

Memo No: 37.20.0000.001.018.085.2015/972(A) [www.banbeis.gov.bd](http://www.banbeis.gov.bd)

Date: 02 March 2026

## OFFICE ORDER

The undersigned is directed to convey the sanction of Ex-Bangladesh earned leave in favor of Mr. Sukanto Mondal (Passport No: BGD-A07688982), Lab Assistant, Upazila ICT Training and Resource Centre for Education (UITRCE) under the Bangladesh Bureau of Educational Information and Statistics (BANBEIS) to travel India for medical treatment from 01.03.2026 to 30.03.2026 or for 30 (thirty) days from the commencement of leave under the following terms and conditions:

- a. All related expenses will be borne by himself. There will be no financial involvement of the BANBEIS/Government in this travel and expenses will be shown in his income tax return;
  - b. He will draw his pay and allowances in local currency;
  - c. He will not extend the leave and join the workplace in due time;
  - d. The leave will have to be adjusted with his Earned Leave on average pay;
  - e. The provision of Clause-34 of Appendix-viii of Rule-234 of BSR (Part-1) will be applicable for this approval;
  - f. The leave will be counted from the date of departure or transfer of charges.
02. It is to be noted that Mr. Sukanto Mondal's two children Projesh Mondal (Passport No. BGD-A08088444) & Tarika Mondal (Passport No. BGD-A07688979) will accompany him during this travel.
03. This order is issued with the approval of the competent authority.

  
02.03.2026

(Md. Mamun Shahriar)  
Deputy Director (Admin)  
Phone: 41060753  
Email: dd\_admin@banbeis.gov.bd

Memo No: 37.20.0000.001.018.085.2015/972(A)/1(10)

Date: 02 March 2026

**Copy for kind information and necessary action (Not in the order of seniority):**

1. Director General, Directorate of Immigration and Passport, Agargaon, Dhaka.
2. Director, BANBEIS, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Dhaka.
4. Director, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.
5. Deputy Director (Finance), Admin & Finance Division, BANBEIS.
6. Assistant Programmer-3, ICT Division, BANBEIS (with request to upload the office order at BANBEIS website).
7. Assistant Programmer, UITRCE, Monirampur, Jessore.
8. Mr. Sukanto Mondal, Lab Assistant, UITRCE, Monirampur, Jessore.
9. PA to Director General, BANBEIS (for kind information to The Director General).
10. Office Copy.

  
02.03.2026

(Md. Mamun Shahriar)  
Deputy Director (Admin)  
Phone: 41060753  
Email: dd\_admin@banbeis.gov.bd