

Memo No:58.02.0000.000.006.08.0002.23-230

Date: 18/01/2026

Office Order

The undersigned is directed to convey that Mr. Md. Raihan Sardar (Passport Number: A09476291), Accountant, Department of Narcotics Control, District Office, Naogaon has been granted Earned Leave (Ex-Bangladesh) for the purpose of accompanying his father in law Mr. Md. Ashraf Islam (Passport Number: A21231184) for Medical treatment in the India. The leave is granted for a period of 60 (Sixty) days, from 25 January, 2026 to 24 March, 2026 or of 60 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 father in law, Mr. Md. Ashraf Islam.
- (c) His mother in law Ms. Mrs Afroza Khanom (Passport Number: A21231183) 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.


18.01.2026

(Md. Abdul Halim Raj)
Assistant Director (Common Service)

☎ 02226665107

✉ adcs@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. Additional Director, Department of Narcotics Control, Divisional Office, Rajshahi
03. Deputy Director, Department of Narcotics Control, District Office, Naogaon
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. District Accounts and Finance Officer, District Accounts and Finance Office, Naogaon
09. Mr. Md. Raihan Sardar, Accountant, Department of Narcotics Control, District Office, Naogaon
10. Personal Assistant to the Additional Director General (for the kind information of the Additional Director General)
11. Office copy