

Number: 24.00.0000.000.118.25.0019.25.32

Date: 29/01/2026

### Office Order

The undersigned is directed to convey the Government's approval of earned leave (Ex-Bangladesh) in favour of Farzana Tabassum Hadia (Passport No: E00105055), Deputy Manager (Production), Latif Bawani Jute Mills Ltd., Bangladesh Jute Mills Corporation (BJMC), Ministry of Textiles & Jute to perform The Holy Omra in Saudi Arabia (Macca & Madina) for 16 (Sixteen) days starting from 14/02/2026 to 01/03/2026 or from the convenient date of commencement of the journey under the following terms and conditions:

- (a) She will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency.
  - (b) All related expenses of the travel will be borne by herself.
  - (c) No expenses will be borne by Government/BJMC.
  - (d) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.
  - (e) At the end of the approved period of foreign travel, she will return to Bangladesh as per the rules and join the service.
  - (f) Her father Md Abdul Bari (Passport No: A06936223) will accompany her during the travel.
02. This order is issued with the approval of the competent authority.

*AS*  
29.01.2026  
(Md. Saiful Islam)  
Deputy Secretary  
Phone No: 55100364  
juteministry@gmail.com

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Copy forwarded for kind information and necessary action (Not According to Seniority):

1. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
2. H. E. Ambassador, Embassy of the Kingdom of Saudi Arabia, Bangladesh.
3. H. E. Ambassador, Embassy of Bangladesh, Riyadh, Saudi Arabia.
4. Chairman, Bangladesh Jute Mills Corporation (BJMC), Dhaka
5. Director General, Department of Immigration and passports, Agargaon, Dhaka
6. Director, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/Osmany International Airport, Sylhet
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/Osmany International Airport, Sylhet/Land Port, Benapol, Jashore/Burimari, Lalmonirhat/Tamabil/Sylhet/Sonamasjid, Chapainobabgonj/Bhomra, Satkhira/Darshana, Chuadanga/ Banglabandha, Panchagar
8. PS to Secretary, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka
9. Assistant Programmer, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka (With request to publish in the website of MoTJ)
10. General Manager (Accounts & Finance), BJMC, Motijheel C/A, Dhaka
11. Farzana Tabassum Hadia, Deputy Manager (Production), Latif Bawani Jute Mills Ltd., Demra, Dhaka

*AS*  
29.01.2026  
(Md. Saiful Islam)  
Deputy Secretary