



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لاائف انشورنس لمیٹیڈ
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

November 29, 2020

Office Order No.:244-2020

Further to our Office Order No.: 161-2020 Dated August 27, 2020, this is to inform that Mr. Md. Iftay Khayrl 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 03 (Three) day(s) instead of 02(One) 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.

This Order shall come into force with immediate effect and shall remain valid until further order.

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

Mahmudur Rahman Talukder
Senior Vice President (Admin)

Copy forwarded to:

- Mr. Md. Iftay Khayrl Alam (0649), Officer.

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.
6. Master file
7. Office Order file
8. Personal file
1. The AMD (Dev.) & Incharge, Dhaka Corp. Zone-01.
2. The Incharge, Dhaka Zone-18.
3. The Incharge, Naria Org. Office, Dhaka Zone-18.
4. The Incharge, Ghorishar Org. Office Dhaka Zone-01

আর্থিক নিরাপত্তার সেতুবন্ধন



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