



Government of the People's Republic of Bangladesh
Directorate of Secondary and Higher Education
Bangladesh, Dhaka.
www. dshe. gov. bd



No: 37.02.0000.103.25.003.21.278

Date: 15.02.2023

Office Order

The undersigned is directed to inform that the authority is pleased to grant Ex-Bangladesh leave to the officers mentioned in the table below under the following terms & Condition:

Serial No	Name, Designation & Present Address	Name of the Country	Purpose & Duration	Types of Leave
1.	Mr. MIR RAHAT MASUM (16398) Assistant Director (College-4) Directorate of Secondary and Higher Education (DSHE) Bangladesh, Dhaka.	India	For the purpose of Visiting Historical Places & Medical Checkup in India with earned leave on full average pay (Ex-Bangladesh leave) for 15 (Fifteen) days from 28.03.2023 to 11.04.2023 or from the charge hand over date to 15 (Fifteen) days.	Earned leave on full average pay
2.	Mrs. FARJANA RASUL (16584) Assistant Professor (Political Science) OSD at the Directorate of Secondary and Higher Education (DSHE) Bangladesh, Dhaka. Attachment: Assistant Director, Non-Government Teachers' Registration and Certificate Authority (NTRCA)	India	For the purpose of Visiting Historical Places & Medical Checkup in India with earned leave on full average pay (Ex-Bangladesh leave) for 15 (Fifteen) days from 28.03.2023 to 11.04.2023 or from the charge hand over date to 15 (Fifteen) days.	Earned leave on full average pay

Terms and Conditions:

- The Officers will not be allowed to overstay abroad beyond the sanctioned time;
- The Officers will report to the concerned authority soon after their coming back to the home country;
- The Officers will draw their pay and allowances in local currency as per rules, no part of it should be drawn in foreign currency;
- All related expenses of the travel will be borne by themselves; and
- The stated travelling expenses will have to be shown in the income tax return as per rules.

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f) The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable in this regard. This is to say, the officers has to start their leave within the 35 (Thirty Five) days from the date of this order as this order will not remain in force after the 35 (Thirty Five) days from the making thereof.

2. This order has been issued with the approval of the competent authorities.

Tanvir
15.02.2023

(Md. Tanvir Hasan)
Assistant Director (College-2)

No: 37.02.0000.103.25.003.21.278(11)

Date: 15.02.2023

Copy for kind information and Necessary Action (Not as per Seniority):

1. Secretary, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
2. Senior Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
3. Director General, Directorate of Immigration and Passport, Agargaon, Dhaka.
4. Chairman, Bangladesh Civil Aviation Authority, Bangladesh, Dhaka.
5. Immigration Officer, Departure Department.....
6. Chief Accounts Officer Ministry of Education, 45 Purana Paltan, Dhaka.
7. Principal
8. Mr/Mrs.....
9. Division/ District/Upazilla accounts officer.....
10. Personal Assistant to the Director General, Secondary and Higher Education Department, Bangladesh, Dhaka.
11. Office Copy.