ISO 9001 : 2015 CERTIFIED

August 18, 2020

## Office Order No.:146-2020

Ms. Mukta Rani (1412), Junior Officer, U/W Dept., Cox's Bazar Service Centre is hereby assigned to issue Policy schedule (Bima Dalil) Akok & DPS, Record Stamp & Register and he will deal with Dalil Related works at the same premises in addition to his existing duties.

The additional responsibility of Ms. Mukta Rani shall come into force with immediate effect and shall remain valid until further order.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Ms. Mukta Rani (1412), Junior Officer

### C.C. to:

- 1. The Chief Executive Officer for kind information.
- 2. The DMD & CFO.
- 3. The DMD & CS.
- The SEVP & Incharge, Administration Dept.
- 5. The EVP & Incharge (U/W)
- The EVP & Incharge (I/A).
- The JSVP & Incharge, Policy Servicing & Claims.
- Master file
- 9. Office Order file
- 10. Personal file.

- The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
- 2. The EVP (PRT) & Incharge. Cox's Bazar Zone.

# Prime Islami Life Insurance Limited

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Ms. Mukta Rani (1412), Junior Officer