



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

No. 53.07.0000.201.91.001.24. 702

Date: 08-04-2024

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 Saudi Arabia under the following terms and conditions:

Name of the Official	Afroza Khanom, Senior Assistant, SBC Securities & Investment Ltd, Head Office, Dhaka.
Country to visit	Kingdom of Saudi Arabia
Purpose	For Performing Holy Umrah.
Period	From 15-04-2024 to 30-04-2024 or 16 (Sixteen) days from the date of travelling (Including travel time).

Terms and conditins:

1. 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 15-04-2024, 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.


08.04.2024
(Md. Masudul Islam)
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. Chief Executive Officer, SBC Securities & Investment Ltd, Sadharan Bima Corporation, Head Office, Dhaka.
4. The Ambassador, Embassy of the Kingdom of Saudi Arabia, Gulshan-2, Dhaka.
5. Deputy 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. Afroza Khanom, Senior Assistant, SBC Securities & Investment Ltd, Sadharan Bima Corporation, Head Office, Dhaka.
8. Personal File.
9. Master File.