



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

ISO 9001 : 2015
CERTIFIED

August 27, 2020

Office Order No.:161-2020

Mr. Md. Iftay Khayrul Alam (0649), Officer, Cash Section, Naria Org. Office (Shariatpur), Dhaka Zone-18 is hereby advised to sit and work at Cash Section, Ghorishar Org. Office (Noria), Dhaka Zone-01 for 02 (Two) day(s) in a week in addition to his existing duties.

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

Conveyance allowance as per rules of the Company is admissible to Mr. Md. Iftay Khayrul Alam.

Mr. Milon, Messenger, Gazipur Full Fledged Service Centre is hereby advised to work as Docket Keeper at same premises in addition to his existing duties.

Additional responsibilities of Mr. Md. Iftay Khayrul Alam and Mr. Milon shall come into force with immediate effect and shall remain valid until further order.

The deputation of Mr. Arifur Rahman Nayan (1821), Assistant Officer (F/A), Chattogram Corp. Zone-03 vide Office Order No.:127-2020 dated July 19, 2020 at IT Dept., Taknaf FPR Centre, Cox's Bazar Zone-01 is here by cancelled with immediate effect.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department.

- Mr. Md. Iftay Khayrul Alam (0649), Officer
- Mr. Arifur Rahman Nayan (1821), Assistant Officer.
 - Mr. Milon, Messenger.

C.C. to:

1. The Chief Executive officer for kind information.
 2. The DMD & CS.
 3. The SEVP & Incharge, Administration Dept.
 4. The EVP & Incharge (I/A).
 5. The SVP & Incharge, Finance & Accounts Dept., Head Office.
 6. Office Order file.
 7. Personal file.
 8. Master file.
1. The Asst. MD (Dev.) & Incharge, Dhaka Corp. Zone-01.
 2. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
 3. The Incharge, Gazipur Full Fledged SC.
 4. The Incharge, Taknaf FPR Centre.
 5. The Incharge, Naria Org. Office.
 6. The Incharge, Ghorishar Org. Office.

আর্থিক নিরাপত্তার সেতুবন্ধন

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



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আর্থিক নিরাপত্তার সেতুবন্ধন

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ফ্যাক্স : ৮৮-০২-৯৫৬৪৩১০ ই-মেইল : ceo@primelifebd.com primelifebd@gmail.com