



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

No. 53.07.0000.201.91.001.21/2953.

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	Zubeda Khanom Chamely, Dispatcher, Farmgate branch, Dhaka Zone, Dhaka.
Country to visit	Kingdom of Saudi Arabia
Purpose	For Performing Holy Umrah.
Period	From 03-12-2023 to 20-12-2023 or 18 (Eighteen) days from the date of travelling (Including travel time).

Terms and conditions:

- a) She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation.
 - b) Her 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 03-12-2023, and
 - d) She 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. General Manager, Sadharan Bima Corporation, Zonal Office, Dhaka.
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, Farmgate branch, Dhaka, Sadharan Bima Corporation, Dhaka Zone.
8. Zubeda Khanom Chamely, Dispatcher, Farmgate branch, Dhaka, Sadharan Bima Corporation, Dhaka Zone.
9. Personal File/ Master File.