

Government of the People's Republic of Bangladesh  
Ministry of Finance  
Internal Resources Division  
Customs-1 Section  
www.ird.gov.bd

**Number:** 08.00.0000.000.038.65.0059.19.412

**Date:** 22 Dec 2025

**Notification**

Ms Sabrina Amin (Passport Number: E00139460), Assistant Commissioner, Customs, Excise & VAT Commissionerate, Dhaka (North) Dhaka has been granted earned leave (Ex-Bangladesh) for travelling to Singapore for 20 (Twenty) days from 23 December 2025 to 11 January 2026 or from the date of actual commencement of leave and journey. This leave is granted for the purpose of her Son's medical treatment under the following terms and conditions:

- a. She will draw her pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- b. All expenses regarding this travel will be borne by herself;
- c. She will not be allowed to stay abroad more than the approved period;
- d. The Travel expenses must be duly shown in IT-10 BB of the income tax return of the relevant tax year;
- e. Provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.

According to The President's order,



22-12-2025

MD. HUMAYUN KABIR

Deputy Secretary

humayun.kabir@ird.gov.bd

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**Date:** 22 Dec 2025

(11)

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

1. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka;
2. Chairman, National Board of Revenue, Dhaka;
3. Member (Customs and VAT Administration), National Board of Revenue, Dhaka;
4. Joint Secretary (Customs), Internal Resources Division, Dhaka;
5. Commissioner, Customs, Excise & VAT Commissionerate, Dhaka (North) Dhaka;
6. PS to Secretary, Internal Resources Division, Dhaka;
7. Director General, Department of Immigration and Passport, Dhaka;
8. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka;
9. Ms Sabrina Amin (Passport Number: E00139460), Assistant Commissioner, Customs, Excise & VAT Commissionerate, Dhaka (North) Dhaka;
10. Chief Accounts and Finance Officer, Internal Resources Division, Shegunbagicha, Dhaka and

11. Assistant Programmer, Internal Resources Division (with request to upload this notification in IRD website).



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

22-12-2025  
MD.HUMAYUN KABIR  
Deputy Secretary