



SADHARAN BIMA CORPORATION

Administration Department, Head Office, Dhaka-1000.

১৬.০৫.১৮

Ref: SBC/HO/Admin./Tour/2018/১২১৭ .

Date: 16-05-2018



Office Order

Sub: **Administrative Approval of Mr. Fakhul Islam, Junior officer, Local Office, Dhaka Zone, Dhaka for attending the Rotary International convention in Toronto, Ontario, Canada.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation in favor of Mr. Fakhul Islam, Junior Officer, Local Office, Dhaka Zone, Dhaka to visit Canada for attending the program on 'Rotary International convention' for 11 (Eleven) days from 20-06-2018 to 30-06-2018 or from the date of travelling under the following terms and conditions :

- He will bear all expenses related to the visit. No expenditure will be bear by Sadharan Bima Corporation or the Government of Bangladesh.
- Approved travel time will be considered as Ex-Bangladesh leave.
- He will not be allowed to stay abroad more than the stipulated period
- This office order will be remain valid up to 03 (Three) months from the date of issue.

This order has been issued with the approval of appropriate authority.


16.05.2018
(Md. Nazim Uddin)
Manager (Administration)


Mr. Fakhul Islam
Junior Officer
Local Office
Sadharan Bima Corporation
Dhaka Zone, Dhaka.

Copy for kind information (not in seniority order):

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. General Manager (C.C), Sadharan Bima Corporation, Dhaka Zone, Dhaka.
3. Deputy General Manager, Administration Department, Sadharan Bima Corporation, Head office, Dhaka.
4. Assistant General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka to upload it in website.
5. Assistant General Manager, Local Office, Sadharan Bima Corporation, Dhaka Zone, Dhaka.
6. Ambassador, Embassy of Canada, Gulshan-1, Dhaka.
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
8. Personal File.
9. Master File.