



# Sadharan Bima Corporation

Human Resources Department, Head Office  
33, Dilkusha, C/A, Dhaka-1000, Bangladesh.  
www.sbc.gov.bd

Record Number: 53.07.0000.201.91.001.21.499

Date: 14-03-2024

## Office Order

### **Subject: Ex-Bangladesh Leave.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation, Bangladesh in favour of the following official to visit abroad under the following terms and conditions:

#### **Terms and conditions:**

Name of the Official	Mohiuddin Patwary, Junior Officer, Export Credit Guaranty (ECG) Department, Sadharan Bima Corporation, Head Office, Dhaka
Country to visit	Saudi Arabia
Purpose of visit	For performing holy Umrah
Period	From 27-03-2024 to 10-04-2024 or 15 (fifteen) days from the date of travelling (including travel time)

- He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation.
- He will draw all pay and allowances in local currency.
- His travelling time will be treated as ex-Bangladesh leave.
- The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
- He will not be allowed to stay abroad for more than the approved period.

2. This order has been issued with the approval of the competent 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.
- Assistant General Manager, IT Department, SBC, Head Office, Dhaka-with request to publish this office order in SBC'S website.
- Manager, Export Credit Guaranty (ECG) Department, SBC, Head Office, Dhaka.
- The Ambassador, Embassy of Saudi Arabia, Gulshan-2, Dhaka, Bangladesh.
- Executive Director/Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
- Md. Mohiuddin Patwary, Junior Officer, Export Credit Guaranty (ECG) Department, Head Office, Dhaka.
- Personal File
- Master File.