



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

No. 53.07.0000.201.91.001.26-562

Date: 08-04-2026

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	Mr. Md. Golam Soroar, Liftman, Administration Department, Sadharan Bima Corporation, Dhaka Zone, Dhaka.
Country to visit	India
Purpose	For his Treatment
Period	From 12-04-2026 to 18-04-2026 Total 07 (seven) days. (Including travel time)

Terms and conditins:

- a) He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation.
b) He will draw all pay and allowances in local currency.
c) His travelling time will be treated as ex-Bangladesh leave.
d) As per provision of Rule 34 of Appendix VIII of BSR (Part-1) this approval will be valid for 35 days from 12.04.2026.
e) He will not be allowed to stay abroad more than the approved period, and
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):

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, 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. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/All I. and Port, Bangladesh.
6. Manager, Administration Department, Sadharan Bima Corporation, Zonal Office, Dhaka.
7. Mr. Md. Golam Soroar, Liftman, Administration Department, Sadharan Bima Corporation, Dhaka Zone, Dhaka.
8. Office Copy.

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

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