

Government of the People's Republic of Bangladesh  
Ministry of Home Affairs  
Admin Section-1  
[www.moha.gov.bd](http://www.moha.gov.bd)

No: 44.00.0000.000.019.01.0011.20-471

Date:20.05.2026

**Office Order**

The undersigned is directed to grant earned leave (rest and recreation leave converted as ex-Bangladesh leave) in favour of Sanchaya Kumar Biswas (Passport No. A01408329), Office Assistant, Ministry of Home Affairs, Dhaka to visit India for his treatment for 15 (Fifteen) days starting from 17.05.2026 to 31.05.2026 or from the date of commencement of leave. This leave is granted under the following terms and conditions:

- a) All expenses in relation to this visit will be borne by him. There is no financial involvement of Government of Bangladesh in this visit;
- b) He will draw his usual salary and allowance in local currency. No part of it should be drawn in foreign currency;
- c) He will not be allowed to overstay above mentioned approved period &
- d) The provision of Rule 34 of Appendix viii of BSR (Part-1) is applicable for this approval.

02. This order is issued with the approval of the competent authority.

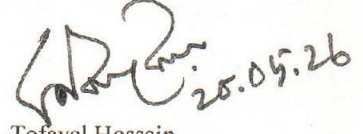
  
Md. Tofayel Hossain  
Deputy Secretary  
Phone : +8802223354529  
E-mail : [admin1@moha.gov.bd](mailto:admin1@moha.gov.bd)

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Copy for Kind Information and Necessary Action (Not in the order of seniority):

1. Foreign Secretary, Ministry of Foreign Affairs;
2. H.E. High Commissioner, Bangladesh High Commission, New Delhi, India;
3. H.E. High Commissioner, Indian High Commission, Dhaka;
4. Director General, Department of Immigration and Passport Authority, Dhaka;
5. PS to Minister, Ministry of Home Affairs;
6. PS to Sr. Secretary, Ministry of Home Affairs;
7. Executive Director, Hazrat Shahjalal International Airport, Dhaka;
8. Chief Accounts and finance Officer, Ministry of Home Affairs, Hishab Bhaban, Segunbagicha, Dhaka;
9. Officer-in-Charge (Immigration), Hazrat Shahjalal International Airport, Dhaka;
10. General Manager, Foreign Exchange Policy Department, Bangladesh Bank, Dhaka;
- ✓ 11. System Analyst, ICT Cell, Ministry of Home Affairs, Dhaka;
12. Accounts Officer, Ministry of Home Affairs;
13. Personal Officer to Additional Secretary (Admin & Finance/Security and Immigration), Ministry of Home Affairs;
14. Personal Officer to Joint Secretary (Admin), Ministry of Home Affairs;
15. Mr. Sanchaya Kumar Biswas, Office Assistant, Ministry of Home Affairs and
16. Office/Master Copy.

  
Md. Tofayel Hossain  
Deputy Secretary