



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

Ref: SBC/HO/HRD/Tour/2022/২৭২৭

Date: 22-09-2022

Office Order

Sub: Administrative Approval of Hasina Akter, Senior Assistant, Claims Department, Zonal Office, Dhaka to visit India for 40 (Forty) days from 10-10-2022 to 18-11-2022 or from the date of travelling.

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation to Hasina Akter, Senior Assistant, Claims Department, Zonal Office, Dhaka to visit India for 40 (Forty) days from 10-10-2022 to 18-11-2022 or from the date of travelling under the following 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 allowance in local currency.
 - c) Her travelling time will be treated as Ex-Bangladesh leave.
 - d) She will not be allowed to stay abroad more than the approved period.
2. This order has been issued with the approval of proper authority.

(Md. Anwarul Islam)
Assistant General Manager

Hasina Akter
Senior Assistant
Claims Department
Sadharan Bima Corporation
Zonal Office, Dhaka.

Copy for kind information or necessary action (not in order of seniority):

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. General Manager, Human Resources Department, Sadharan Bima Corporation, Head office, Dhaka.
3. General Manager, Sadharan Bima Corporation, Zonal Office, Dhaka.
4. Assistant General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka (with request to publish this order on SBC website)
5. Assistant General Manager, Sadharan Bima Corporation, Claims Department, Zonal Office, Dhaka.
6. The Ambassador, Embassy of India, Gulshan-1, Dhaka.
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/All Land Port, Bangladesh.
8. Personal File.
9. Master File.

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

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