



Government of the People's Republic of Bangladesh  
Ministry of Industries  
**Bangladesh Standards and Testing Institution**  
Maan Bhaban, 116/A, Tejgaon Industrial Area, Dhaka-1208  
www.bsti.gov.bd



Ref. No. 36.05.0000.105.31.033.15/1085

Date: 09-09-2025

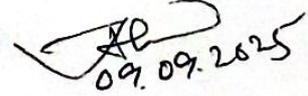
## Office Order

The undersigned is directed to inform you that the authority of BSTI is pleased to grant leave (Earned leave) to Mrs. Syeda Kimia Alam Diba, Assistant Director (Metrology), Metrology Wing, BSTI, Dhaka from 16-11-2025 to 29-11-2025 or from the date of departure for 14 (Fourteen) days for performing 'Omrah Hajj' in Saudi Arabia under the following terms and conditions:

### Terms & Conditions:

- All expenses in this connection will be borne by the incumbent herself.
- There will be no financial involvement of the Government or Institution regarding his travel.
- She will not be allowed to draw his pay and allowances in foreign currency.
- She will not be allowed to extend his stay (excluding transit and travelling time) abroad beyond the permitted time.

2. This order is issued in accordance with the order No. 36.00.0000.067.08.0005.23.359, Dated: 01-09-2025 of the Ministry of Industries.

  
09.09.2025

( Md. Tuhin Ahmed )  
Deputy Director (Admin-2)

### Distribution :

Mrs. Syeda Kimia Alam Diba,  
Assistant Director (Metrology),  
Metrology Wing, BSTI, Dhaka.

### Distribution for kind information & necessary action :

01. Secretary, Ministry of Industries, Govt. of the People's Republic of Bangladesh, 91, Motijheel C/A, Dhaka. [Attn: Mr. Md. Ahsan Mahmud, Assistant Secretary (BSTI)].
02. Secretary, Ministry of Foreign Affairs, Govt. of the People's Republic of Bangladesh, Segun Bagicha, Dhaka.
03. Director General, Department of Immigration and Passport Division, Dhaka.
04. Director (Metrology), BSTI, Dhaka.
05. Immigration Officer, Hazrat ShahJalal International Airport, Dhaka.
06. Embassy of Saudi Arabia, Dhaka.
07. Programmer, ICT Cell, BSTI, Dhaka (Please incorporate in the website).
08. Assistant Director (Account & Audit), BSTI, Dhaka.
09. PA to Director General, BSTI, Dhaka.