



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

ISO 9001 : 2015
CERTIFIED

November 19, 2020

Office Order No.:234-2020

For the greater interest of the Company, Ms. Zahura Khatun (2455), Assistant Office, IT Dept., Jhenaidah FPR Centre, Khulna Corp. Zone is hereby transferred to Underwriting Dept., Jhenaidah FPR Centre, Khulna Corp. Zone at same office.

Ms. Zahura Khatun is advised to report his joining to the Incharge, Jhenaidah FPR Centre, Khulna Corp. Zone immediately with a copy to the Administration Dept., Head Office, Dhaka.

After Joining at Underwriting Dept., Ms. Zahura Khatun shall works at IT Dept., sitting at same premises in addition to her existing duties until further order.

Mr. Belal Howlader (2127), Assistant Officer, Cash Section, Jhenaidah FPR Centre, Khulna Corp. Zone is hereby advised to work at Dev. Admin Dept., and he will deal with Dev. Admin related works sitting at same premises in addition to his existing duties.

The additional responsibility of Ms. Zahura Khatun and Mr. Belal Howlader shall come into force with immediate effect and shall remain valid until further order.

The additional responsibility of Ms. Zahura Khatun vide Office Order No.:193-2019, dated July 10, 2019 at Dev. Admin Dept., 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 (U/W)
6. The EVP & Incharge (IT)
7. The SVP, Finance & Accounts Dept.,
8. Master file
9. Office Order file
10. Personal file
1. The EVP (PRT) & Incharge, Khulna Corp. Zone.
2. The J EVP (PRT) & Incharge, Jhenaidah FPR Centre,

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

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আর্থিক নিরাপত্তার সেতুবন্ধন