Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Water Supply-2 Section
Bangladesh Secretariat, Dhaka
www.lgd.gov.bd

No.46.00.0000.085.25.046.2019(Part-1)-617 Date: 20th September 2026

To: Chief Accounts & Finance Officer
Local Government Division
Ministry of Local Government, Rural Development & Cooperatives
CGA Bhaban (5th Floor), Segunbagicha, Dhaka.

Subject: Government Order for Study Leave.

The undersigned is directed to convey the Government's approval for the Study Leave of Ms. Hasna Hena Rahman (Passport No. E00180525), Assistant Microbiologist, Department of Microbiology & Chemical, Dhaka Water Supply & Sewerage Authority, Dhaka for studying Master of Biology Integrative Biodiversity (Full-time, English) at University of Wroclaw, Poland from **01 October 2026 to 30 September 2028** [for Two (02) years] under the following terms and conditions:

a. The period of leave shall be treated as Study Leave;
b. In accordance with paragraphs 17(a) and 17(c) of the Public Administration Training and Higher Education Policy-2023, the concerned officer shall be placed as an Officer on Special Duty (OSD);
c. She shall be required to execute a bond with the competent authority before her departure;
d. She will start her journey toward Poland on a convenient date nearest to 01 October 2026;
e. The approved duration of the course, as well as the time spent on travel and transit, shall be treated as on duty;
f. She will not be allowed to change or upgrade the approved course/program;
g. She will draw all parts of her pay and allowances in local currency;
h. All expenses related to this travel will be borne by the Government of Bangladesh;
i. This Study Leave period will be from 01 October 2026 to 30 September 2028 [Out of which, **04 months of leave on full average pay, 10 months of leave on half average pay and 10 months of Extraordinary Leave without pay**];
j. She will not be allowed to stay abroad for more than the approved period;
k. She will be ineligible to apply for permanent residency and citizenship while studying abroad;
l. All terms and conditions of the 'Public Administration Training and Higher Education Policy-2023' and 'Dhaka Water Supply and Sewerage Authority (Officers and Employees) Service Regulations, 2010' and other related Rules and Regulations for training/studying abroad will be applicable;
m. The provision of Rule 34 of BSR (Part-1) will be applicable in connection with this approval;
n. She must submit a report to the Local Government Division within five working days after her returning from/completion of the course.

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

By order of the President

20.09.2026

Mst. Shakila Pervin
Senior Assistant Secretary
Phone: 02-55100370
E-mail: lgws2@lgd.gov.bd

No.46.00.0000.085.25.046.2019(Part-1)-617/1(18) Date: 20th September 2026

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

1. Cabinet Secretary, Cabinet Division/Principal Secretary to Hon'ble Prime Minister, Prime Minister Office, Dhaka.
2. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka.
3. Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
4. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka (With a request to issue a note verbale/LoI).
5. H.E. Ambassador, Embassy of Poland in New Delhi, India.
6. H.E. Ambassador, Embassy of the People's Republic of Bangladesh, Poland, Wiertnicza 107, 02-952 Warszawa, Poland.
7. Managing Director, Dhaka Water Supply & Sewerage Authority, Dhaka.
8. Additional Secretary (Admin/Water Supply Wing), Local Government Division.
9. Director General, Department of Immigration & Passports, Dhaka.
10. Joint Secretary (Water Supply), Local Government Division.
11. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
12. Private Secretary to the Hon'ble Minister, Ministry of LGRD & Cooperatives.
13. Chief Accounts & Finance Officer, Local Government Division.
14. Private Secretary to the Hon'ble State Minister, Ministry of LGRD & Cooperatives.
15. Private Secretary to Secretary, Local Government Division.
16. System Analyst, Local Government Division (With a request to uploading in the website).
17. Ms. Hasna Hena Rahman (Passport No. E00180525), Assistant Microbiologist, Department of Microbiology & Chemical, Dhaka Water Supply & Sewerage Authority, Dhaka.
18. Office Copy.

20.09.2026

Mst. Shakila Pervin
Senior Assistant Secretary