



Government of the People's Republic of Bangladesh  
Bangladesh Post  
Directorate of Posts, Dak Bhaban  
Sher-E-Bangla Nagar, Agargaon, Dhaka-1207  
www.bdpost.gov.bd



Record Number: 14.31.0000.029.08.005.21.520

Date: 17/12/2022

**Office Order**

Under Provision of the Prescribed Leave Rules, 1959, Ex-Bangladesh Leave (earned) has been granted to SUROVY SHARMIN, Assistant Postmaster, Rangpur Head Post Office, Rangpur for the purpose of performing Umrah in Saudi Arabia accompanied by her father from 16/12/2022 to 08/01/2023 or 24 (twenty four) days from the date of enjoying the leave under the terms & conditions mentioned below:-

1. This approval is applicable for a single visit to Saudi Arabia only;
2. The expenditure relevant to this visit will be borne by her and the Government of Bangladesh will not bear any cost in local or foreign currency.
3. Under no condition leave will be extended. If the leave extension is urgent, the application will have to be forwarded subject to leave deposit through the concerned Bangladesh High Commission Office.
4. She will draw her usual pay and allowances from Bangladesh in local currency.
5. She must return to the country within the stipulated time limit & join this office.
6. This order is issued with the approval of competent authority.
7. This order will remain valid under Rule No 34 of BSR.

17-12-2022

Md. Altafur Rahman  
Director (Staff and  
Establishment)  
Phone: 0258160706

Record Number:

14.31.0000.029.08.005.21.520/1(8)

Date: 17/12/2022

Copy for Kind Information and Necessary Action,

- 1) H.E. Ambassador, Saudi Arabia Embassy in Dhaka, Bangladesh, House 5 (NE) L,Road 83,Gulshan-2,Dhaka-1212
- 2) Director General, Department of Immigration & Passports, Agargaon, Dhaka.
- 3) General Manager (G) , FOREIGN EXCHANGE POLICY DEPARTMENT Bangladesh Bank, Motijheel, Dhaka-1000
- 4) Postmaster General, Postmaster General's Office Northern Territory, Rajshahi (Vide his Letter no-14.31.8100.313.25.031.22.280(1) Dated: 12/12/2022)
- 5) Programmer, Central ICT Cell, Directorate of Post (With the request to upload in website)
- 6) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chittagong/ Osmany International Airport, Sylhet
- 7) SUROVY SHARMIN, Assistant Postmaster, Rangpur Head Post Office, Rangpur
- 8) Office copy



17-12-2022

**MITHUN CHANDRA DAS**  
Section Officer  
(Establishment)