



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: 14.31.0000.000.029.08.0008.26.115

Date: 08/04/2026

Office Order

Under Provision of the Prescribed Leave Rules, 1959, Ex-Bangladesh Leave (earned) has been granted to Shaheen Ara, Supervisor, Postal Life Insurance, Regional Manager's Office , Eastern Region, Dhaka (Passport No-A07146762) for the purpose of performing Holy Hajj in Saudi Arabia accompanied by her husband Md Abdul Kuddus from 17/05/2026 or 02 (Two) months 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.

08-04-2026

Khan Hasan Mohammad Iqbal Masud
Director (Staff and Establishment)
(Additional Responsibility)
Phone : 02-58160706
E-mail : dirsne@bdpost.gov.bd

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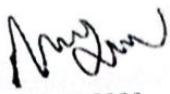
Date: 08/04/2026

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 Office, Postal Life Insurance, East Dhaka (Vide his Letter no-14.31.0000.000.606.08.0001.25.29 ; Dated: 02/04/2026).;
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. Shaheen Ara, Supervisor, Postal Life Insurance, Regional Manager's Office, Eastern Region, Dhaka and
8. Office copy.




08-04-2026
SUDIP CHAKMA
Section Officer (Establishment)