

Government of the People's Republic of Bangladesh
Bangladesh Bureau of Educational Information and Statistics (BANBEIS)
Secondary and Higher Education Division
Ministry of Education
1, Zahir Raihan Road (Palashi-Nilkhet), Dhaka-1205
www.banbeis.gov.bd

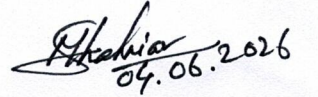
Memo No: 37.20.0000.001.018.191.2015/1280

Date: 04 June 2026

OFFICE ORDER

The undersigned is directed to convey the sanction of Ex-Bangladesh earned leave in favor of Mr. Madhab Paik (Passport No: BGD-A19639426), Lab-Assistant, Upazila ICT Training and Resource Centre for Education (UITRCE), Kalkini, Madaripur, (BANBEIS) to travel India for medical treatment at his son from 08 June 2026 to 07 July 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/UITRCE/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. Madhob Paik's wife Sonjita Biswas (Passport No. BGD-A09920832), Son Ayush Paik (Passport No. BGD-A09920831) and Daughter Arushi Paik (Passport No. BGD-A09920836) will accompany him during this travel.
03. This order is issued with the approval of the competent authority.


04.06.2026

(Md. Mamun Shahriar)
Deputy Director (Admin)

Phone: 41060753

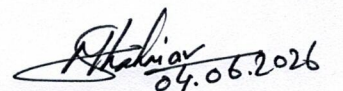
Email: dd_admin@banbeis.gov.bd

Memo No: 37.20.0000.001.018.191.2015/1280/1(U)

Date: 04 June 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. Assistant Programmer, UITRCE, Kalkini, Madaripur.
8. Upazila Account Officer, Kalkini, Madaripur.
9. PA to Director General, BANBEIS (for kind information to The Director General).
10. Mr. Madhab Paik, Lab Assistant, UITRCE, Kalkini, Madaripur.
11. Office Copy.


04.06.2026

(Md. Mamun Shahriar)
Deputy Director (Admin)

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