



# Sadharan Bima Corporation

## Human Resources Department

Head Office, Dhaka-1000.

No. 53.07.0000.201.91.001.22. ১২৪৫

Date: 29-06-2025

### 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 Italy under the following terms and conditions:

Name of the Official	Md. Mahfujul Hoque, Senior Assistant, Law Department, Head Office, Dhaka.
Accompanied by	Nusrat Jahan Dola, wife.
Country to visit	Italy.
Purpose	To meet with his diseased father-in-law.
Period	From 03-07-2025 to 23-07-2025 or 21 (Twenty-one) days from the date of travelling (Including travel time).

**Terms and conditions:**

- (a) His father-in-law will bear all the expenses relating to this visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation;  
(b) He will draw his pay and allowances in local currency;  
(c) His 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) He will not be allowed to stay abroad more than the approved period.
- This order has been issued with the approval of proper authority.

  
(Md. Faruque Hossain)  
Assistant General Manager  
29.06.2025

**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.
- Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order in SBC's website.
- Manager, Law Department, Sadharan Bima Corporation, Head office, Dhaka
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Md. Mahfujul Hoque, Senior Assistant, Law Department, Head Office, Dhaka.
- Personal File/Master File.

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

Phone : 9552070,9553043, 9551226, FAX No: 88-02-9564197, Web: [www.sbc.gov.bd](http://www.sbc.gov.bd)

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IT Department, Head Office  
Date: 30-6-2025  
Entry No.: 562