

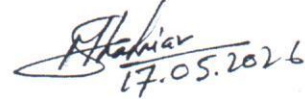
**Memo No:** 37.20.0000.001.018.175.2015/ 1208 (A)

**Date:** 17 May 2026

### OFFICE ORDER

The undersigned is directed to convey the sanction of Ex-Bangladesh earned leave in favor of Mr. Rajib Chakra Barty (Passport No: BGD-A20708070), Office Assistant cum-Computer Typist, Bangladesh Bureau of Educational Information and Statistics (BANBEIS) to travel India for "pilgrimage" from 15 May 2026 to 13 Jun 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. This order is issued with the approval of the competent authority.



(Md. Mamun Shahriar)  
Deputy Director (Admin)  
Phone: 41060753

Email: dd\_admin@banbeis.gov.bd

**Memo No:** 37.20.0000.001.018.175.2015/ 1208 (A)

**Date:** 17 May 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. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/land ports (all), Bangladesh;
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 to the BANBEIS website).
7. PA to Director General, BANBEIS (for kind information to The Director General).
8. Mr. Rajib Chakra Barty, Office Assistant cum-Computer Typist, BANBEIS, Dhaka.
9. Office Copy.



(Md. Mamun Shahriar)  
Deputy Director (Admin)  
Phone: 41060753

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