



(To be replaced by the same memo and date)
SADHARAN BIMA CORPORATION

Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.201.91.001.25.২৭২

Date: 09-02-2025

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 Saudi Arabia under the following terms and conditions:

Name of the Official	Md. Asadul Islam, Senior Assistant, Establishment Department, Zonal Office, Rajshahi.
Country to visit	Saudi Arabia.
Purpose	For Performing Holy Umrah.
Period	From 05-03-2025 to 24-03-2025 or 20 (Twenty) days from the date of travelling (Including travel time).

Terms and conditions:

- He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation.
 - His travelling time will be treated as ex-Bangladesh leave.
 - The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval; and
 - 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. Faruque Hossain)
Assistant General Manager


Copy for kind information (not in order of seniority):

- The Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
- General Manager, Human Resources Department, Sadharan Bima Corporation, Head office, Dhaka.
- Deputy General Manager, Sadharan Bima Corporation, Zonal Office, Rajshahi.
- The Ambassador, Embassy of the Kingdom of Saudi Arabia, Gulshan-2, Dhaka.
- ✓ Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order in SBC'S website.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Md. Asadul Islam, Senior Assistant, Sadharan Bima Corporation, Zonal Office, Rajshahi.
- Personal File.
- Master File.

Human Resources Department, Head Office, 33, Dilkusha Commercial Area, Dhaka-1000, Bangladesh.
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