

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
CHIEF ADVISOR'S OFFICE
OLD SANGSHAD BHABAN, DHAKA.

Date :07.December, 2025.....

No.03.00.0001.082.47.002.25-1045

To : Chief Accounts and Finance Officer
Chief Adviser's Office
Accounts Building, Segunbagicha, Dhaka.

Subject: Sanction of Ex-Bangladesh Leave.

The undersigned is directed to convey the sanction of the Government of the People's Republic of Bangladesh (GoB) for ex-Bangladesh leave in favour of Mr. M. Saifullah Panna (Passport Number D00018117), Secretary, Chief Adviser's Office, Dhaka, Bangladesh for visiting United Arab Emirates and Kingdom of Saudi Arabia to perform Holy Umrah Hajj from 31 December 2025 to 05 January 2026 or a period of 06(six) days from the actual date of availing leave (excluding travel time).

02. The approval is sanctioned under the following terms and conditions:

- The period of leave including transit will be treated as on duty;
- All the expenses of the tour will be borne by his own;
- He will not stay abroad beyond approved time;
- Salary and allowances will be payable in local currency & no part of it shall be drawn in foreign currency.

03. Mr. M. Saifullah Panna, Secretary, Chief Adviser's Office, Dhaka will be accompanied by his wife-Mst. Nasima Mirza (Passport Number D00018140), son-Muhammad Afnan (Passport Number A06858821) & Ahmed Aayan (Passport Number A06872970). They will be visiting United Arab Emirates date 20 December 2025 or nearby date and will return with Mr. M. Saifullah Panna from Kingdom of Saudi Arabia dated 05 January 2026.

04. This Government Order (GO) is issued with the approval of the competent authority.

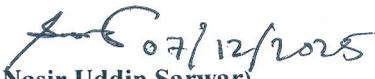
Sd/-
(Mohammad Nasir Uddin Sarwar)
Director (Administration)
☎: + 880-2-55029435
dir15@cao.gov.bd

Letter No.-03.00.0001.082.47.002.25-1045/1(13)

Date: 07 December 2025

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

- Foreign Secretary, Ministry of Foreign Affairs, Dhaka (for necessary note verbal/LoI).
- Mr. M. Saifullah Panna, Secretary, Chief Adviser's Office, Dhaka.
- Director General, Passport and Immigration Department, Agargaon, Dhaka.
- Private Secretary-2 to the Hon'ble Chief Adviser, Chief Adviser's Office, Dhaka.
- Embassy of the People's Republic of Bangladesh in United Arab Emirates (By bag).
- Embassy of the People's Republic of Bangladesh in Kingdom of Saudi Arabia (By bag).
- Executive Director, Hazrat Shahjalal (R.) International Airport, Dhaka.
- Private Secretary to Principal Secretary/Secretary, Chief Adviser's Office, Dhaka.
- Senior Programmer, Chief Adviser's Office, Dhaka.
- Immigration Police, Hazrat Shahjalal (R.) International Airport, Dhaka.
- Accounts Officer, Chief Adviser's Office, Dhaka.
- Office Copy.


(Mohammad Nasir Uddin Sarwar)
Director (Administration)