



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](http://www.bdpost.gov.bd)

**Record Number:** 14.31.0000.000.029.08.0001.26.57

**Date:** 18 Feb 2026

### Office Order

Under Provision of the Prescribed Leave Rules, 1959, Ex-Bangladesh Leave (earned) has been granted to Asma Khatun, Postal Operator, Dhaka Sadar Head Post Office, Dhaka(Passport No-A14240714) for the purpose of performing the Holy Umrah in Saudi Arabia accompanied by her husband Md Mizanur Rahman, one son Abdullah Ansari and one daughter Zikra Ummul Khair from 01/03/2026 to 16/03/2026 or 16 (Sixteen) 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. 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.

18-02-2026

MOUSHUMI RAHMAN

Director (Staff and Establishment)  
(Additional Responsibility)

Phone : 02-58160706

E-mail : [abu.taleb@bdpost.gov.bd](mailto:abu.taleb@bdpost.gov.bd)

**Record Number:** 14.31.0000.000.029.08.0001.26.57/1 (8)

**Date:** 18 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 Passport, Agargaon, Dhaka-1207,;  
;
3. Postmaster General, Postmaster General's Office, Metropolitan Circle, Dhaka, ((Vide his Letter no-14.31.0000.000.111.08.0030.22.81; Date: 15/02/2026);
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. Asma Khatun, Postal Operator, Dhaka Sadar Head Post Office, Dhaka,
- and
8. Office, .



A handwritten signature in black ink, appearing to read 'Sudip Chakma', written over a light grey rectangular background.

19-02-2026

SUDIP CHAKMA

Section Officer (Establishment)