

**Government of the People's Republic of Bangladesh**

Ministry of Commerce  
Administration-1 Section  
Bangladesh Secretariat, Dhaka  
[www.mincom.gov.bd](http://www.mincom.gov.bd)

No.26.00.0000.086.31.033.11.263

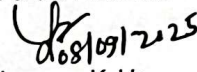
Date: 08 September 2025

**Notification**

Mr. Md. Abdul Momin (Passport No. A2474116), Office Assistant, Ministry of Commerce, Bangladesh Secretariat, Dhaka, has been granted earned leave (ex-Bangladesh) to travel to Saudi Arabia to perform the holy Umrah for a period of 15 (fifteen) days from 25 September 2025 to 09 October 2025 or from the date of commencement of his leave. This leave is granted under the following terms and conditions:

- a. He will draw his pay and allowances in local currency. No part of it shall be drawn in foreign currency;
  - b. He will be accompanied by his wife, Ms. Beauty Akter Bina (Passport no. A02469316) and daughter, Manha Binte Momin (Passport no. A06985610) during this travel;
  - c. He will bear all expenses related to the travel. The Government of Bangladesh will bear no expenditure in this regard;
  - d. The provisions of Rule 34 of Appendix VIII of the BSR (Part I) shall be applicable in this case.
2. This Notification is issued with the approval of the competent authority.

By order of the President



Md. Humayun Kabir  
Assistant Secretary  
☎ 55100705

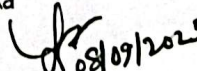
E-mail: [adm1@mincom.gov.bd](mailto:adm1@mincom.gov.bd)

No.26.00.0000.086.31.033.11.263

Date: 08 September 2025

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

01. Senior Secretary, Security Services Division & Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka
02. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
03. H.E. the Ambassador, Royal Embassy of Saudi Arabia in Bangladesh, House No. CEN (C) 9, Bir Uttam Mir Shawkat Sarak, Gulshan-2, Dhaka – 1212.
04. H.E. the Ambassador, Embassy of the People's Republic of Bangladesh in the Kingdom of Saudi Arabia., Diplomatic Quarter, Riyadh – 11693, Kingdom of Saudi Arabia.
05. Director General, Directorate of Immigration and Passports, Agargaon, Dhaka
06. Additional Secretary (Admin), Ministry of Commerce, Bangladesh Secretariat, Dhaka
07. Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka-1000, Dhaka (With request to issue Note Verbale)
08. Joint Secretary (Admin-1), Ministry of Commerce, Bangladesh Secretariat, Dhaka
09. Joint Secretary (WTO-2), Ministry of Commerce, Bangladesh Secretariat, Dhaka
10. PS to Adviser, Ministry of Commerce, Bangladesh Secretariat, Dhaka
11. PS to Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka
12. Chief Accounts and Finance Officer, Ministry of Commerce, CGA Bhaban (3rd Floor), Gate No. 4, Segunbagicha, Dhaka
13. System Analyst, ICT Cell, Ministry of Commerce, Bangladesh Secretariat, Dhaka (With request to upload this notification on the Ministry's official website)
14. Accounts Officer, Ministry of Commerce, Bangladesh Secretariat, Dhaka
15. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka
16. Mr. Md. Abdul Momin, Office Assistant, Ministry of Commerce, Bangladesh Secretariat, Dhaka



Md. Humayun Kabir  
Assistant Secretary