



Government of the People's Republic of  
Bangladesh  
Ministry of Shipping  
Department of Shipping  
Admin Section  
F-12/C-1, Agargaon, Sher-e-Bangla Nagar,  
Dhaka-1207  
[www.dos.gov.bd](http://www.dos.gov.bd)



**Record Number:** 18.17.0000.000.008.31.0056.19.182

Date: 18/04/2025

#### **Office Order**

Md. Abdul Baten, Office Assistant Cum Computer Typist, Department of Shipping, Dhaka has been granted earn leave (Ex-Bangladesh) for performing Hajj in Saudi Arabia for 57 days from 20-04-2025 to 15-06-2025 or from the date of actual commencement of leave and journey. His wife Mst Nargis Akter, Passport no. A13673719 will accompany with him to Saudi Arabia. This leave is granted under the following terms and conditions:

1. All expenses of this visit will be borne by Md. Abdul Baten.
2. He will draw his pay and allowances in local currency. No part of it should be drawn in foreign currency.
3. He will not be allowed to overstay.
4. He will not get any TA/DA for this travel.
5. The provision of 34 of Appendix Viii of BSR (part-1) will be applicable for the approval of this leave.
6. This order is issued with the approval of the competent authority.

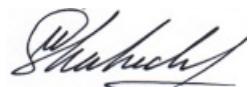
18-04-2025

Commodore Mohammad Maksud Alam,  
(E), BSP, NUP, BCGM, BCGMS, ndc,  
psc, BN

Director General  
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**Copy for Kind Information and Necessary Action (Not in the order of seniority):**

1. Senior Secretary, Office of the Senior Secretary, Office of Shipping ministry;
2. Foreign Secretary, Ministry of Foreign Affairs;
3. H.E. High Commission of Kingdom of Soudi Arabia (KSA), Dhaka, Bangladesh;
4. H.E. High Commission of the people's Republic of Bangladesh, Kingdom of Soudi Arabia, (KSA);
5. Director General, Department of Immigration and Passport, Agargaon, Dhaka.;
6. Joint Secretary, Director (Admin), Director branch, Department of Shipping;
7. Chief Engineer and Ship Surveyor, Chief Engineer and Ship Surveyor Branch, Department of Shipping;
8. Director, Hazrat Shahjalal International Airport, Dhaka.;
9. Engineer and Ship Surveyor and Examiner, Exam section (Engineering), Department of Shipping;
10. System Analyst, ICT Section, Department of Shipping;
11. Chief Accounts and Financial Officer, Ministry of Shipping, 22,Purana paltan, Dhaka.;
12. General Manager, Foreign Currency Division, Bangladesh Bank, Dhaka.;
13. Chief Inspector, Inspection Section, Department of Shipping;
14. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.;
15. Accounts Officer, Department of Shipping;
16. PS to DG, Office of the Director General, Department of Shipping and
17. Md. Abdul Baten, Head Clerk cum Accountant, Department of Shipping.



19-04-2025

Muhammad Shahadat Hossain Sarker  
Assistant Director (Admin)