



প্রাইম ইসলামী লাইফ ইন্স্যুরেন্স লিমিটেড
برائٹم اسلامى لائف انشورنس لمیٹید
Prime Islami Life Insurance Limited

ISO 9001 : 2015
CERTIFIED

November 30, 2020

Office Order No.:246-2020

Mr. Ripon Chandra Mistry (1383), Junior Officer, Cash Section, Chargachh Org. Office(Cosba), B. Baria Zone-02 is hereby advised to sit and work at Cash Section, Nayanpur Agency Office, B. Baria Zone-02 on every Wednesday 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.

TA/DA allowance as per rules of the Company is admissible to Mr. Ripon Chandra Mistry.

Mahmudur Rahman Talukder

Senior Vice President (Admin)

Mr. Ripon Chandra Mistry (1383), Junior 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 & Incharge Finance & Accounts Dept.,
7. Master file
8. Office Order file
9. Personal file
1. The SVP (PRT) & Incharge, B. Baria Zone-02.
2. The Incharge, respective Offices.

আর্থিক নিরাপত্তার সেতুবন্ধন



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Mahmudur Rahman Talukder
Senior Vice President (Admin)

A. Mr. Ripon Chandra Mistry (1383), Junior Officer

আর্থিক নিরাপত্তার সেতুবন্ধন