

Government of the People's Republic of Bangladesh
Ministry of Cultural Affairs
Shilpakala Section
Bangladesh Secretariat, Dhaka
www.moca.gov.bd

No: 43.00.0000.000.116.08.0002.25(part).54

Date: 05 February 2026

Notification

The undersigned is directed to convey the administrative approval of ex-Bangladesh leave in favor of Mr. Md. Mahmudal Hoque Jihad, Set Designer, Auditorium and Stage Management Branch, Administration Department, Bangladesh Shilpakala Academy for the purpose of receiving his certificates of MA (Drama) in Applied theatre from Rabindra Bharati University in Kolkata, India from 19 January 2026 to 02 February 2026 or 15 days from the date of commencement of the leave.

02. The approval is accorded in line with the terms and conditions placed hereinafter:

- (a) All travel expenses will be borne by the applicant himself. There will be no financial involvement of the Government of Bangladesh in this visit.
- (b) The visit will be treated as ex-Bangladesh leave (personal) which will be deducted from his earned leave;
- (c) The incumbent shall draw his pay and allowances for the time stipulated in local currency and no part of it should be drawn in foreign currency;
- (d) Overstay will not be permitted;
- (e) After returning he will submit a joining report to his authority;
- (f) The provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval.


(Mousumi Sarkar Rakhi)

Deputy Secretary

Phone: +88-02-55100290

E-mail: sas7@moca.gov.bd

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Copy forwarded for kind information and necessary action (not in order of seniority) to:

1. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
2. H.E. High Commissioner, High Commission of India, Dhaka, Bangladesh, House No-1-3, Park Road, Baridhara, Dhaka.
3. H. E. High Commissioner, High Commission of Bangladesh, New Delhi, India, EP 39, Dr. S. Radhakrishnann Marg, Chanakyapuri, New Delhi, Delhi-110021, India.
4. Director General, Department of Immigration and passport, Dhaka.

5. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (With a request to issue Note Verbal in favour of Mr. Md. Mahmudal Hoque Jihad).
6. Director General, Bangladesh Shilpakala Academy, Segunbagicha, Dhaka.
7. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
8. PS to Adviser, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
9. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
10. Chief Accounts and Finance Officer, Ministry of Cultural Affairs, 3rd Phase, Segunbagicha, Dhaka.
- ✓ 11. System Analyst, Ministry of Cultural Affairs, Dhaka (With request to upload the order in the website of MOCA).
12. Officer in-charge (Immigration), Hazrat Shahjalal International Airport, Dhaka.
13. Mr. Md. Mahmudal Hoque Jihad, Set Designer, Auditorium and Stage Management Branch, Administration Department, Bangladesh Shilpakala Academy, Segunbagicha, Dhaka.
14. Office copy.

Mousumi Sarkar Rakhi
23/02/2026
(Mousumi Sarkar Rakhi)
Deputy Secretary