



# SADHARAN BIMA CORPORATION

## Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.000.201.91.001.26. ৫৫২

Date: 11-03-2026

## 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 abroad under the following terms and conditions:

Name of the Official	Afroza Akter (Passport No-A07773177), Junior officer, Claim Department, Head Office, Dhaka.
Country to visit	Saudi Arabia.
Accompanied by	Nabhan Ahemed (Passport No-A07762785), Son & Maimuna Ahmed Aria (Passport No-A15962235), Daughter.
Purpose	For Performing Holy Umrah.
Period	From 29-03-2026 to 12-04-2026 or 15 (Fifteen) days from the date of travelling (Including travel time).

### **Terms and conditions:**

- She will bear all expenses relating to the visit. No expenditure shall be borne by the Government of Bangladesh or Sadharan Bima Corporation;
- She will draw all pay and allowances in local currency;
- Her 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
- 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.

(Md. Faruque Hossain)  
Assistant General Manager

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

- Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
- Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order on SBC'S website.
- Deputy General Manager, Human Resources Department, SBC, Head Office, Dhaka.
- Assistant General Manager, Claim Department, SBC, Head Office, Dhaka.
- Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- Afroza Akter, Junior officer, Claim Department, SBC, Head Office, Dhaka.
- Office Copy.

IT Department, Head Office  
Date 12-03-2026  
Entry No: 273

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