

Government of the People's Republic of Bangladesh

Ministry of Commerce
Administration-1 Section
Bangladesh Secretariat, Dhaka
www.mincom.gov.bd

No. 26.00.0000.086.31.724.23.404

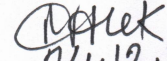
Date: 24 December 2025

Notification

Ms. Nasrin Sultana (ID No. 16234, Passport No. B00873096), Deputy Secretary at the Ministry of Commerce, Bangladesh Secretariat, Dhaka has been granted Rest and Recreation leave (ex-Bangladesh) to travel to the United States of America (USA) for 15 days from 28 December 2025 to 11 January 2026 or from the date of commencement of her leave. 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 shall be drawn in foreign currency;
 - b. All expenses related to the travel will be borne by her husband. No part of it will be borne by the Government of Bangladesh.
 - c. 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,


24.12.2025

Md. Abdul Malek
Deputy Secretary
☎ 55100705

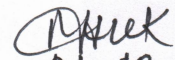
E-mail: adm1@mincom.gov.bd

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

1. Cabinet Secretary, Cabinet Division, Bangladesh Secretariat, Dhaka/Principal Secretary to the Chief Adviser, Chief Adviser's Office, Tejgaon, 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. Secretary, Economic Relations Division (ERD), Shere Bangla Nagar (Planning Commission Campus), Dhaka-1207.
6. H.E. the Ambassador, Embassy of the People's Republic of Bangladesh in the United States of America, 3510 International Drive, N.W. Washington, United States of America.
7. H.E. the Ambassador, Embassy of the United States of America (USA) in Bangladesh, 12 Madani Avenue, Baridhara Diplomatic Zone, Dhaka 1212.
8. Director General, Directorate of Immigration and Passports, Agargaon, Dhaka.
9. Additional Secretary (Admin/FTA), Ministry of Commerce, Bangladesh Secretariat, Dhaka.
10. Director General, Consular & Welfare Wing, Ministry of Foreign Affairs, Dhaka (*with the request to issue a note verbale*).
11. Ms. Nasrin Sultana, Deputy Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
12. PS to Adviser, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
13. PS to Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
14. Chief Accounts and Finance Officer, Ministry of Commerce, CGA Bhaban (3rd Floor), Gate No. 4, Segunbagicha, Dhaka.
15. System Analyst, ICT Cell, Ministry of Commerce, Bangladesh Secretariat, Dhaka (*With the request to upload this notification on the Ministry's official website*).
16. Accounts Officer, Ministry of Commerce, Bangladesh Secretariat, Dhaka.
17. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.


24.12.2025
Md. Abdul Malek
Deputy Secretary