



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

ISO 9001 : 2015
CERTIFIED

October 28, 2020

Office Order No.: 210-2020

Ms. Sharmin Akter (2605), Assistant Officer, Cash Section, Kalurghat Org. Office, Chattogram Zone-05 is hereby advised to sit and work at Cash Section, Bohoddarhat Org. Office, Chattogram Zone-05 for 02 (Two) day(s) in a week in addition to her existing duties.

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

This order shall come into force with immediate effect and shall remain valid until Ms. Asma Akter (1638), Officer, Cash Section, Bohoddarhat Org. Office, Chattogram Zone-05 resumes her duties after maternity leave.

TA/DA allowance as per rules of the Company is admissible to Ms. Sharmin Akter.

Mahmudur Rahman Talukder
Senior Vice President (Admin)

- Ms. Sharmin Akter (2605), Assistant Officer.

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, Finance & Accounts Dept.,
7. Master file
8. Office Order file
9. Personal file
1. The Asst. MD (Dev.) & Incharge, Chattogram Corp. Zone-03.
2. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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