

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Co-operatives
Local Government Division
City Corporation-2 Section
Bangladesh Secretariat, Dhaka
www.lgd.gov.bd

Number: 46.00.0000.071.25.024.17-110

Date: 1st April 2026


Office Order

The undersigned is directed to convey the sanction of earned leave (ex-Bangladesh) of the Government of the People's Republic of Bangladesh in favour of Mr. Saiful Islam (Passport No.A20072751), Assistant Professor, Kapasgola City Corporation Women College, Chattogram City Corporation for visiting Kingdom of Saudi Arabia to perform Holy Hajj from 19 April 2026 to 02 June 2026 or for 45 (forty five) days from the date of commencement of leave under the following terms and conditions mentioned in the paragraph no-2:

2. Terms & Conditions:

- He will draw his usual pay and allowances from Bangladesh in local currency.
No part of it should be drawn in foreign currency;
- All the expenses related to this visit shall be borne by Mr. Saiful Islam;
- He will not be allowed to stay abroad beyond mentioned period & inform the government as soon as he returns to the country.

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

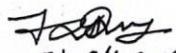

01.04.2026
A. B. M. Ariful Islam
Senior Assistant Secretary
Phone: +8802-55100409
E-mail: lgcc2@lgd.gov.bd

Number: 46.00.0000.071.25.024.17-110/ 1(13)

Date: 1st April 2026

Copy for kind information & necessary action to (Not in order of seniority):

- Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka (with the request to issue necessary note verbale);
- H.E. Ambassador, Royal Embassy Kingdom of Saudi Arabia, Chancery: House #5, Road #83, Gulshan#2, Dhaka
- H.E. Ambassador, Embassy of the People's Republic of Bangladesh, Daireen Street, Diplomatic Quarter, Riyadh, Saudi Arabia.
- Additional Secretary (Urban Development Wing), Local Government Division, Bangladesh Secretariat;
- Chief Executive Officer, Chattogram City Corporation, Chattogram;
- Director General, Department of Immigration & Passport, Dhaka;
- Executive Director, Hazrat Shah Jalal (R) International Airport, Dhaka;
- Private Secretary to the Secretary, Local Government Division, Dhaka;
- System Analyst, Local Government Division (with the request to upload the G.O. in the LGD's official website);
- Chief Accounts Officer, Chattogram City Corporation;
- Mr. Saiful Islam, Assistant Professor, Kapasgola City Corporation Women College, Chattogram City Corporation;
- Immigration Officer,Land Port, Bangladesh.
- Office Copy/ Master Copy


01.04.2026
A. B. M. Ariful Islam
Senior Assistant Secretary