

# প্রাইম ইসলামী লাইফ ইস্যুরেস লিমিটেড

### Prime Islami Life Insurance Limited

ISO 9001:2015 CERTIFIED

September 07, 2020

## Office Order No.:170-2020

In addition to existing assignment, the following Cashiers are hereby assigned to carry out the additional responsibilities as under:

SI.	Name, Desig. & Present Office	Additional Responsibilities		
		Office Name	Schedule	Remarks
01	Ms. Marzia Begum (1706), Assistant Officer, Cash Section, Kanaighat Org. Office (0422), Sylhet Zone-01	Cash Section, Kanaighat Org. Office(0533), Sylhet Zone-02	02 (Two) day(S) in a week.	
02	Ms. Ayesha Begum (2527), Assistant Officer, Cash Section, Golapgonj Org. Office, Sylhet Zone-01	Cash Section, Kaligonj Org. Office, Sylhet Zone-01	02 (Two) day(S) in a week.	

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

The additional responsibilities of Ms. Marzia Begum and Ms. Ayesha Begum shall come into force with immediate effect and remain valid until further order.

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

The additional responsibility of Ms. Marzia Begum vide Office Order No.:44-2020, dated February 26, 2020 at Cash Section, Kaligonj Org. Office, Sylhet Zone-01 is hereby cancelled.

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 & CS.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The SEVP & Incharge, Administration Dept.
- 5. The EVP & Incharge (I/)A)
- 6. The SVP & Incharge, Finance & Accounts Dept.,
- 7. Office Order file
- 8. Personal file.
- 9. Master file.

- 1. The SEVP (PRT) & Incharge, Sylhet Corp. Zone.
- 2. The Incharge, respective offices.



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Mahmudur Rahman Talukder

Senior Vice President (Admin)

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