



Sadharan Bima Corporation

Human Resources Department, Head Office

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

www.sbc.gov.bd

Record Number: 53.07.0000.201.91.010.23/ ২৭০১

Date: 29-10-2023

Office Order

Subject: Ex-Bangladesh Leave.

The Undersigned is directed to convey the administrative approval no 53.00.0000.231.25.034.18.341; Date: 03-09-2023 by the Financial Institutions Division (Training Section), Ministry of Finance, Government of the Peoples Republic of Bangladesh and the authority of Sadharan Bima Corporation, Bangladesh has approved Ex- Bangladesh Leave in favor of the following official to visit Saudi Arabia under the following terms and conditions:

Name of the Official	Mrs. Sahana Ghani, Deputy General Manager Sadharan Bima Corporation, Zonal Office, Dhaka.
Country to visit	Saudi Arabia
Purpose of visit	For performing holy Umrah
Period	15 days (Fifteen days) from 01-11-2023 to 15-11-2023 (Including travel time).

Terms and conditions:

- She will bear all expenses related to the visit. No expenditure will be borne by the Government of Bangladesh or Sadharan Bima Corporation.
 - She will draw all pay and allowance in local currency.
 - Her travelling time will be treated as ex-Bangladesh leave;
 - She 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.
- General Manager, SBC, Zonal Office, Dhaka.
- Sahana Ghani, Deputy General Manager, SBC, Zonal 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/All Land Ports, Bangladesh.
- Personal File.
- Master File.