

Government of the People's Republic of Bangladesh  
Ministry of Environment, Forest and Climate Change  
Forest-3 Section  
www.moefcc.gov.bd



No 22.00.0000.068.08.001.21.30

Date: 25/01/2026

**Notification**

The undersigned is directed to convey that Mrs. Mahmudah Roksen Sultana (**Passport No: E00105214**) Divisional Forest Officer, Dhaka Social Forest Division, Bana Bhaban, Mohakhali, Dhaka has been granted ex-Bangladesh Earned leave for the purpose to meet with her daughter in Ireland for 15 (fifteen) days from 17-03-2026 to 31-03-2026 or from the commencement of date of 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 related expenses of the visit will be borne by herself. The expenses will be shown in her income tax return;
- c) The provision of clause 34 of Appendix VIII of Rule 234 of BSR(Part-1) is applicable for this approval.

  
25.01.2026  
Roslina Parven  
Senior Assistant Secretary  
Phone: 02-223354418  
Email: [forest3@moef.gov.bd](mailto:forest3@moef.gov.bd)

No 22.00.0000.068.08.001.21.30

Date: 25/01/2026

Copy for Kind Information and Necessary Action (Not According to Seniority)

- 1) Senior Secretary, Ministry of Home Affairs, Dhaka.
- 2) Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
- 3) Additional Secretary (Admin), Ministry of Environment, Forest and Climate Change, Dhaka.
- 4) Director General, Immigration and Passport, Dhaka.
- 5) Joint Secretary (Forest), Ministry of Environment, Forest and Climate Change, Dhaka.
- 6) Chief Conservator of Forests (in-charge), Department of Forest, Agargaon, Dhaka.
- 7) Private Secretary to the Adviser, Ministry of Environment, Forest and Climate Change, Dhaka.
- 8) Director, Hazrat Shahjalal International Airport, Dhaka.
- 9) Private Secretary to the Secretary, Ministry of Environment, Forest and Climate Change, Dhaka.
- 10) System Analyst, Ministry of Environment, Forest and Climate Change, Dhaka. (With request to upload this letter on the Ministry's website).
- 11) Mrs. Mahmudah Roksen Sultana, Divisional Forest Officer, Dhaka Social Forest Division, Bana Bhaban, Mohakhali, Dhaka.
- 12) Chief Accounts and Finance Officers, Ministry of Environment, Forest and Climate Change, Segunbagicha, Dhaka.

  
25.01.2026  
Roslina Parven  
Senior Assistant Secretary