



Record Number: 04.00.0000.000.411.42.0073.20.396

Date: 20/08/2026

Office Order

Ms. Shiuly Akther Ratna (Passport no-A22542672), Office Shohayok, Cabinet Division has been granted earned leave (ex-Bangladesh) for the purpose of performing Holy Umrah and visiting her husband, who is currently working in the Kingdom of Saudi Arabia. She will be on leave for 30 days (rest and recreation leave as ex-Bangladesh for 15 days and earned leave for 15 days) from 23-08-2026 to 21-09-2026 or from the date of her departure. This leave is granted under the following terms and conditions:

- a. Ms. Shiuly Akther Ratna's pay and allowances shall be drawn in local currency. No portion of it shall be drawn in foreign currency;
- b. All expenses related to this travel will be borne by herself;
- c. Her joining to office will be in due time after completion of the leave;
- d. The provision of Rule 34 of Appendix VIII of B.S.R (Part-1) is applicable for this approval.

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

20-08-2026

Khandakar Manowar Morshed

Deputy Secretary

Phone : 226641051

E-

mail : establishment_sec@cabinet.
gov.bd

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Date: 20/08/2026

Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. H.E Ambassador, Embassy of the Kingdom of Saudi Arabia, Dhaka.
2. H.E Ambassador, Embassy of the People's Republic of Bangladesh, Kingdom of Saudi Arabia.
3. Director General, Department of Immigration & Passport, Agargaon, Sher-E-Banglanagar, Dhaka (Attention: Deputy Director, Regional Office, Dhaka).
4. Joint Secretary (E-Governance), Cabinet Division, Bangladesh Secretariat, Dhaka [With request to upload this order on Cabinet Division's website].
5. Joint Secretary (Regular Duty), Law-1 Branch, Cabinet Division.
6. P.S to Cabinet Secretary (Deputy Secretary) (Additional Charge), Cabinet Division, Bangladesh Secretariat, Dhaka.

7. General Manager, Foreign Currency Control Cell, Bangladesh Bank, Dhaka.
8. Director, Hazrat Shahjalal International Airport, Dhaka.
9. Sr. System Analyst (Regular Duty), ICT Cell, Cabinet Division.
10. Chief Accounts and Finance Officer, Cabinet Division, Segun Bagicha, Dhaka.
11. Porgrammer, ICT Cell, Cabinet Division.
12. Accounts Officer, Accounts Section, Cabinet Division, Bangladesh Secretariat, Dhaka.
13. Ms. Shiuly Akther Ratna, Office Shohayok, Law-1 Branch, Cabinet Division.
14. Office Copy/Master Copy.



A handwritten signature in blue ink, located to the right of the QR code.

20-08-2026

Khandakar Manowar Morshed
Deputy Secretary