



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

Ref: SBC/HO/HRD/Tour/2022/৬২.

Date: 21-04-2022

Office Order

Sub: Administrative approval for serving as Senior Assistant Finance in the Destiny Inc., Grand Palace Tamachi-305, Shibaura 4-9-18, Minato-ku, Tokyo-1080023, Japan of Ms. Farhana Ferdous, Deputy Manager, Re-Insurance (Aviation) Department, Head Office, Dhaka.

The undersigned is directed to convey the administrative approval of the appropriate authority of Sadharan Bima Corporation in favour of Ms. Farhana Ferdous, Deputy Manager, Re-Insurance (Aviation) Department, Head Office, Dhaka to serve as Senior Assistant Finance in the destiny Inc., Grand Palace Tamachi-305, Shibaura 4-9-18, Minato-ku, Tokyo-1080023, Japan for 02 (Two) year with Lien from 10-05-2022 to 09-05-2024 as Ex- Bangladesh leave according to application dated: 18-04-2022 and as per terms and conditions of the approval No: 53.00.0000.231.25.034.18-76, Date: 04-04-2022 has been given by the Training Branch, Financial Institutions Division, Ministry of Finance, Government of the People's Republic of Bangladesh.


21.4.2022

(Md. Shahidul Hoque)

Assistant General Manager (HRD)



Mrs. Farhana Ferdous

Deputy Manager

Re- Insurance (Aviation) Department

Sadharan Bima Corporation

Head Office, Dhaka-1000.

Copy for kind information (not in seniority order):-

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. General Manager, Human Resources Division, Sadharan Bima Corporation, Head office, Dhaka.
3. General Manager, Reinsurance Department, Sadharan Bima Corporation, Head Office, Dhaka.
4. Deputy General Manager, Central Accounts Department, Sadharan Bima Corporation, Head Office, Dhaka.
5. Assistant General Manager, Accounts & Finance Department, Sadharan Bima Corporation, Head Office, Dhaka.
- ✓ 6. Manager, Welfare & Fixation Cell, Sadharan Bima Corporation, Head Office, Dhaka.
7. Senior Programmer, IT department, Sadharan Bima Corporation, Head Office, Dhaka. (with request to publish this order with GO on website).
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
9. 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

E-mail : sbimacorp.admn@gmail.com

C:\Users\HR-DM-1-ADMIN\Downloads\GO Letter of Foreign Tour (English).doc

No. 53.00.0000.231.25.034.18-76

Date : 04-04-2022

Managing Director
Sadharan Bima Corporation
Head Office, Dhaka

Subject: Permission for Foreign Employment.

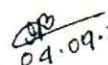
The undersigned is directed to inform that the Government of the People's Republic of Bangladesh is pleased to permit Ms. Farhana Ferdous, Deputy Manager, Re-insurance Aviation Division, Sadharan Bima Corporation, Head Office, Dhaka to serve in the post of Senior Assistant Finance at Destiny Inc., Grand Palace Tamachi-305, Shibaura-4-9-18, Minato-ku, Tokyo-1080023, Japan for a period of 02 (two) years with effect from the date she relinquishes her duties in the service under the government of Bangladesh under the terms and conditions mentioned below:

