



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. 3148

Date: 01-12-2024

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 Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

Terms and conditions:

Name of the Official	Shahala Alam, Junior Officer, Re-insurance Accounts Department, Head Office, Dhaka.
Country to visit	Kingdom of Saudi Arabia (KSA)
Purpose of visit	Performing of Umrah.
Period	From 15-12-2024 to 31-12-2024 or for 17 days (Seventeen days) from the date of travelling (Including travel time).

- She will bear all expenses related to the visit. No expenditure will be borne by the Government of Bangladesh or Sadharan Bima Corporation.
 - She will draw all pay and allowance in local currency.
 - Her 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
 - 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.

(Md. Anwarul Islam)

Assistant General Manager

Phone: 02-41051620

Fax: +880241052077

Email: anwarul.islam@sbc.gov.bd

Copy for kind information and necessary (if applicable) action (not in order of seniority):

- Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
- H.E Ambassador, Embassy of the Kingdom of Saudi Arabia, Gulshan-2, Dhaka, Bangladesh.
- General Manager, Human Resources Division, SBC, Head office, Dhaka.
- Deputy General Manager, IT Department, SBC, Head Office, Dhaka-with request to publish this office order in SBC'S website.
- Executive Director/Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
- Manager, Re-insurance Accounts Department, Head Office, Dhaka.
- Shahala Alam, Junior Officer, Re-insurance Accounts Department, SBC, Head Office, Dhaka.
- Personal File
- Master File.