

Government of the People's Republic of Bangladesh
Department of Narcotics Control
Head Office, 41 Segunbagicha, Dhaka-1000
www.dnc.gov.bd

Memo No: 58.02.0000.000.006.08.0012.23- 3115

Date: 12/08/2025

Office order

The undersigned is directed to convey that Mr. S M Ashraful Hoque (Passport Number: A15083296), Data Entry Control Operator, Department of Narcotics Control, Head Office, Dhaka has been granted Ex-Bangladesh (earned leave) for his son's Medical treatment (Mr. Sheikh Hadim Mahdi; Passport Number: A15354873) as attendant for travelling to Thailand from 1/9/2025 to 15/9/2025 or for 15 days (including transit and travel time) from the date of commencement of leave according to the under provision of the prescribed leave Rules, 1959. This leave is granted under the following terms and conditions:

- (a) He will draw his pay and allowances in local currency. No part of it should be drawn in foreign currency.
- (b) There shall be no financial involvement of the government in this travel and all related expenses of travelling will be borne by him.
- (c) His wife Ms. Kazi Nadira Islam (Passport Number: A15083297) and his Daughter Mrs. Sheikh Samaita Ohi (Passport Number: A15083295) will accompany him during the travel in Thailand.
- (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.

(Rajib Mina)

Deputy Director (Administration)

☎02226664707

✉ddadmin@dnc.gov.bd

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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

(Rajib Mina)

Deputy Director (Administration)