

People's Republic of Bangladesh
Ministry of Housing and Public Works
Directorate of Government Accommodation
Admin (Central) Section

www.doga.gov.bd

Record Number: 25.43.0000.016.07.004.19.31

Date: 09 Jan 2025

Chief Accounts and Finance Officer, Ministry of Housing and Public Works, 2nd 12th Floor Government Office Building, Segunbagicha, Dhaka.

Subject: Permission to visit the Kingdom Saudi Arabia for performing Umrah Hajj .

Reference: Application of Ms Farjana lasmin, Assistant Accountant, Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka; Dated: 05-01-2025.

The undersigned is directed to convey the approval of the Directorate of Government Accommodation to grant 16(Sixteen) days of earned leave in favour of Ms Farjana lasmin, Assistant Accountant, Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka to visit the Kingdom Saudi Arabia for performing Umrah Hajj dated from 02-02-2025 to 17-02-2025 or the date of her actual departure. She shall enjoy her leave under the following terms and conditions:

1. She will enjoy the leave for the purpose of performing Umrah Hajj;
2. All expenditure in this regard shall be borne by herself;
3. She will receive her monthly pay from the Directorate in local currency in time of her leave;
4. She will join his present post after returning from abroad;
5. Leave granted in this regard shall not be extended; and
6. "Rule 34" of BSR (Part 1) Appendix VIII and other relevant rules shall be applicable in case of enjoying the said leave;
7. The office order issued vide memorandum No.801,dated 20/08/2024 of this department is hereby deemed cancelled.

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

Your Faithfully,



09-01-2025
Mohammad Zillur Rahman
Deputy Director
+880255100917
adminsec@doga.gov.bd

Record Number: 25.43.0000.016.07.004.19.31/1
(14)

Date: 09 Jan 2025

A Copy for has been sent consideration and necessary (if applicable) action (Not in the order of

seniority):

1. H.E. the Ambassador of Bangladesh to the Kingdom Saudi Arabia , Riyadh, Saudi Arabia.;
2. H.E. the High Commissioner of the Kingdom Saudi Arabia to Bangladesh, Baridhara, Dhaka;
3. Additional Secretary (Administration),Ministry of Housing and Public Works, Bangladesh Secretariat, Dhaka;
4. Deputy Director, Department of Immigration and Passport, Bangladesh Secretariat, Dhaka;
5. Assistant Secretary (Consular),Ministry of Foreign Affairs, Dhaka;
6. Immigration Officer, Hazrat Shahjalal International Airport, Bangladesh;
7. Jessore Benapool Checkpost, Bangladesh, Dhaka.;
8. Immigration office, Chuadanga Darshona Checkpost, Bangladesh, Dhaka, ;
9. Assistant Director, ICT Section, Directorate of Government Accommodation (With request to upload and publish this order on the official website of the Directorate);
10. Accountant, Directorate of Government Housing.Bangladesh Secretariat, Dhaka.;
11. PA to Director, Office of the Director, Directorate of Government Accommodation;
12. Ms Farjana lasmin, Assistant Accountant, Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka.;
13. PA to Additional Director, Office of the Additional Director, Directorate of Government Accommodation and
14. Office Front Desk, ICT Section, Directorate of Government Accommodation.




09-01-2025
Abdullah-Al-Nooman
Assistant Director