- (a) The period of her service with the foreign employer shall be counted from the date of relinquishment to the date prior to the date of resumption of her duties in the service of the Government of Bangladesh and her services for the same period will be treated as foreign service under the said foreign employer, with lien, on her post in the service of the Government of Bangladesh;
- (b) The period of her foreign employment shall be counted towards her seniority, annual increment of pay and retirement. No benefit other than those stipulated herein shall accrue to her for this period;
- (c) The Government of Bangladesh is at liberty to decide whether to extend the period of her absence, if she applies for such extension, from the service under the Government of Bangladesh. Even if such extension is approved, she shall automatically cease to be in the service under the Government of Bangladesh, under the provisions of Rule 34 of Part I of Bangladesh Service Rules, in the event of being absent for a continued period of five years;
- (d) During the period of her employment under the foreign employer, she shall not receive any pay or allowances (including travelling allowance, etc.) or leave from the Government of Bangladesh;
- (e) The Government of Bangladesh has no responsibility of regulating the terms of her leave or paying leave salary due in respect of such leave during the period of her employment under the foreign employer. No liability in respect of leave salary on account of such leave earned or taken during foreign employment shall devolve on the Government of Bangladesh or any organisation under it. The Government of Bangladesh will not recover any leave salary contribution from the foreign employer;
- (f) No expenses to be incurred in connection with her joining the post under the foreign employer or resuming her post in the service under the Government of Bangladesh after completion of foreign employment shall be borne by the Government of Bangladesh. During her service under the foreign employer, she will draw her pay and allowances, etc., from that employer as per terms of her employment with the foreign employer;
- (g) She will not be entitled to receive any leave salary from the Government of Bangladesh or from any organisation under it in respect of disability leave on account of any disability arising out of her employment with the foreign employer, even though the disability might manifest itself after the termination of her foreign employment;
- (h) During the period of her employment with the foreign employer, she will not be entitled to any medical facility in respect of self or members of her family at the expense of the Government of the People's Republic of Bangladesh;
- (i) The Government of the People's Republic of Bangladesh will not involve itself in any way in determining her terms to service with her foreign employer or in settling any dispute of any kind arising out of her employment with the foreign employer. However, she may be given consular, legal or any other form of help, if necessary, as a citizen of Bangladesh;
- (j) She will regularly pay her contributions to General/ Contributory Provident Fund, Group Insurance Premium and Benevolent Fund. Her pension contributions and leave salary contributions will be paid by herself or by her foreign employer. She shall also pay regularly to the Government Account the instalments of her House Building/Motor Car/Motorcycle/Bicycle Loan/advance and other loans or dues payable to the Government;
- (k) During the lien period she shall submit the required information (such as statement of assets, income tax return, etc.) as instructed by the Government from time to time;

- (l) If her contact address/telephone number/fax number or e-mail address is changed during the lien period, she immediately inform the concerned authority of it;
- (m) On termination of her foreign employment, she shall resume the duties of her post in Bangladesh immediately. In case of her failure to report to her employer in the Government of Bangladesh within the approved period of lien, the period of her absence beyond the approved period of lien will be treated as unauthorised absence and disciplinary actions will be taken against her;
- (n) The Government of Bangladesh may cancel the permission of foreign employment/lien at any time for public interest or for violation of any of the undertakings agreed by her;
- (o) During the period of her employment with the foreign employer, she shall pay 1% of her Basic Pay of such foreign employment to the Government Treasury Account. She shall submit a declaration duly attested by the employer regarding the salary drawn by her during the lien period;
- (p) On completion of foreign employment, she shall join her administrative workplace and inform the concerned authority permitting lien within 7 (seven) working days;
- (q) Before the completion of the approved period of foreign employment, she may join her administrative workplace with release order from the concerned foreign employer. In such a case, the concerned authority will take necessary action to cancel the remaining period of her lien;
- (r) She will comply with any other condition mentioned in the rules.

2. Violation of any of the terms and conditions mentioned above and also in the undertaking appended hereto may lead to cancellation of this lien and initiation of disciplinary actions against her.

To
The Government Servant concerned


04.09.2022
Minakshi Barman
Deputy Secretary
Phone: 55100858
e-mail: training@fid.gov.bd

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

1. Senior Secretary, Ministry of Foreign Affairs, Dhaka, Bangladesh
2. Director-General, Immigration & Passport, Agargaon, Dhaka, Bangladesh
3. Director, Hazrat Shah Jalal International Airport, Dhaka
4. PS to Secretary, Financial Institutions Division, Ministry of Finance, Dhaka
5. Immigration Officer, Hazrat Shah Jalal International Airport, Dhaka
6. General Manager, Exchange Control Department of Bangladesh Bank, Dhaka
7. Programmer, ICT Cell, Financial Institutions Division (with request to publish this GO on FID website)
8. Ms. Farhana Ferdous, Deputy Manager, Re-insurance Aviation Division, Sadharan Bima Corporation, Head Office, Dhaka