

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.26.00.0000.086.31.127.15.01

Date: 01 January 2026

**Notification**

Ms. Parvin (**Passport No. A20657126**), Personal Officer, 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 **07 January 2026 to 21 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. She will be accompanied by her father, Mr. Md. Odud (**Passport no. A13388501**) during this travel;
- c. She 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,

*Malek*  
01.01.2026

Md. Abdul Malek  
Deputy Secretary  
55100705

E-mail: [admin1@mincom.gov.bd](mailto:admin1@mincom.gov.bd)

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

01. Senior Secretary, 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 (WTO-1), Ministry of Commerce, Bangladesh Secretariat, Dhaka
09. PS to Adviser, Ministry of Commerce, Bangladesh Secretariat, Dhaka
10. PS to Secretary, Ministry of Commerce, Bangladesh Secretariat, Dhaka
11. Chief Accounts and Finance Officer, Ministry of Commerce, CGA Bhaban (3rd Floor), Gate No. 4, Segunbagicha, Dhaka
12. System Analyst, ICT Cell, Ministry of Commerce, Bangladesh Secretariat, Dhaka (**With request to upload this notification on the Ministry's official website**)
13. Accounts Officer, Ministry of Commerce, Bangladesh Secretariat, Dhaka
14. Immigration Officer, Hazrat Shahjalal (R.) International Airport, Dhaka
15. Ms. Parvin, Personal Officer, Ministry of Commerce, Bangladesh Secretariat, Dhaka

*Malek*  
01.01.2026

Md. Abdul Malek  
Deputy Secretary