



SADHARAN BIMA CORPORATION

Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.000.233.25.0001.25- ২৬৫০

Date: 02-11-2025

Office Order

Subject: Ex-Bangladesh Leave.

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

Name of the Official	Morium Begum, M.L.S.S, Tongi Branch, Dhaka Zone, Dhaka.
Country to visit	Saudi Arabia
Purpose	For performing holy Umrah
Period	From 26-11-2025 to 11-12-2025 or 16 (Sixteen) days from the date of travelling (Including travel time).

Terms and conditions:

- a) She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation;
- b) She will draw all pay and allowances in local currency;
- c) Her travelling time will be treated as ex-Bangladesh leave;
- d) The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
- e) She will not be allowed to stay abroad more than the approved period.

2. This order has been issued with the approval of the competent authority.

Noor-A-Alam Rayhan Uddin Noor
Manager

(৭)

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

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. General Manager, Human Resources Division, Sadharan Bima Corporation, Head office, Dhaka.
3. General Manager, Sadharan Bima Corporation, Dhaka Zonal Office, Dhaka.
4. Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka (with request to publish this office order on SBC'S website).
5. Manager, Tongi Branch, Sadharan Bima Corporation, Dhaka Zone, Dhaka.
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
7. Morium Begum, M.L.S.S, Tongi Branch, Sadharan Bima Corporation, Dhaka Zone, Dhaka.
8. Office Copy.

IT Department, Head Officer
Date: 02.11.2025
Entry No: 2082