



**Record Number:** 14.31.0000.029.08.013.23.1302

**Date:** 23 Sep 2024

**Office Order**

Under Provision of the Prescribed Leave Rules, 1959, Ex-Bangladesh Leave (Earned) has been granted to Tanjima Akter, Upper Division Assistant, Directorate of Posts, Dak Bhaban, Dhaka for the purpose of performing Umrah in Saudi Arabia from 10/10/2024 to 24/10/2024 or 15(Fifteen) 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.



23-09-2024

Md.Atafur Rahman  
Director (Staff and Establishment)  
02-58160706  
atafur.rahman@bdpost.gov.bd

**Record Number:**

**Date:** 23 Sep 2024

**(Not in the order of**

**Copy for Kind Information and Necessary Actions seniority)**

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 and Passport, Agargaon, Dhaka-1207;
3. General Manager (G), Foreign Exchange Policy Department, Bangladesh Bank, Dhaka., Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.;
4. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/ Osmani International Airport, Sylhet.;
5. Administrative Officer (Additional charge), Directorate of Post, Dak Bhaban, Dhaka (Vide his Letter no -14.31.0000.031.08.021.22.424 ; Dated: 18/09/2024;
6. Programmer, Central ICT Cell, Directorate of Post (With a request to publish the notification in

Website).;

7. Accounts Officer, Directorate of Post, Dak Bhaban, Dhaka;

8. Tanjima Akter, Upper Division Assistant, Directorate of Posts, Dak Bhaban, Dhaka and

9. Office copy.



A handwritten signature in black ink, appearing to be 'Mithun Chandra Das', written over a rectangular stamp area.

23-09-2024

MITHUN CHANDRA DAS  
Section Officer (Establishment)