



Sadharan Bima Corporation  
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33, Dilkusha, Commercial Area, Dhaka-1000,  
Bangladesh.



Record Number: 53.07.0000.201.91.001.21/ ২৪৭

Date: 09-04-2023

## Office Order

### **Subject: Ex-Bangladesh Leave.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation of Bangladesh in favour of the following official to visit Kingdom of Saudi Arabia under the following terms and conditions:

#### **Terms and conditions:**

Name of the Official	Mohiuddin Patwary, Junior Officer, Export Credit Guaranty (ECG) Department, Sadharan Bima Corporation, Head Office, Dhaka.
Accompanied by	Nasima Akter, Wife.
Country to visit	Kingdom of Saudi Arabia
Purpose of visit	For Performing of Holy Hajj.
Period	From 20-05-2023 to 03-07-2023 or for 45 days (Forty Five days) from the date of travelling (Including travel time).

- He will bear all expenses related to the visit. No expenditure will be borne by the Government of Bangladesh or Sadharan Bima Corporation.
  - He will draw all pay and allowance in local currency.
  - His travelling time will be treated as ex-Bangladesh leave.
  - As per provision of Rule 34 of Appendix VIII of BSR (Part-1) this approval will be valid for 35 days from 20-05-2023; and
  - He will not be allowed to stay abroad more than the stipulated period.
2. This order has been issued with the approval of proper authority.

(Md. Abdul Matin)

Assistant General Manager

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Copy for Kind Information and Necessary Action:

- Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
- General Manager, Human Resources Division, SBC, Head office, Dhaka.
- Assistant General Manager, IT Department, SBC, Head Office, Dhaka-with request to publish this office order in SBC'S website.
- Manager, Export Credit Guaranty (ECG) Department, SBC, Head Office, Dhaka.
- The Ambassador, Embassy of Saudi Arabia, Gulshan-2, Dhaka, Bangladesh.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/All Land Ports, Bangladesh.
- Md. Mohiuddin Patwary, Junior Officer, Export Credit Guaranty (ECG) Department, Head Office, Dhaka.
- Personal File/Master File.

Human Resources Department, Head Office (7<sup>th</sup> Floor), 33, Dilkusha Commercial Area, Dhaka-1000, Bangladesh. Post Box no-607, Telegram: 'Bima' Dhaka. Phone no: 02-41051618, 02-41051619, 02-41051620, Pabx: 41051480, Ext: 2700, 2701, 2702, 2703, 2704, Fax: 88-02-41052077  
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