



Government of the People's Republic of Bangladesh
Directorate of Posts, Dak Bhaban
Sher-e- Bangla Nagar, Agargaon, Dhaka-1210
Establishment Section
www.bdpost.gov.bd



Record Number: 14.31.0000.000.029.08.0008.26.51

Date: 16 Feb 2026

Office Order

Under Provision of the Prescribed Leave Rules, 1959, Ex-Bangladesh Leave (earned) has been granted to Md Habibur Rahman, Supervisor, Postal Life Insurance Regional Office, Eastern Region, Dhaka (Passport No-A14945496) for the purpose of performing Umrah in Saudi Arabia accompanied by his one son and one daughter from 03/03/2026 to 22/03/2026 or 20(Twenty) 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 him 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. He will draw his usual pay and allowances from Bangladesh in local currency.
5. He must return to Bangladesh within the stipulated time limit & join her office.
6. This order is issued with the approval of competent authority.

16-02-2026

MOUSHUMI RAHMAN

Director (Staff and Establishment)
(Additional Responsibility)

Phone : 02-58160706

E-mail : abu.taleb@bdpost.gov.bd

Record Number: 14.31.0000.000.029.08.0008.26.51/1 (8)

Date: 16 Feb 2026

Copy for Kind Information and Necessary Action (Not in the order of 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 Passports, Agargaon, Dhaka,
;
3. General Manager, General Manager's Office, General Manager Office, Postal Life Insurance, East Dhaka (Vide his Letter no-14.31.0000.000.606.08.0001.25.12 ; Dated: 04/02/2026).;

4. General Manager(G), FOREIGN EXCHANGE POLICY DEPARTMENT, Bangladesh Bank, Motijheel, Dhaka.,
;
5. Programmer, Central ICT Cell, Directorate of Post(With a request to publish the notification in Website).;
6. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/ Osmani International Airport, Sylhet.,
;
7. Md Habibur Rahman, Supervisor, Postal Life Insurance Regional Office, Eastern Region, Dhaka, and
8. Office copy,
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A handwritten signature in black ink, appearing to read 'Sudip Chakma', positioned above the typed name.

16-02-2026
SUDIP CHAKMA
Section Officer (Establishment)