



(Replaced in Same Date and Number)
SADHARAN BIMA CORPORATION
Human Resources Department
Head Office, Dhaka-1000.
Web: www.sbc.gov.bd

No. 53.07.0000.233.25.001.23.839

Date: 06-05-2024

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. Manik Sutradhar, Office Assistant (M.L.S.S), Narsingdi Branch, Narayangonj Zone, Narayangonj.
Country to visit	India
Purpose	For treatment
Period	From 08-05-2024 to 21-06-2024 or 45 (Forty Five) days from the date of travelling (Including travel time).

Terms and conditins:

1. 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) This approval will be valid for 90 days from 08-05-2024, 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. Deputy General Manager, Sadharan Bima Corporation, Zonal Office, Narayangonj.
4. Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order in SBC'S website.
5. Immigration Officer, Hazrat Shahjalal International Airport/Land Port (all), Bangladesh.
6. Incharge, Narsingdi Branch, Sadharan Bima Corporation, Narayangonj Zone, Narayangonj.
7. Mr. Manik Sutradhar, Office Assistant (M.L.S.S), Narsingdi Branch, Narayangonj Zone, Narayangonj.
8. Personal File.
9. Master File.