



Bangla Academy

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Ref : Pra.Pa.Pro/Prati-Su-439/2005/756/10/BA

Date: 06.04.2026

Office Order

Saera Habib, Deputy Director Of Translation Sub-division, Bangla Academy, Dhaka (Passport No-A00981633) has been granted leave for a foreign tour to Sri Lanka and Malaysia from 03.05.2026 to 17.05.2026 for 15 days during which she would travel to Sri Lanka and Malaysia to visit various religious and historical places. She has also been permitted to leave the work-station.

2. Government of the People's Republic of Bangladesh and Bangla Academy will not have any financial bearing for her tour.
3. Without pre-permission of the authority she will not extend the duration of her tour.

By the order of the Director General

Signed: Samir Kumar Sarker
Director

Administration, Human Resource Development & Planning Division
Bangla Academy, Dhaka


Saera Habib
Deputy Director
Translation Sub-division
Bangla Academy, Dhaka

Ref : Pra.Pa.Pro/Prati-Su-439/2005/756/10/BA

Date: 06.04.2026

Copies for kind information and necessary action (not as per seniority) :

1. His Excellency High Commissioner, High Commission of Sri Lanka, Dhaka, Bangladesh
2. His Excellency High Commissioner, High Commission of Malaysia, Dhaka, Bangladesh
3. Director, Administration, Human Resource Development and Planning Division, Bangla Academy, Dhaka
4. Deputy Director, Admin/Accounts & Budget, Sub-Division, Bangla Academy, Dhaka
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka, Bangladesh
6. Concerned Officer, Website Management, Bangla Academy, Dhaka
7. Office, Director General, Bangla Academy, Dhaka
8. Office, Secretary, Bangla Academy, Dhaka
9. Concerned File


Waledur Rahaman Khan
Deputy Director (in-charge)
Administration Sub-Division
Bangla Academy, Dhaka
Tel : 02-58611239