal file.
13. Personal file.
1. The DMD (Dev.) & Incharge, Chattogram Division.
2. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01
3. The J EVP (PRT) & Incharge, Chattogram Zone-10.
4. 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।