

Record Number: 05.10.0000.002.13.034.19.63

Date: 16-04-2026

Office Order

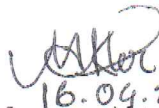
The undersigned is directed to convey the administrative sanction of Ex-Bangladesh Earned Leave (on full average pay) in favour of the following employee for the mentioned period, in accordance with Rule 3(1)(ii) of the Prescribed Leave Rules, 1959, under the terms and conditions governing the approval as specified below.

Name, Designation and Posting	Duration of Approved Leave	Reason and Place of Visit
Shahanaj Parvin Deputy Administrative Officer Office of the Upazila Nirbahi Officer, Mirzaganj, Patuakhali. (On Deputation: Office of the Deputy Commissioner, Patuakhali) Passport No. A16363889	From 04 May 2026 to 14 June 2026 or 42 (forty two) days from the date of commencement of the leave	Visit to Saudi Arabia for performing Holy Hajj and visiting religious historical places

02. Terms and Conditions:

- The employee must inform his appropriate controlling authority of the exact date of commencement of leave in advance;
- As per provision of clause 34 of Appendix VIII of Rule 234 of BSR (Part-I), the sanctioned leave must be availed within 35 (thirty-five) days from the date of this approval;
- No financial responsibility shall be attributed to the Government of Bangladesh and all expenses related to this visit shall be borne by the employee personally;
- The employee shall draw the usual pay and allowances during the approved leave period in local currency (Bangladeshi Taka);
- She will not be allowed to stay abroad beyond the approved period. Upon return, the employee shall resume official duties promptly.

03. This order is issued with the approval of the competent authority.


16.04.2026
(Masuma Akter)

Senior Assistant Commissioner
Phone: 02478864219
Email: divcomestab2@gmail.com

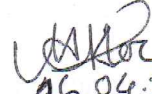
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Copy for Kind Information and Necessary Action (Not in the order of seniority):

- Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka;
- Secretary, Ministry of Foreign Affairs, Bangladesh Secretariat, Dhaka;
- Director General, Department of Immigration and Passports, Dhaka;
- Director, Hazrat Shahjalal International Airport, Dhaka;
- Deputy Inspector General (Immigration), Special Branch, Bangladesh Police, Dhaka (with a request to inform all concerned immigration officers about this order);
- Deputy Commissioner, Patuakhali;
- Superintendent of Police (Immigration Admin), Special Branch, Bangladesh Police, Dhaka;

08. Upazila Nirbahi Officer, Mirzaganj, Patuakhali;
09. Personal Secretary to the Divisional Commissioner, Barishal (for kind acknowledgement of the Divisional Commissioner, Barishal);
10. Assistant Commissioner, ICT Section, Office of the Divisional Commissioner, Barishal (with a request to upload the office order on the official website of the Divisional Commissioner, Barishal);
11. Upazila Accounts and Finance Officer, Mirzaganj, Patuakhali;
12. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka;
13. Shahanaj Parvin, Deputy Administrative Officer, Office of the Upazila Nirbahi Officer, Mirzaganj, Patuakhali (On Deputation: Office of the Deputy Commissioner, Patuakhali).



16.04.2026
(Masuma Akter)

Senior Assistant Commissioner