

People's Republic of Bangladesh  
Ministry of Housing and Public Works  
Directorate of Government Accommodation  
Admin (Central) Section  
www.doga.gov.bd

**Record Number:** 25.43.0000.000.016.07.0004.19.149

Date: 12 Mar 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 Mr. Muhammad Mehdi Hasan , Assistant Caretaker, Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka; Dated: 10-02-2025.

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 Mr. Muhammad. Mehdi Hasan, Assistant Caretaker, Directorate of Government Accommodation, Bangladesh Secretariat, Dhaka to visit the Kingdom Saudi Arabia for performing Umrah Hajj dated from 06-04-2025 to 21-04-2025 16(Sixteen) days or the date of his actual departure. he enjoy his leave under the following terms and conditions:

1. He will enjoy the leave for the purpose of performing Umrah Hajj;
2. All expenditure in this regard shall be borne by himself;
3. He will receive his monthly pay from the Directorate in local currency in time of his leave;
4. He 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.117,dated 06-03-2023 of this department is hereby deemed cancelled.

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

Your Faithfully,



12-03-2025

Mohammad Zillur Rahman

Deputy Director

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adminsec@doga.gov.bd

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**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. Mr. Muhammod. Mehdi Hasan, Assistant caretaker, 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.



A handwritten signature in blue ink, located above the date and name.

12-03-2025

Abdullah-Al-Nooman  
Assistant Director