## Prime Islami Life Insurance Limited

ISO 9001 : 2015

December 03, 2020

## Office Order No.:249-2020

Mr. Barun Kumar Mandal (2839), Assistant Officer, Cash Section, Borhanuddin Org. Office, Barishal Zone-02 is hereby advised to sit and work at Cash Section, Tojimuddin Org. Office, Barishal Zone-02 for 02 (Two) 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.

TA/DA allowance as per rules of the Company is admissible to Mr. Barun Kumar Mandal.

Mahmudur Rahman Talukder Senior Vice President (Admin)

Mr. Barun Kumar Mandal (2839), Assistant 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 EVP (PRT) & Incharge, Barishal Corp. Zone.
- 2. The Incharge, Barishal Zone-02.
- 3. The Incharge, respective Offices.

ISO 9001 : 2015 CERTIFIED

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