



Government of the people's Republic of Bangladesh  
Ministry of Chittagong Hill Tracts Affairs  
**Khagrachari Hill District Council (KHDC)**  
Khagrachari Hill District.

No. 29.36.4600.103.001.08.0001.25. 2145

Date: 18-11-2025

**OFFICE ORDER**

The following Officials under this Council have been granted 15(Fifteen) days earned leave (Ex-Bangladesh) for travelling to Saudi Arabia for the purpose of her religion (Umrah Hajj) starting from 06 December, 2025 to 20 December, 2025 or from the nearest possible date of the actual tour begins under the following terms and conditions :

Sl. No	Name & Designation	Passport No	Department/Office
01	Mrs. Parvin Akter Assistant Teacher	EH0299484	Matiranga Model Govt. Primary School, Matiranga Upazila, Khagrachari.

**Terms and Conditions:-**

- She will join as soon as the travel is completed.
- She will draw her pay and allowances in local Currency. No part of it should be drawn in foreign currency.
- All related Expenses of the travel will be borne by **Mrs. Parvin Akter**. Khagrachari Hill District Council or District Primary Education Office/Upazila Education Office will not bear any expenses of the travel.
- The provision of rule-34 of Appendix-VIII of BSR (part-1) is applicable for this approval.
- This travel would be treated as personal travel.
- Mrs. Parvin Akter's** husband **Mr. Imam Uddin** will accompany her during the travel.

**Sd-**

(Shefalika Tripura)

Chairman

Khagrachari Hill District Council (KHDC).

☎ : 02333343633(Office).

E-mail: khdcdbd@gmail.com

Memo no : 29.36.4600.103.001.08.0001.25.2145

Dated : 18-11-2025

**Copy for kind information and necessary action (not according to seniority) :-**

- Hon'ble High Commissioner, Saudi Arabia High Commission to Dhaka, Bangladesh.
- The Bangladesh High Commission to Riyadh, Saudi Arabia.
- Executive Officer, Hill District Council, Khagrachari.
- Director/Officer in-Charge/Immigration Officer, Hazrat Shah Amanat International Airport, Chittagong/Hazrat Shahjalal International Airport, Dhaka Bangladesh/King Abdulaziz International Airport (KAIA), Jeddah/King Fahd International Airport, Dammam/Prince Mohammad bin Abdulaziz International Airport or Medina Airport, Medina (Madinah), Saudi Arabia.
- District Primary Education Officer, Khagrachari. This order has issued for **Mrs. Parvin Akter, Assistant Teacher** by the reference of his Letter Memo No. 222, Date: 09.11.2025.
- Upazila Accounts Officer, Matiranga, Khagrachari.
- Upazila Education Officer, Matiranga, Khagrachari.
- IT Officer, Hill District Council, Khagrachari (KHDC). He is requested to publish the G.O. in the website of KHDC.
- Mrs. Parvin Akter** (Passport No. EH0299484), Assistant Teacher, Matiranga Model Govt. Primary School, Matiranga, Khagrachari. She has to leave the station with the permission of his/her local controlling authority.
- Office Copy.

(Shefalika Tripura)

Chairman

Khagrachari Hill District Council (KHDC).