## Prime Islami Life Insurance Limited

ISO 9001 : 2015 CERTIFIED

September 24, 2020

### Office Order No.: 186-2020

For the greater interest of the Company, Mr. Md. Joy Miya, Tea boy, newly Joined at Head Office, Dhaka is hereby posted to Dispatch Section, Administration Dept., Head Office, Dhaka.

Mr. Md. Joy Miya is advised to report his joining to the SEVP & Incharge, Administration Dept., Head Office immediately.

Mahmudur Rahman Talukder

Senior Vice President

Administration Department

• Mr. Md. Joy Miya, Tea boy

#### C.C. to:

- 1. The Chief Executive Officer, for kind information.
- 2. The DMD & Company Secretary.
- 3. The DMD (Dev.) & Incharge, Dev. Admin Dept.
- 4. The SEVP & Incharge, Administration Dept.
- 5. Master file
- 6. Office Order file
- 7. Personal file

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Mahmudur Rahman Talukder Senior Vice President

Administration Department

· Mr. Md. Joy Miya, Tea boy