



SADHARAN BIMA CORPORATION

Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.233.99.008.22, ৭৪৩

Date: 04-03-2025

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	Md. Delowar Hosain, Office Assistant (M.L.S.S), Underwriting (Marine) Department, Local Office, Dhaka Zone, Dhaka.
Country to visit	Saudi Arabia
Purpose	For performing holy Umrah
Period	From 06-03-2025 to 20-03-2025 or 15 (Fifteen) 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 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 information/necessary 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, Dhaka 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).
- Assistant General Manager, Underwriting (Marine) Department, Sadharan Bima Corporation, Local Office, Dhaka Zone, Dhaka.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Md. Delowar Hosain, Office Assistant (M.L.S.S), Underwriting (Marine) Department, Local Office, Dhaka Zone, Dhaka.
- Office Copy.