



Sadharan Bima Corporation

Human Resources Department, Head Office

33, Dilkusha, C/A, Dhaka-1000, Bangladesh.

www.sbc.gov.bd

Record Number: 53.07.0000.201.91.001.21.16

Date: 02-01-2025

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	Azmeri Karim Jimmy, Junior Officer, Reinsurance (Marin-Cargo) Department, Sadharan Bima Corporation, Head Office, Dhaka.
Country to visit	Kingdom of Saudi Arabia (KSA).
Purpose of visit	Performing Holy Umrah.
Period	From 13-01-2025 to 01-02-2025 or 20 (Twenty) days from the date of travelling (including travel time).

- She will bear all expenses relating to the visit. No expenditure will be borne by the Government of Bangladesh or Sadharan Bima Corporation.
 - She will draw all pay and allowances 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 for more than the approved period.
2. This order has been issued with the approval of the competent authority.

(Md. Anwarul Islam)

Assistant General Manager

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Copy for kind information and necessary (if applicable) action:

- 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, Reinsurance Department, SBC, Head office, Dhaka
- Deputy General Manager, IT Department, SBC, Head Office, Dhaka (with request to publish this office order on SBC'S website).
- Executive Director/Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
- Azmeri Karim Jimmy, Junior Officer, Reinsurance (Marin-Cargo) Department, Sadharan Bima Corporation, Head Office, Dhaka.
- Personal File.
- Master File.

IT Department: Head Office
Date: 02/01/25
Entry No: 03