



# SADHARAN BIMA CORPORATION

## Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.201.91.001.22. ৯৪৪

Date: 16-05-2024

### Office Order


**Subject: Ex-Bangladesh Leave.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation of Bangladesh in favour of the following official to visit Saudi Arabia under the following terms and conditions:

Name of the Official	Md Joynal Abdin, Doptori, Public Relations Department, SBC, Head Office, Dhaka.
Country to visit	Kingdom of Saudi Arabia.
Purpose	For Performing holy Hajj.
Period	From 09-06-2024 to 24-07-2024 or 45 (Forty-five) days from the date of travelling (Including travel time).

**Terms and conditions:**

- a) He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation.  
b) His travelling time will be treated as ex-Bangladesh leave.  
c) This approval will be valid for 90 days from 09-06-2024, and  
d) He 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

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

1. The Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. H.E. Ambassador, Embassy of Saudi Arabia in Dhaka, Bangladesh.
3. General Manager, Human Resources Department, Sadharan Bima Corporation, Head office, Dhaka.
- ✓ 4. Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order in SBC'S website.
5. Manager, Public Relations Department, SBC, Head Office, Dhaka.
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
7. Md Joynal Abdin, Doptori, Public Relations Department, SBC, Head Office, Dhaka.
8. Personal File/Master File.