



# SADHARAN BIMA CORPORATION

Administration Department, Head Office, Dhaka-1000.

Ref: SBC/HO/Admin./Tour/2018/ 2002 ,

Date : 12-07-2018

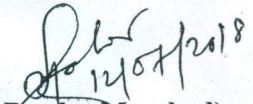
## Office Order

Sub: **Administrative Approval of Mr. Md. Kamal Hossain, Daftary, Real Estate Department, Head Office, Dhaka to visit religious and viewable places of Saudi Arabia for 45 (Forty Five) days from the date of travelling.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation to Mr. Md. Kamal Hossain, Daftary, Real Estate Department, Head Office, Dhaka to visit Saudi Arabia for performing Hajj for 45 (Forty Five) days from 01-08-2018 to 14-09-2018 or from the date of travelling under the following terms and conditions :

- He will bear all expenses related to the visit. No expenditure will be bear by Sadharan Bima Corporation or the Government of Bangladesh.
- Approved travel time will be considered as Ex-Bangladesh leave.
- He will not be allowed to stay abroad more than the stipulated period
- 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.

  
(Syed Daulat Morshed)  
Manager (Administration)

**Mr. Md. Kamal Hossain**  
Daftary  
Real Estate Department,  
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, Real Estate Department, Sadharan Bima Corporation, Head Office, Dhaka.
4. Embassy of Saudi Arabia, Gulshan, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. Personal File.
7. Master File.