



Record Number: 18.23.9162.000.009.38.0001.26.26

Date: 11/05/2026

Subject: **CTM - EID UL ADHA LEAVE DEPARTURE & ARRIVAL**

1. 5th & 6th batch cadets will proceed for leave in the occasion of **EID UL ADHA** on 20 May 26 (1400hrs of Wednesday) and will report back to Academy on 02 June 26 (Tuesday) by 1920hrs. Following routine will be carried out for the departure and arrival of the Cadets.

a. **Departure Routine.**

Date & Time	Description	Action/Remarks
20.05.2026 0600-0630	Cleanship of cadet block, both inside & outside	OOD, AOOD All Cadets
1045-1100	All cadets will be briefed by Adjutant	Adjutant Parade Instructor
1345-1400	Cadets will deposit their clothing items to Laundry	All Cadets
1405	1 st group of Cadet Departure	Adjutant
1845-1900	Shutting down all doors & windows, switching off all lights-fans & depositing of all keys.	CPO(GI)
1930-1945	Dinner	OOD
2000	2 nd group of Cadets Departure	Adjutant

b. **Arrival Routine.**

Date & Time	Description	Action
1 & 2.06.26	Cadet block cleanship	Signal Instructor
1830	Reporting of 6 th batch cadets at Academy main gate	OOD/AOOD
1835	Assembling in-front of Admin Building for scanning of all belonging	All Naval Instructors Office Staffs
1915	Reporting of 5 th cadets at Academy main gate.	OOD/AOOD
1920	Assembling in-front of Admin Building for scanning of all belonging	Adjutant, All Naval Instructors Office Staffs

2. General Remarks.

- a. All concerned personnel are requested to ensure the smooth conduct of above given routine.
- b. 6th batch cadets must report by 1830 hrs and 5th batch cadets are by 1915 hrs of arrival date. Cadets should strictly follow the routine. Strict disciplinary action will be taken against the late comers.
- c. Cadets must report at proper dress and clean shaved. Any irregularities will be dealt seriously.
- d. On returning from leave all cadets must assemble in front of Admin Building with their bag/luggage for screening. Any illegal, unauthorized items, any electrical items, gadgets, any civil clothes, food items brought by cadets are strictly prohibited and to be seized. Only items related with training will be allowed.
- e. Cadets must routinely observe WhatsApp group for time-to-time instruction and after going home, all cadets must give text regarding their safe arrival at home.
- f. During any emergency or query, do contact with your respected divisional officer.
- g. All cadets must bear in mind that every one of you is under trainee and hence any inappropriate social mixing and indulge in subversive activities/criminal activities may lead to withdrawal from the academy.
- h. While traveling try to travel with group and avoid taking any food or drinks from unknown personnel.
- j. Any changes of above routine for any unavoidable situation will be informed in advance.



11-05-2026

MarEngr. Md. Humayun Kabir
Commandant

Distribution (Not in the order of seniority):

1. Chief of Nautical Studies, Department of Naval Education, Bangladesh Marine Academy, Sylhet.
2. Chief Engineer, Department of Engineering Education, Bangladesh Marine Academy, Sylhet.
3. Chief Education Officer, Department of Education, Bangladesh Marine Academy, Sylhet.

Attention (Not in the order of seniority):

1. Chief Petty Officer, Cadet Order and Security Branch, Bangladesh Marine Academy, Sylhet.
2. Physical exercise instructor, Cadet Order and Security Branch, Bangladesh Marine Academy, Sylhet.

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

1. Administrative Officer, Administrative department, Bangladesh Marine Academy, Sylhet.
2. Cadet Block Notice Board, Bangladesh Marine Academy Sylhet.





11-05-2026

Atik Ahmed Khan
Adjutant