



**Office Order**

No: 37.02.0000.101.25.007.18- 24615/13


Date: 12/09/2019

Directorate of Secondary and Higher Education, Ministry of Education, Government of the People's Republic of Bangladesh, has been sanctioned Ex-Bangladesh leave on humane ground in favour of the following officers of BCS (General Education) cadre for the mentioned country and time schedule under the terms and conditions below:

Sl. No	Name, Designation and Present Working Place	Country	Traveling purpose, time Schedule and type of leave
1.	Mrs. Sabina Begum ID No-013884 Assistant Director Planning and Development Wing Directorate of Secondary and Higher Education, Ministry of Education Bangladesh, Dhaka.	India	For the treatment of the officer from 25/09/2019 to 28/09/2019 or from the date of handover of the charge total earned leave for 4 days (full average pay). Applicants husband Mr. Md Aminur Islam will accompany her.
2.	Mr. Md. Hafijur Rahman ID No-15751 Project Officer Development of Selected Non Govt. Colleges along with ICT Facilities for Improving Quality of Education Project. Directorate of Secondary and Higher Education, Ministry of Education Bangladesh, Dhaka.	India	For the treatment of his Nephew, as an attendant, from 16/09/2019 to 20/09/2019 or from the date of handover of the charge total earned leave for 5 days (full average pay).

**Terms and Conditions:**

- He/She will not be allowed to overstay abroad beyond the sanctioned time;
  - All related expenses of the travel will be borne by him/her personally;
  - He/She will draw his/her pay and allowances in local currency as per rules, no part of it should be drawn in foreign currency;
  - He/She will report the concerned authority soon after his return;
  - The stated travelling expenses will have to be shown in the income tax return as per rules;
2. This order is issued with the approval of the competent authority.

  
12/09/2019  
(Zakir Hossain-15106)

Assistant Director (General Administration)

Phone:+88-02-9556432

Date: 12/09/2019

No: 37.02.0000.101.25.007.18- 24615/13

**Copy forwarded for information (Not in the order of seniority) :**

- Sr. Secretary, Secondary and Higher Education Division, Ministry of Education, Secretariat of Bangladesh, Dhaka.
- Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
- Director General, Directorate of Immigration and Passport, Agargaon, Dhaka.
- Director (College & Administration/Planning & Development), Directorate of Secondary and Higher Education, Bangladesh, Dhaka.
- Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka.
- Chairman, Bangladesh Civil Aviation Authority.
- Immigration Officer, Departure Department, .....
- Immigration Officers, All concerned immigration port, .....
- Foreign Currency Controller, Bangladesh Bank, Dhaka
- Mr.....
- EMIS Cell, Directorate of Secondary and Higher Education, Bangladesh, Dhaka (With the request for publication on the website).
- P/A to Director General Directorate of Secondary and Higher Education, Bangladesh, Dhaka.
- Office Copy.