



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

No. 53.07.0000.201.91.001.21- 270

Date: 08-02-2024

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 11-02-2024 to 15-02-2024 Total 05 (five) days.

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) 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 11.02.2024.
 - 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.

Human Resources Department, Head Office, 33, Dilkusha Commercial Area, Dhaka-1000, Bangladesh.

Phone : 9552070,9553043, 9551226, FAX No: 88-02-9564197, Web: www.sbc.gov.bd

E-mail : sbimacorp.admn@gmail.com

C:\Users\SBC\Downloads\GO Letter of Foreign Tour (English) (1).doc