

Government of the People's Republic of Bangladesh
Bangladesh Trade and Tariff Commission
Ministry of Commerce
1st 12th Govt. Office building
Segunbagicha, Dhaka-1000
www.btc.gov.bd

No: 26.01.0000.012.99.503.16-544

Date: 05-05-2024

Office Order

Ms.Fatema Rukshana (Passport No. A05286092) Head Assistant, Bangladesh Trade and Tariff Commission, Dhaka has been granted earned leave (ex-Bangladesh) for 45 (Forty five) days starting from 07-05-2024 to 20-06-2024 or from the date of commencement of journey. This Leave is granted for the purpose of her Hajj in Saudi Arabia under the following terms and conditions:

Terms and Conditions:

- a. She will draw her usual pay and allowances in local currency. No part of it should be drawn in foreign currency;
 - b. All related expenses of this travel will be borne by herself;
 - c. In case of taking this leave, sub-rule 18(1) of the Bangladesh Trade and Tariff Commission (Officers and Employees) Employment Rules, 1993 will be Applicable.
02. This order is issued with approval of the competent authority.

Sd/-

(Abdullah Al Mamun)
Secretary (Deputy Secretary)
Bangladesh Trade and Tariff Commission
Phone : 58310332
e-mail: secretary@btc.gov.bd

No:26.01.0000.012.99.503.16-544

Date: 06-05-2024

Copy forwarded for kind information and necessary action (Not according to seniority):

1. Director General, Directorate of Immigration & Passport, Dhaka.
2. PS to Senior Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka
3. ✓ System Analyst, Bangladesh Trade and Tariff Commission (with request to upload in BTTC website).
4. PS to Chairman, Bangladesh Trade and Tariff Commission, Segunbagicha, Dhaka
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka..
6. Accounts Officer, Bangladesh Trade and Tariff Commission, Dhaka.
7. Ms.Fatema Rukshana, Head Assistant, Bangladesh Trade and Tariff Commission, Dhaka.



(Abdullah Al Mamun)
Secretary (Deputy Secretary)
Bangladesh Trade and Tariff Commission