

Government of the People's Republic of Bangladesh
Ministry of Cultural Affairs
(Section-6)
Bangladesh Secretariat, Dhaka.
www.moca.gov.bd

No. 43.00.0000.114.025.102.15.106

Date: 03 March, 2026.

Notification

The undersigned is directed to convey the government's approval of ex-Bangladesh leave in favor of Mrs. Susmita Biswas, Assistant Keeper, (Department of Contemporary Arts and World Civilization) Bangladesh National Museum, Dhaka (Passport No- A03001272) for the purpose of her son's treatment in India. She has been granted earned leave (ex-Bangladesh) from 05.03.2026 to 30.03.2026 or 25 days from the date of commencement of her leave. Her husband Mr. Banomali Biswas, son Ritujeet Biswas and daughter Ridhima Biswas will accompany her.

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

- (a) All expenses in this regard will be borne by herself. 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 her earned leave;
- (c) The incumbent shall draw her 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 she 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: 55101114

E-mail: ds.section6@moca.gov.bd

No. 43.00.0000.114.025.102.15.106

Date: 03 March, 2026.

Copy forwarded for kind information and necessary action to (not in line with the seniority):

01. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
02. H.E. The High Commissioner, High Commission of India, house No-1-3 Park Road, Baridhara, Dhaka.
03. H.E. The High Commissioner, High Commission of the People's Republic of Bangladesh, New Delhi, India.
04. Director General, Bangladesh National Museum, Shahbag, Dhaka-1000.

05. Director General, Department of Immigration and Passports, Agargaon, Sher-e-Bangla Nagar, Dhaka.
06. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka. (With a request to issue Note Verbal in favor of Mrs. Susmita Biswas).
07. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
08. Private Secretary to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
09. Chief Accounts and Finance Officer, Ministry of Cultural Affairs, 3rd Phase, Segunbagicha, Dhaka.
- ✓10. System Analyst, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka (with request to upload on the Ministry's website).
11. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Benapole, Jessore/ Darshana, Chuadanga.
12. Officer in-charge (Immigration), Hazrat Shahjalal International Airport, Dhaka .
13. Mrs. Susmita Biswas, Assistant Keeper, (Department of Contemporary Arts and World Civilization) Bangladesh National Museum, Shahbag, Dhaka-1000.
14. Copy saved in office copy/ master file.

Mousumi Sarkar Rakhi
3/03/2026
(Mousumi Sarkar Rakhi)
Deputy Secretary