

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: 26.00.0000.091.08.002.16-177

Date: 20 October 2025

**Notification**

The undersigned is directed to convey that Dr. Moinul Khan, Chairman (Secretary), Bangladesh Trade and Tariff Commission, Dhaka (Passport No: E00112809), has been granted earned leave (ex-Bangladesh leave) for performing the holy Umrah in the Kingdom of Saudi Arabia for 20 (twenty) days from 26-10-2025 to 14-11-2025 or from the commencement date of his travel. 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 should be drawn in foreign currency;
- b. All expenses related to the travel will be borne by himself. 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./  
Sandip Kumar Sarkar  
Deputy Secretary (Addl. Charge)  
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E-mail: [sas.admn6br@mincom.gov.bd](mailto:sas.admn6br@mincom.gov.bd)

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka
2. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka
3. Senior Secretary, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka
4. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
5. The Chairman (Secretary), Bangladesh Trade and Tariff Commission, Segunbagicha, Dhaka
6. H.E. The Ambassador, Embassy of the Kingdom of Saudi Arabia in The People's Republic of Bangladesh, House 5 (NE) L, Road 83, Gulshan-2, Dhaka-1212.
7. H.E. The Ambassador, Embassy of the People's Republic of Bangladesh in the Kingdom of Saudi Arabia, House No. 33, Al Sheikh Hussain bin Hasan St. Al Waha Quarter, P.O. Box No. 94395, Riyadh-11693
8. Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Dhaka (with request to issue a note verbale)
9. Commercial Counsellor, Bangladesh Consulate General, Jeddah, KSA
10. Director, Hazrat Shahjalal International Airport, Dhaka

**-P.T.O-**

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



20.10.2025

Sandip Kumar Sarkar  
Deputy Secretary (Addl. Charge)