



Sadharan Bima Corporation

Human Resources Department

Head Office, Dhaka-1000.

Ref: SBC/HO/HRD/Tour/2022/ 698.



Date: 06-07-2022

Office Order

Sub: Administrative Approval of Mst. Rajia Sultana, Senior Assistant, Rajshahi Branch, Rajshahi Zone to visit India for his mother's treatment for 25 (Twenty-five) days from 15-07-2022 to 08-08-2022 or from the date of travelling.

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation to Mst. Rajia Sultana, Senior Assistant, Rajshahi Branch, Rajshahi Zone to visit India for her mother's treatment for 25 (Twenty-five) days from 15-07-2022 to 08-08-2022 or from the date of travelling under the following terms and conditions:

- She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation.
 - She will draw all pay and allowance in local currency.
 - Her travelling time will be treated as ex-Bangladesh leave; and Approved travel time will be considered as Ex-Bangladesh leave.
 - 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


Mst. Rajia Sultana
Senior Assistant
Rajshahi Branch
Sadharan Bima Corporation
Rajshahi Zone.

Copy for kind information (not in seniority order):

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. General Manager, Human Resources Department, Sadharan Bima Corporation, Head office, Dhaka.
3. The Ambassador, Embassy of India, Gulshan-1, Dhaka.
4. Deputy General Manager, Sadharan Bima Corporation, Zonal Office, Rajshahi.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/All Land Port, Bangladesh.
6. Incharge, Rajshahi Branch, Sadharan Bima Corporation, Rajshahi Zone.
7. Personal File.
8. 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

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