



Government of the People's Republic of Bangladesh  
Ministry of Power Energy and Mineral  
Resources  
Energy and Mineral Resources Division  
Administration-1 Section  
www.emrd.gov.bd

**Number:** 28.00.0000.000.020.28.0095.23.1403

**Date:** 30/10/2025

**Notification**

Mr. Md Sahiduzzaman (Passport No. E00182496), Principal Scientific Officer (Current Charge), Bangladesh Petroleum Institute under Energy and Mineral Resources Division, Dhaka has been granted earned leave (ex-Bangladesh) for 15 (fifteen) days commencing from 04 November 2025 or from the nearest date of commencement of leave to travel to Saudi Arabia. This leave is granted for performing Holy Umrah in Saudi Arabia under following terms and conditions:

- He shall draw his pay and allowances in local currency; no part of it shall be drawn in foreign currency;
- All related expenses of the travel will be borne by him;
- The leave shall not be extended;
- The provision of Rule 34 (Appendix-viii) of BSR (Part-1) will be applicable for this approval.
- Mr. Md Sahiduzzaman's wife Mrs. Monika Akter (Passport no. A18607985) will accompany him during the travel.

2. The order has been issued with the approval of the competent authority.

According to The President's order,

30-10-2025

Sabrina Afrin Mustafa  
Senior Assistant Secretary (Additional  
Responsibility )  
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admsec1@emrd.gov.bd

**Number:** 28.00.0000.000.020.28.0095.23.1403/1  
(12)

**Date:** 30/10/2025

**Copy for kind information and necessary action (not in the order of seniority):**

- Foreign Secretary, [Attention: Director General (Consular) with a request to take necessary action];
- H E High Commissioner of Bangladesh to Saudi Arabia, High Commission of Bangladesh, Saudi Arabia;
- H E High Commissioner of Saudi Arabia to Bangladesh, High Commission of Saudi Arabia, Dhaka;

4. Director General, Office of the Director General, Department of Immigration and Passports;
5. Executive Director, Hazrat Shahjalal International Airport, Dhaka;
6. Director General, Bangladesh Petroleum Institute;
7. PS to Secretary, Secretary Office, Energy and Mineral Resources Division (For kind information to the Secretary);
8. System Analyst, ICT Section, Energy and Mineral Resources Division (With request to upload the order on EMRD website);
9. Mr. Md. Sahiduzzaman, Principal Scientific Officer (PSO) (current charge ), Bangladesh Petroleum Institute;
10. Chief Accounts and Finance Officer, Energy and Mineral Resources Division, Dhaka;
11. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka and
12. Office Copy.



A handwritten signature in black ink, appearing to read 'Sabrina Afrin Mustafa', located above the typed name.

30-10-2025

Sabrina Afrin Mustafa  
Senior Assistant Secretary (Additional  
Responsibility )