



Sadharan Bima Corporation
Human Resource Department
www.sbc.gov.bd
33, Dilkusha Commercial Area,
Dhaka-1000, Bangladesh.

স্মারক নম্বর: ৫৩.০৭.০০০০.২০১.০২.০০৬.২২.২৩১/৫৫২

তারিখ: ১৪ ফাল্গুন ১৪২৮

২৭ ফেব্রুয়ারি ২০২২

বিষয়: **Administrative Approval of Mr. Md. Mostafa Kamal, Junior Officer (P.R.L.), Reinsurance (Marine-Hull) Department, Head Office, Dhaka to visit KSA (Kingdom Of Saudi Arabia) for Umrah Pilgrimage for 20 (Twenty) days from 15-03-2022 to 03-04-2022 or from the date of travelling.**

The Undersigned is directed to convey the administrative approval of Sadharan Bima Corporation to Mr. Md. Mostafa Kamal, Junior Officer (P.R.L.), Reinsurance (Marine-Hull) Department, Head Office, Dhaka to visit KSA (Kingdom Of Saudi Arabia) for Umrah Pilgrimage for 20 (Twenty) days from 15-03-2022 to 03-04-2022 or from the date of travelling under the following terms and conditions :

- He will bear all expenses related to the visit. No expenditure will be borne by Sadharan Bima Corporation or the Government of Bangladesh.
- Approved travel time will be considered as Ex-Bangladesh leave.
- He will not be allowed to stay abroad more than the stipulated period
- This office order will be remain valid up to 03 (Three) months from the date of issue.

This order has been issued with the approval of proper authority.

২৭-২-২০২২

মোঃ সহিদুল হক

সহকারী জেনারেল ম্যানেজার

Mr. Md. Mostafa Kamal, Junior
Officer (P.R.L.), Reinsurance
(Marine-Hull) Department, Head
Office, Dhaka.

স্মারক নম্বর: ৫৩.০৭.০০০০.২০১.০২.০০৬.২২.২৩১/৫

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২৭ ফেব্রুয়ারি ২০২২

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) Managing Director, Sadharan Bima Corporation, Head office, Dhaka.
- ২) General Manager, Human Resource Department, Sadharan Bima Corporation, Head office, Dhaka.
- ৩) General Manager, Reinsurance Department, Sadharan Bima Corporation, Head Office, Dhaka.
- ৪) The Ambassador, Embassy of Saudi Arabia, Gulshan-2, Dhaka.
- ৫) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh.
- ৬) Mr. Md. Mostafa Kamal, Junior Officer (P.R.L), Reinsurance (Marine-Hull) Department, Head Office, Dhaka.
- ৭) Personal File.
- ৮) Master File.



২৭-২-২০২২

এ. বি. এম. মোস্তাফিজুর রহমান
ডেপুটি ম্যানেজার