

Government of the People's Republic of Bangladesh  
Office of the Chief Administrative Officer  
Ministry of Defence  
198, Dhaka Cantonment, Dhaka-1206  
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Web: www.dcd.gov.bd

No-23.17.0000.001.50.011.24. 306

Date: 09 March 2026

**Sub: Grant of Ex-Bangladesh Leave (Earned Leave) - Civilian Staff.**

Ref: Naval Headquarter ltr No-23.02.2626.146.55.501.26.1087 Dated 02 March 2026.

1. In response to the ref mentioned above, Photocopy Operator, Md Sayed Ali Khan, Personal No-17741, Passport No-A09446556, presently working at Naval Headquarter, has been granted Ex-Bangladesh leave (Earned Leave) from 18 April 2026 to 01 June 2026, a total of 45 (forty five) days or from the date of departure outside of Bangladesh on full average pay for the purpose of Holy Hajj in Saudi Arabia.
2. This Ex-Bangladesh leave (Earned Leave) has been granted under the following conditions:
  - (a) There will be no financial involvement of the Government of Bangladesh in this connection;
  - (b) All expenses shall be paid by the said employee from his personal source;
  - (c) He will draw his pay and allowances from Bangladesh in local currency;
  - (d) After the period of the leave as granted, the concerned employee will join his work at the same post and the same organization;
  - (e) He will not be permitted to stay beyond the authorized period and
  - (f) The provision of Rule 34 of Appendix VIII of BSR (part-1) is applicable for this approval.
3. Forwarded for your kind information and further action.



Nesar Ahmed Khan  
Director General  
Phone: 8715729

Action:

Naval Headquarter  
Directorate of Civilian Personnel  
Banani, Dhaka-1213.

Information:

Ministry of Defence  
D-18 Branch  
Gonobhaban Complex  
Sher-e- Bangla Nagar, Dhaka-1207.

Office of the Additional Chief Controller of Defence Finance (Civil)  
Dhaka Cantonment.

Md Sayed Ali Khan, Photocopy Operator (Personal no-17741)  
Naval Headquarter  
Directorate of Civilian Personnel  
Banani, Dhaka-1213.

Assistant Superintendent, Administrative Branch -1 (for publication on website).

Personal document.