



Memo No :38.00.0000.301.18.213.95- 130

Date : 11 Magh 1432
25 January 2026

Office Order

As per rule 3(1)(ii) of the Prescribed Leave Rules 1959, the following staff has been granted earned leave (ex-Bangladesh) under the terms and conditions mentioned in Paragraph 02:

Name, Designation and address	Name of Country	Purpose of visit	Granted Leave
Ms. Malati Barua Passport Number: BY0071616 Office Asst. Cum Computer Typist Bureau of Non-Formal Education (BNFE) Head Office, Tejgoan I/A , Dhaka -1208	Japan	Visiting holy place/ Pilgrimage	2 nd April 2026 to 16 th April 2026 or 15 (Fifteen) days from the actual date of travel

02. Terms and Conditions:

- (a) She will not stay abroad more than the period granted for the purpose.
- (b) All expenses in connection with this visit will be borne by herself.
- (c) She will draw her usual pay and allowances from Bangladesh in local currency.
- (d) She must inform her controlling authority before leaving the country.
- (e) There will be no financial involvement of the Government of Bangladesh regarding this visit.

03. Ms. Malati Barua, Office Asst. Cum Computer Typist, Bureau of Non-formal Education (BNFE), will be accompanied by her husband Mr. Sonjay Barua and daughter Ms. Baura Soptorshee during the travel. All expenses of the family members during the visit will be borne by the staff herself.

ମେଘଦୂତ 25.01.2026

Devabrata Chakraborty
Joint Secretary
ector General (Additional Charge)
Ph: 02-226601110
Email: dq@bnfe.gov.bd

Copy for Kind Information & Necessary Action (not in order of seniority):

1. H.E. the Ambassador Embassy of Japan, (Plot No. 5 & 7, Dutabash Rd, Baridhara, Dhaka 1212.).
2. H.E. the Ambassador of Bangladesh in Japan (3-29 Kioicho, Chiyoda-ku, Tokyo 102-0094).
3. Director General, Department of Immigration and Passports, Dhaka. (Attention Director, Passport).
4. Director (Administration, Finance, Logistics, Implementation and Training/Planning, Monitoring and Evaluation), Bureau of Non-Formal Education, Dhaka.
5. Director, Hazrat Shahjalal International Airport, Dhaka.
6. System Analyst, Bureau of Non-Formal Education, Dhaka (With Request to Publish on Website).
7. Deputy Director (Personnel Admin/ Finance and Budget), Bureau of Non-Formal Education, Dhaka.
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
9. Ms. Malati Barua, Office Asst. Cum Computer Typist, Bureau of Non-Formal Education, Dhaka.
10. Office Copy.