



Sadharan Bima Corporation

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

Record Number: 53.07.0000.201.91.001.21.1165

Date: 12-06-2024

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 India under the following terms and conditions:

Name of the Official	Mohammad Arifur Rahman, Junior Officer, Accounts Department, Sadharan Bima Corporation, Zonal Office, Rajshahi.
Accompanied by	Md. Abdur Rouf-uncle
Country to visit	India
Purpose of visit	For treatment of his uncle.
Period	From 19-06-2024 to 03-07-2024 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.
- The High Commissioner, High Commission of India, Gulshan-1, Dhaka, Bangladesh.
- Executive Director/Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/All Land Ports, Bangladesh.
- Deputy General Manager, SBC, Zonal Office, Rajshahi.
- Deputy General Manager, IT Department, SBC, Head Office, Dhaka (with request to publish this office order on SBC'S website).
- Mohammad Arifur Rahman, Junior Officer, Accounts Department, Sadharan Bima Corporation, Zonal Office, Rajshahi.
- Personal File
- Master File.