



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

ISO 9001 : 2015
CERTIFIED

August 23, 2020

Office Order No.:155-2020

For the greater interest of the Company, the Job responsibilities of the following employees of Gazipur Full Fledged Service Centre is as under:

Sl.	Name, Desig. & Present Office	Present Dept./Office	Job Responsibilities	Remarks
02	Mr. Md. Asgar Ali (0845), SEO	IT Dept., Gazipur Full Fledged SC	All IT related works of the service Centre including SB and OR.	
03	Mosa. Rozina Akter (2648), Assistant Officer (IT Cum Cash)	Policy Servicing Dept., Gazipur Full Fledged SC	He will deal with SB and OR related works of the Service Centre	

Mr. Md. Yeasin Jamader (0137), Senior Executive Officer, U/W Dept., Gazipur Full Fledged Service Centre is advised to Prepare Dalil and add stamp to it and also maintain the register of the stamp in addition to his existing duties until further order.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

• Copy forwarded to: Above 03 (Three) employees.

C.C. to:

1. The Chief Executive officer for kind information.
2. The DMD & CS.
3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
4. The SEVP & Incharge, Administration Dept.
5. The EVP & Incharge (U/W)
6. The EVP & Incharge (IT)
7. The EVP & Incharge (I/A)
8. The SVP & Incharge, Finance & Accounts Dept.,
9. The JSVP & Incharge, Policy Servicing & Claims.
10. Master file
11. Office Order file
12. Personal file
1. The Incharge, Gazipur Full Fledged

আর্থিক নিরাপত্তার সেতুবন্ধন

প্রধান কার্যালয় : গাউছে পাক ভবন (১৪ তলা), ২৮/জি/১ টয়েনবি সার্কুলার রোড, মতিঝিল বাণিজ্যিক এলাকা, ঢাকা-১০০০। ৪

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



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