



Sadharan Bima Corporation

Human Resources Department, Head Office

33, Dilkusha, C/A, Dhaka-1000, Bangladesh.

www.sbc.gov.bd

Record Number: 53.07.0000.201.91.001.21.1279/788

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	Habibur Rahman, Junior Officer, Administration Department, Sadharan Bima Corporation, Head Office, Dhaka.
Country to visit	Kingdom of Saudi Arabia
Purpose of visit	For Performing of Umrah Hajj.
Period	From 12-04-2023 to 26-04-2023 or for 15 days (Fifteen 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 12-04-2023; 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 (if applicable) 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.
- The Ambassador, Embassy of Kingdom of Saudi Arabia, Gulshan-2, Dhaka, Bangladesh.
- Executive Director/Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
- Habibur Rahman, Junior Officer, Human Resources Department, SBC, Head Office, Dhaka.
- Personal File
- Master File.