

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

Memo No: 58.02.0000.000.006.08.0009.24- 3116

Date: 12/08/2025

Office order

The undersigned is directed to convey that Ms. Rebeka Sultana (Passport Number: A06845777), Office Assistant Cum-Computer Typist, Department of Narcotics Control, Central Drug Addiction Treatment Center, Tejgaon, Dhaka has been granted Ex-Bangladesh (earned leave) for his daughter's Medical treatment (Ms. Mahafoza Hossan Bristee; Passport Numxber: A06821978) as attendant for travelling to India 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) She will draw her 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 her.
- (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.

(Rajib Mina)

Deputy Director (Administration)

☎02226664707

✉ddadmin@dnc.gov.bd

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Date: 12/08/2025

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 Consultant, Central Drug Addiction Treatment Centre, Tejgaon, Dhaka
03. Chief Accounts and Finance Officer, Ministry of Home Affairs, CGA Bhaban, Segunbagicha, Dhaka
04. Programmer, Department of Narcotics Control, Head Office, Dhaka (Requested for publication on website)
05. Assistant Director (Administration), Department of Narcotics Control, Head Office, Dhaka (copy to be kept in personal documents Requested).
06. Staff Officer to DG (for the kind information of the Director General)
07. Officer-in-Charge, Immigration, Hazrat Shahjalal International Airport, Dhaka
08. Immigration Officer, Benapole Land Port/Darshana Land Port/Cantonment Rail Station, Dhaka
09. Mss. Rebeka Sultana, Office Assistant Cum-Computer Typist, Department of Narcotics Control, Central Drug Addiction Treatment Center, Tejgaon, Dhaka
10. Personal Assistant to the Additional Director General (for the kind information of the Additional Director General)
11. Office copy

(Rajib Mina)

Deputy Director (Administration)