



Memo No :38.00.0000.301.99.752.93- 128

08 Magh 1432
 Date : 22 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
Md. Golam Mostafa Passport Number: A20896860 Office Asst. Cum Computer Typist District Non-Formal Education Bureau Mymensingh	The Kingdom of Saudi Arabia	To Perform Holy Umrah	15 th February 2026 to 4 th March 2026 or 18 (Eighteen) days from the actual date of travel

02. Terms and Conditions:

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

03. Md. Golam Mostafa, Office Asst. Cum Computer Typist, District Non-Formal Education Bureau, Mymensingh will be accompanied by his wife Mst. Lutfun Nahar (Passport number: A18464023) during the travel. All expenses of the family members during the visit will be borne by the staff himself.

Chakraborty
 21.01.2026

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

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

1. H.E. the Ambassador, Bangladesh Embassy in the Kingdom of Saudi Arabia, Riyadh, Saudi Arabia.
2. H.E. the Ambassador, The Royal Embassy of Saudi Arabia, House 5, Road 83, Gulshan-2, Dhaka-1212.
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. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
8. District Accounts and Finance Officer, Mymensingh.
9. Assistant Director, District Non-Formal Education Bureau, Mymensingh.
10. Md. Golam Mostafa, Office Asst. Cum Computer Typist, District Non-Formal Education Bureau Mymensingh.
11. Office Copy.