



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

**Record Number:** 14.31.0000.029.08.013.23.1331

**Date:** 08 Oct 2024

### Office Order

Under Provision of the Prescribed Leave Rules, 1959, Ex-Bangladesh Leave (Earned) has been granted to Jasmin Akter, Photocopy Operator, Directorate of Posts, Dak Bhaban, Dhaka to participate in the 6th UNI Apro Regional Conference 20 November, 2024 to 22 November 2024 in Bangkok, Thailand organized by UNI Asia & Pacific from 17/11/2024 to 23/11/2024 or 07(Seven) days from the date of enjoying the leave under the terms & conditions mentioned below:

1. This approval is applicable for a single visit to Thailand 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 Bangladesh within the stipulated time limit & join her office.
6. This order is issued with the approval of competent authority.

08-10-2024

AL MAHBUB

Director (Staff and Establishment)

(Additional charge)

al.mahbub@bdpost.gov.bd

**Record Number:** 14.31.0000.029.08.013.23.1331/1 (10)

**Date:** 08 Oct 2024

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

1. H.E. The Ambassador, Embassy of Thailand in Dhaka, Bangladesh. Address: 18 & 20, Madani Avenue, Baridhara, Dhaka-1212 Bangladesh;
2. Director General, Department of Immigration and Passport, Agargaon, Dhaka-1207;
3. Additional Director General (Mails), Additional Director General (Postal Services), Directorate of Post;
4. General Manager (G), Foreign Exchange Policy Department, Bangladesh Bank, Dhaka., Foreign Exchange Policy Department, Bangladesh Bank, Dhaka.;
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/ Osmani International Airport, Sylhet.;
6. Administrative Officer (Additional charge), Directorate of Post, Dak Bhaban, Dhaka (Vide his Letter no

-14.31.0000.031.08.021.22.469 ; Dated: 08/10/2024;

7. Programmer, Central ICT Cell, Directorate of Post(With a request to publish the notification in Website).;

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

9. Jasmin Akter, Photocopy Operator, Directorate of Posts, Dak Bhaban, Dhaka and

10. Office copy.



A handwritten signature in black ink, located above the name of the signatory.

08-10-2024

MITHUN CHANDRA DAS  
Section Officer (Establishment)