

Government of the People's Republic of Bangladesh  
Ministry of Commerce  
Admin-6 Section  
Bangladesh Secretariat, Dhaka  
[www.mincom.gov.bd](http://www.mincom.gov.bd)

No: 26.00.0000.091.11.001.19-163

Date: 08 September 2025

**Notification**

The undersigned is directed to convey that Ms. Musharrat Jebin, Member (Joint Secretary), Bangladesh Trade and Tariff Commission, Dhaka (Passport No: E00054032), has been granted earned leave (ex-Bangladesh leave) for performing the holy Umrah in the Kingdom of Saudi Arabia for 10 (ten) days from 25-09-2025 to 04-10-2025 or from the commencement date of departure. This leave is granted under the following terms and conditions:

- a. She will draw her pay and allowances in local currency; no part of it should be drawn in foreign currency;
- b. All expenses related to the travel will be borne by herself. No part of it will be borne by the Government of Bangladesh;
- c. The provision of Rule-34 of Appendix-viii of BSR (Part-1) is applicable for this approval.

02. This Government Order (G.O) is issued with the approval of the competent authority.

Sd/-

Mst. Shukria Parvin  
Deputy Secretary  
+88 02 55101215

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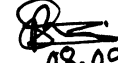
Date: 08 September 2025

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

1. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka
2. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
3. The Chairman (Secretary), Bangladesh Trade and Tariff Commission, Segunbagicha, Dhaka
4. H.E The Ambassador, Embassy of the Kingdom of Saudi Arabia in People's Republic of Bangladesh, House 5 (NE) L, Road 83, Gulshan-2, Dhaka-1212.
5. H.E. The Ambassador, Embassy of the People's Republic of Bangladesh in the Kingdom of Saudi Arabia, Riyadh, House No. 33, Al Sheikh Hussain bin Hasan St. Al Waha Quarter, P.O. Box No. 94395, Riyadh-11693, KSA
6. Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Dhaka (with request to issue note verbale)
7. Ms. Musharrat Jebin, Member (Joint Secretary), Bangladesh Trade and Tariff Commission, Segunbagicha, Dhaka
8. Director General, Directorate of Immigration and Passport, Agargaon, Dhaka
9. P.S to the Honorable Adviser, Ministry of Commerce, Bangladesh Secretariat, Dhaka

**-P.T.O-**

10. P.S to Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka
11. System Analyst, Ministry of Commerce, Bangladesh Secretariat (**with request to upload this notification in official website of Ministry of Commerce**)
12. Immigration Officer, Hazrat Shajalal International Airport, Dhaka



08.09.2025  
Mst. Shukria Parvin  
Deputy Secretary