

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

Memo No: 58.02.0000.000.006.08.0005.25-5306

Date: 23/12/2025

Office Order

The undersigned is directed to convey that Mr. Md. Abu Javed (Passport Number: B00361034), Office Assistant Cum-Computer Typist, Department of Narcotics Control, Head Office, Dhaka has been granted Earned Leave (Ex-Bangladesh) for the purpose of accompanying his mother Mrs. Jahanara Khatun (Passport Number: A08845044) for performing the holy Umrah in the Kingdom of Saudi Arabia. The leave is granted for a period of 15 (fifteen) days, from 01 January 2026 to 15 January 2026 or of 15 days (including transit and travel time) from the date of commencement of leave, in accordance with the provisions of the Prescribed Leave Rules, 1959.

This leave is granted subject to the following terms and conditions:

- (a) He shall draw his pay and allowances in local currency. No part thereof shall be drawn in foreign currency.
- (b) There shall be no financial involvement of the government in connection with this travel. All travel related expenses shall be borne by his mother, Mrs. Jahanara Khatun.
- (c) 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.


23.12.2025

(Md. Abdul Halim Raj)
Assistant Director (Common Service)
☎ 02226665107
✉ 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. Personal Assistant to the Additional Director General (for the kind information of the Additional Director General)
08. Mr. Md. Abu Javed, Office Assistant Cum-Computer Typist, Department of Narcotics Control, Head Office, Dhaka
09. Office copy