



Government of People's Republic of Bangladesh  
Bangladesh Telecommunication Regulatory Commission  
Plot#E-5/A, Sher-e-Bangla Nagar,  
Agargaon Administrative Area, Dhaka-1207.  
[www.btrc.gov.bd](http://www.btrc.gov.bd)



No.14.32.0000.400.32.022.06. ৪/।।

Date: 02/03/2025

**Subject: Sanction of Ex-Bangladesh leave of Ms. Shazeda Parvin, Director (SM), BTRC, Dhaka to Bangkok, Thailand.**

The undersigned is directed to convey the sanction of Ex-Bangladesh Leave (earned leave) to Ms. Shazeda Parvin, Director (SM), Bangladesh Telecommunication Regulatory Commission (BTRC), Dhaka to visit Bangkok, Thailand from 28 March to 05 April 2025 or 09(Nine) days from the date of commencement of leave (including travel time).

**2. The sanction is subject to the following terms and conditions:**

- a) All the related expenses of this tour will be borne by herself.
- b) This Ex-Bangladesh leave will be deducted from her Earned Leave.
- c) She will not be allowed to overstay.
- d) She will submit the flight itinerary to Administration Division before his departure for this tour;

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

*02.03.25*  
(M. A. Taleb Hossain)  
Director (Admin), BTRC  
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**Copy forwarded for kind information & necessary action to (not according to the seniority):**

1. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Shegun Bagicha, Dhaka, With a request to issue a note verbal/Letter of Introduction(LOI) in favour of Ms. Shazeda Parvin, Director (SM), BTRC.
2. Director General, Immigration & Passport, Agargaon, Dhaka.
3. Director, Hazrat Shahjalal International Airport, Kurmitola, Dhaka.
4. Director, Finance, Accounts & Revenue, BTRC, Dhaka.
5. Ms. Shazeda Parvin, Director (SM), BTRC, Dhaka.
6. Deputy Director (Office Management, IT, Security & Protocol), BTRC, Dhaka (Request to upload on BTRC website).
7. PS to Chairman & PO to VC & Commissioners, BTRC, Dhaka (for kind information of the Chairman & VC & Commissioners).
8. PO to Director General (Admin/SM), BTRC, Dhaka (for kind information of the Director General)
9. Office Copy.