Jiban Bima Corporation

Head Office, 24 motijheel, C/A Dhaka-1000.
www.jbc.gov.bd, email: info@jbc.gov.bd

Record Number: 53.19.0000.002.25.031.26-2289

Date:07.10.2026

Subject: Ex-Bangladesh leave.

In response to the officer's application dated 29/09/2026, the authority has granted permission for Ex-Bangladesh leave subject to the following terms and conditions:

Name of the Official	Mrs.Shahana Khatun, (Passport No. A11857736),Junior Officer, Jiban Bima Corporation, Establishment Department, Head Office, Dhaka1000.
Accompanied by	N/A
Country of visit	Saudi Arabia
Purpose	For Performing Holy Umrah
Period	From 25/10/2026 to 12/11/2026 or for a period of 19 (Ninteen)days from the date of travel (including travel time)

a. She will bear all expenses relating to the visit. No expenditure shall be become by the Government of Bangladesh or Jiban Bima Corporation;
b. Her travelling time will be treated as ex-Bangladesh leave;
c. The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for har approval; and.
d. She will not be allowed to stay abroad for more than the approved period.

2. This order has been issued with the approval of the competent Authority.

07-10-2026

(Md. Malek Miah)
Assistant General Manager-Admin
Phone:+880-02-223359487
E-mail: malekjbc99@gmail.com

Mrs.Shahana Khatun
Junior Officer (Jo-684, 40041816)
Jiban Bima Corporation
Establishment Department
Head Office, 24 Motijheel,Dhaka1000.

Copy for Kind Information and Necessary Action (Not According to Seniority):

1. General Manager – Administration, Jiban Bima Corporation, Head Office, Dhaka.
2. Deputy General Manager – ICT Division, Head Office, Dhaka (with a request to publish the permission letter on the Jiban Bima Corporation website).
3. Manager, JBC, Establishment Department, Head Office, Dhaka.
4. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.
5. PS to Managing Director (for the kind information of the Managing Director).
6. Personal File (Jo-684, 40041816).

জীবন বীমা কর্পোরেশন-আইসিটি ডিভিশন
এন্ট্রি নং 2259 তারিখ: 8/10/25
উপস্থাপন করুন/প্রয়োজনীয় ব্যবস্থা গ্রহন করুন/
আলোচনা প্রয়োজন।
ডিজিএম/এসএসএ/এসএ/সি. প্রোগ্রামার/ম্যানেজার

জেনারেল ম্যানেজার-আইসিটি