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

No. **29.36.4600.103.11.0001.26.429** *Date:* **03-03-2026**

OFFICE ORDER

The following Officials under this Council has been granted 10(Ten) days earned leave (Ex-Bangladesh) for travelling to Malaysia for the purpose of her religion starting from 17 March, 2026 to 26 March, 2026 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. Basana Khisa** Head Teacher	**A 06976701**	South Babuchara Govt Primary School, Dighinala Upazila, Khagrachari.

Terms and Conditions:-

(a) She will join as soon as the travel is completed.
(b) She will draw his/her pay and allowances in local Currency. No part of it should be drawn in foreign currency.
(c) All related Expenses of the travel will be borne **Mrs. Basana Khisa.** Khagrachari Hill District Council or District Primary Education Office/Upazila Education Office will not bear any expenses of the travel.
(d) The provision of rule-34 of Appendix-VIII of BSR (part-1) is applicable for this approval.
(e) This travel would be treated as personal travel.

Sd-
(Shefalika Tripura)
Chairman
Khagrachari Hill District Council (KHDC).
☎ : 02333343633(Office).
E-mail: khdcbd@gmail.com

Memo no : 29.36.4600.103.11.0001.26. 429 **Dated : 03-03-2026**

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

1) Hon'ble High Commissioner, Malaysia High Commission to Dhaka, Bangladesh.
2) The Bangladesh High Commission to Kuala Lumpur, Malaysia.
3) Chief Executive Officer, Hill District Council, Khagrachari.
4) Director/Officer in-Charge/Immigration Officer, Hazrat Shah Amanat International Airport, Chittagong/Hazrat Shahjalal International Airport, Dhaka, Bangladesh/Kuala Lumpur International Airport, Kuala Lumpur, Malaysia.
5) District Praimary Education Officer, Khagrachari. This order has issued for **Mrs. Basana Khisa, Head Teacher** by the reference of his Letter Memo No. 185, Date: 25.02.2026.
6) Upazila Accounts Officer, Dighinala, Khagrachari.
7) Upazila Education Officer, Dighinala, Khagrachari.
8) IT Officer, Hill District Council, Khagrachari (KHDC). He is requested to publish the G.O. in the website of KHDC.
9) **Mrs. Basana Khisa** (Passport No : **A 06976701**), Head Teacher, South Babuchara Govt Primary School, Dighinala, Khagrachari. She has to leave the station with the permission of his/her local controlling authority.
10) Office Copy.

(Shefalika Tripura)
Chairman
Khagrachari Hill District Council (KHDC).