



SADHARAN BIMA CORPORATION

Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.000.201.91.002.26, ১৭৪০

Date: 29-07-2026

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	Md. Mahfujul Hoque (Passport No: A18000756), Junior Officer, Law Department, Head Office, Dhaka.
Country to visit	China.
Purpose	To accompany his wife joining a training program.
Period	From 30-07-2026 to 06-08-2026 or 8 (Eight) 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-I) 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

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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, Asset Management & Law Department, SBC, Head Office, Dhaka.
- ✓ 3. Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order on SBC'S website.
4. Deputy General Manager, Human Resources Department, SBC, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. Md. Mahfujul Hoque, Junior Officer, Law Department, SBC, Head Office, Dhaka.
7. Office Copy.

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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IT Department, Head Office
Date: 29.07.26
Entry No: 603