



# Sadharan Bima Corporation

## Human Resources Department

Head Office, Dhaka-1000.

No. 53.07.0000.201.91.001.21- 12364

Date: 12-09-2023

### 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 India under the following terms and conditions:

|                      |   |
|----------------------|---|
| Name of the Official | Mr. Md. Golam Soroar, Liftman, Administration Department, Sadharan Bima Corporation, Dhaka Zone, Dhaka. |
| Country to visit     | India   |
| Purpose              | For his Treatment   |
| Period               | From 17-09-2023 to 27-09-2023 Total 11 (Eleven) days.   |

**Terms and conditins:**

1. a) He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation.  
b) He will draw all pay and allowance in local currency.  
c) His travelling time will be treated as ex-Bangladesh leave.  
d) As per provision of Rule 34 of Appendix VIII of BSR (Part-1) this approval will be valid for 35 days from 17.09.2023.  
e) He will not be allowed to stay abroad more than the approved period, and
2. This order has been issued with the approval of proper authority.

  
(Md. Anwarul Islam)  
Assistant General Manager  


**Copy for kind information (not in order of seniority):**

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. General Manager, Human Resources Department, Sadharan Bima Corporation, Head office, Dhaka.
3. General Manager, Sadharan Bima Corporation, Zonal Office, Dhaka.
4. The Ambassador, Embassy of India, Gulshan-1, Dhaka.
5. Assistant General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order in SBC'S website.
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/All Land Port, Bangladesh.
7. Manager, Administration Department, Sadharan Bima Corporation, Zonal Office, Dhaka.
8. Mr. Md. Golam Soroar, Liftman, Administration Department, Sadharan Bima Corporation, Dhaka Zone, Dhaka.
9. Personal File.
10. Master File.