



# SADHARAN BIMA CORPORATION

## Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.201.91.001.25 . ৪২৪

Date: 27-04-2025

## Office Order

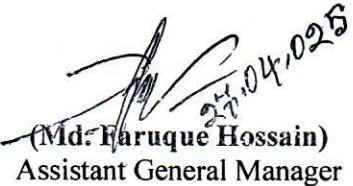
**Subject: Ex-Bangladesh Leave.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation of Bangladesh in favour of the following official to visit abroad under the following terms and conditions:

Name of the Official	Mohammad Mojammel Hoque, Senior Assistant, New Market Branch, Zonal Office, Dhaka.
Country to visit	Saudi Arabia.
Purpose	For Performing Holy Hajj.
Period	From 29-04-2025 to 12-06-2025 or 45 (Forty-five) 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;
  - 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. Faruque Hossain)  
Assistant General Manager

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

- Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
- General Manager, Human Resources Division, Sadharan Bima Corporation, Head office, Dhaka.
- General Manager, Sadharan Bima Corporation, Zonal Office, Dhaka.
- Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order on SBC'S website.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Mohammad Mojammel Hoque, Senior Assistant, Sadharan Bima Corporation, Newmarket Branch, Zonal Office, Dhaka.
- Office Copy.

IT Department, Head Office  
Date 26.08.25  
Entry No.: 808

Human Resources Department, Head Office, 33, Dilkusha Commercial Area, Dhaka-1000, Bangladesh.  
Phone : 41051618, 41051619,41051620; PB-EX: 41051480; Extn.2700, 2701, 2702, 2703,2704; Fax: 88-02-41052077

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