

Government of the People's Republic of Bangladesh
Security Services Division, Ministry of Home Affairs
Department of Narcotics Control
Head Office
41 Segunbagicha, Dhaka-1000.
Website: www.dnc.gov.bd

Memo No: 58.02.0000.006.08.012.23-4072


Date: 13/11/2024

Office order

The undersigned is directed to convey that under provision of the prescribed leave Rules 1959, Ex-Bangladesh (earned leave) has been granted to Mr. S M Ashraful Hoque, Data Entry Control Operator, Department of Narcotics Control, Head Office, Dhaka as attendant for Medical treatment of his Son Mr. Sheikh Hadim Mahdi for travelling to India from 01/12/2024 to 20/12/2024 or for 20 (twenty) days (including transit and travel time) from the date of commencement of leave. This leave is granted under the following terms and condition:

- (a) He will draw his pay and allowances in local currency. No part of it should be drawn in Foreign currency;
- (b) All related expenses of travelling will be borne by him.
- (c) His wife Mrs. Kazi Nadira Islam and Son Mr. Sheikh Hadim Mahdi, Daughter Mrs. Sheikh Samaita Ohi will accompany him during the travel in India.
- (d) The provision of Rule 34 of Appendix viii of BSR (part-1) is applicable for this approval.

02. This order is issued with the approval of competent authority.


(Dipjoy Khisa)
Assistant Director (Common Service)
Phone: 01404072025
E-mail: adcs@dnc.gov.bd

A copy has been sent for kind notice/necessary action (not in order of seniority):

01. Director (Administration/Operations/Treatment & Rehabilitation/Preventive Education), Department of Narcotics Control, Head Office, Dhaka.
02. Chief Accounts and Finance Officer, Ministry of Home Affairs, CGA Bhaban, Segunbagicha, Dhaka.
03. Programmer, Department of Narcotics Control, Head Office, Dhaka (Requested for publication on website).
04. Assistant Director (Administration), Department of Narcotics Control, Head Office, Dhaka (copy to be kept in personal documents Requested).
05. Staff Officer to DG (for the kind information of the Director General).
06. Officer-in-Charge, Immigration, Hazrat Shahjalal International Airport, Dhaka.
07. Mr. S M Ashraful Hoque, Data Entry Control Operator, Department of Narcotics Control, Head Office, Dhaka.
08. Personal Assistant to the Additional Director General (for the kind information of the Additional Director General).
09. Office copy.