



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

No. 53.07.0000.201.91.001.21/2951

Date: 23-11-2023

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 Saudi Arabia under the following terms and conditions:

Name of the Official	Mosharaf Hossain, Senior Assistant, Chowmuhani Sub-branch, Noakhali, Cumilla Zone.
Country to visit	Saudi Arabia
Purpose	For Performing Umrah.
Period	From 01-12-2023 to 15-12-2023 or 15 (Fifteen) days from the date of travelling (Including travel time).

Terms and conditins:

- 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) His travelling time will be treated as ex-Bangladesh leave.
c) As per provision of Rule 34 of Appendix VIII of BSR (Part-1) this approval will be valid for 35 days from 01-12-2023, and
d) He will not be allowed to stay abroad more than the approved period.
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. The Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. General Manager, Human Resources Department, Sadharan Bima Corporation, Head office, Dhaka.
3. Assistant General Manager, Sadharan Bima Corporation, Zonal Office, Cumilla.
4. The Ambassador, Embassy of the Kingdom of Saudi Arabia, Gulshan-2, 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.
7. In-Charge, Chowmuhani Sub-branch, Noakhali, Sadharan Bima Corporation, Cumilla Zone.
8. Mosharaf Hossain, Senior Assistant, Chowmuhani Sub-branch, Noakhali, Sadharan Bima Corporation, Cumilla Zone.
9. Personal File.
10. Master File.