



Government of the People's Republic of Bangladesh  
Ministry of Industries  
Bangladesh Small & Cottage Industries Corporation (BSCIC)  
Personnel Section, Administration Division  
398, Tejgaon Industrial Area, Dhaka-1208  
Website: [www.bscic.gov.bd](http://www.bscic.gov.bd)



No: Admin/PF.N.7320/ 4377

Date: 9 April 2026

### Office Order

The undersigned is directed to convey the government approval in favour of Mosamot Taslima Begum (Passport No. A02833615), Steno-Typist, BSCIC District Office, Dhaka under the Ministry of Industries. She has been granted earned leave (Ex-Bangladesh) for the purpose of visiting her son & daughter-in-law living in Germany from 17-05-2026 to 01-07-2026 or 45 (Forty Five) days from the date of commencement of leave/journey, under the following terms & conditions:

#### Terms & Conditions:

1. She will draw her pay and allowances in local currency, No part of it shall be drawn in foreign currency.
2. All expenses of this travel will be borne by her son.
3. The period of stay outside Bangladesh shall not be extended under any circumstances.

*Mohammad*  
09/04/2026

(Dr. Mohammad Shahadat Hossain)

Director (Administration)

BSCIC, Dhaka

Phone: 0241024975

E-mail: [diradmin@bscic.gov.bd](mailto:diradmin@bscic.gov.bd)

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Copy for kind information & necessary action:

01. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
02. H.E the Ambassador, Embassy of Bangladesh in Germany.
03. H.E the Ambassador, Embassy of Germany in Bangladesh.
04. Regional Director, BSCIC Regional Office, Dhaka.
05. Director General, Department of Immigration & Passport, Agargaon, Dhaka.
06. Director, Hazrat Shahjalal International Airport, Dhaka
07. Deputy General Manager, BSCIC District office, Dhaka (with request to entry the Ex-Bangladesh leave in the service book)
08. Controller of Accounts & Finance, BSCIC, Dhaka.
09. Programmer, ICT Cell, BSCIC, Dhaka (With request to upload the office order in the BSCIC website).
10. P.S to Chairman, BSCIC, Dhaka (For kind information of the Chairman, BSCIC).
11. Mosamot Taslima Begum (Passport No. A02833615), Steno-Typist, BSCIC District Office, Dhaka.
12. Office Copy.

*Ziaul Haque*  
09/04/26

(Ziaul Haque)

Deputy General Manager

Personnel Section, Administration Division

BSCIC, Dhaka.