



SADHARAN BIMA CORPORATION

Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.201.91.001.25.২৭৭

Date: 16-02-2026

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. Rayhan Azad (Passport No-A03115847), Junior Officer, Sadharan Bima Corporation, Law Department, Head Office, Dhaka.
Accompanied by	Shamanta Rahman (Passport No-B00934856), Wife. Zahra Binte Rayhan (Passport No-A21208050), Daughter.
Country to visit	Saudi Arabia.
Purpose	For Performing Holy Umrah.
Period	From 10-03-2026 to 29-03-2026 or 20 (Twenty) days from the date of travelling (Including travel time).

Terms and conditions:

- He will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation;
 - He will draw all pay and allowances in local currency;
 - His travelling time will be treated as Ex-Bangladesh leave;
 - The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval; and
 - He 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.


(Md. Faruque Hossain)
Assistant General Manager

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Copy for kind consideration and necessary (if applicable) action (not in order of seniority):

- The Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
- General Manager, Human Resources Department, Sadharan Bima Corporation, Head office, Dhaka.
- The Ambassador, Embassy of the Kingdom of Saudi Arabia, Gulshan-2, Dhaka.
- ✓ Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order in SBC'S website.
- Manager, Law Department, SBC, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Md. Rayhan Azad, Junior Officer, Law Department, SBC, Head Office, Dhaka.
- Personal File.
- Master File.

Human Resources Department, Head Office, 33, Dilkusha Commercial Area, Dhaka-1000, Bangladesh.
Phone : 41051618, 41051619, 41051620; PB-EX: 41051480; Extn.2700, 2701, 2702, 2703, 2704; Fax: 88-02-41052077

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IT Department Head Office
Date: ১৭-০২-২৬
Entry No. ১৬৫