



SADHARAN BIMA CORPORATION

Human Resources Department

Head Office, Dhaka-1000.

Web: www.sbc.gov.bd

No. 53.07.0000.000.201.91.002.26.1299

Date: 14-07-2026

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	Abdul Satter Bhuiyan (Passport No-A22033558), L.D Cum-Typist, Capital Investment Department, Head Office, Dhaka.
Country to visit	Saudi Arabia.
Purpose	For Performing Holy Umrah.
Period	From 19-07-2026 to 07-08-2026 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-I) 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

4

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

1. Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
2. Deputy General Manager, IT Department, Sadharan Bima Corporation, Head office, Dhaka-with request to publish this office order on SBC'S website.
3. Deputy General Manager, Human Resources Department, SBC, Head Office, Dhaka.
4. Assistant General Manager, Capital Investment Department, SBC, Head Office, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. Abdul Satter Bhuiyan, L.D Cum-Typist, Capital Investment Department, SBC, Head Office, Dhaka.
7. Office Copy.

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 28-09-26
Entry No. 906,