



SADHARAN BIMA CORPORATION

Administration Department, Head Office, Dhaka-1000.

Ref: SBC/HO/Admin./Tour/2020/ 49

Date : 06 -01-2020

Office Order

Sub: **Administrative Approval of Mrs. Ismat Ara, Junior Officer, Audit and Compliance Department, Head Office, Dhaka for visiting her relatives in Australia for 30 (Thirty) days from 03-02-2020 to 03-03-2020 or from the date of traveling.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation to Mrs. Ismat Ara, Junior Officer, Audit and Compliance Department, Head Office, Dhaka for visiting her relatives in Australia for 30 (Thirty) days from 03-02-2020 to 03-03-2020 or from the date of traveling under the following terms and conditions :

- a) She will bear all expenses related to the visit. No expenditure will be bear by Sadharan Bima Corporation or the Government of Bangladesh.
- b) Approved travel time will be considered as Ex-Bangladesh leave.
- c) She will not be allowed to stay abroad more than the stipulated period
- d) This office order will be remain valid up to 03 (Three) months from the date of issue.

This order has been issued with the approval of proper authority.


06.01.2020

(Md. Nazim Uddin)
Manager (Administration)

✓ **Mrs. Ismat Ara**
Junior Officer
Audit and Compliance Department
Sadharan Bima Corporation
Head Office, Dhaka.

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

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. Deputy General Manager, Administration Department, Sadharan Bima Corporation, Head office, Dhaka.
3. Deputy General Manager, Audit and Compliance Department, Sadharan Bima Corporation, Head office, Dhaka.
4. The Ambassador, Embassy of Australia, Gulshan, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. Personal File.
7. Master File.

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

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