Government of the People's Republic of Bangladesh
Ministry of Information & Broadcasting
Information and Mass communication Section-1
Bangladesh Secretariat, Dhaka
www.moi.gov.bd

No. 15.00.0000.025.18.234.17. Date: 26 October 2026

Subject: **Permission for foreign employment.**

The undersigned is directed to inform that the Government of the People`s Republic of Bangladesh has been pleased to permit Ms. Asrofa Emdad, Senior Information Officer, Press Information Department, Ministry of Information & Broadcasting (Passport No. E00204892) to serve as "Chief Public Relations Officer" at ORBIGO GROUP, Australia for a period of 02 (two) years with effect from the date she relinquishes her duties in the present post under the terms and conditions mentioned below:

a. The period of his/her service with the foreign employer shall be counted from the date of relinquishment to the date prior to the date of resumption of his/her duties in the service of the Government of Bangladesh and his/her service for the same period will be treated as foreign service under the said foreign employer, with lien, on his/her post in the service of The Government of Bangladesh;
b. This period of his/her foreign employment shall be counted towards his/her seniority, annual increment of pay and retirement. No benefit other than those stipulated herein shall accrue to his/her for this period;
c. The Government of Bangladesh is at liberty to decide whether to extend the period of his/her absence, if he applies for such extension, from the service under the Government of Bangladesh. Even if such extension is approved, he/she shall automatically cease to be in the service under the Government of Bangladesh, under the provisions of Rule 34 of Part 1 of Bangladesh Service Rules, in the event of being absent for a continued period of 05 (Five) years;
d. During the period of his/her employment under the foreign employer, he/she shall not receive any pay or allowance (including travelling allowance, etc) or leave from the Government of Bangladesh;
e. The Government of Bangladesh has no responsibility of regulating the terms of his/her leave of paying leave salary due in respect of such leave during the period of his/her employment under the foreign employer. No liability in respect of leave salary on account of such leave earned or taken during foreign employment shall devolve on the Government of Bangladesh or any organisation under it. The Government of Bangladesh will not recover any leave salary contribution from the foreign employer;
f. No expenses to be incurred in connection with his/her joining the post under the foreign employer or resuming his/her post in the service under the Government of Bangladesh after completion of foreign employment shall be borne by the Government of Bangladesh. During his/her service under the foreign employer, he/she will draw his/her pay and allowances, etc. from that employer as per terms of his/her employment with the foreign employer;
g. He/she will not be entitled to receive any leave salary from the Government of Bangladesh or from any organisation under it in respect of disability leave on account of any disability arising out of his/her employment with the foreign employer, even though the disability might manifest itself after the termination of his/her foreign employment;
h. During the period of his/her employment with the foreign employer, he/she will not be entitled to any medical facility in respect of self or members of his/her family at the expense of the Government of the People's Republic of Bangladesh;
i. The Government of the People's Republic of Bangladesh will not involve itself in any way in determining his terms to service with his foreign employer or in settling any dispute of any kind arising out of his employment with the foreign employer. However, he/she may be given consular, legal or any other form of help, if necessary, as a citizen of Bangladesh;
j. He/she will regularly pay his/her contribution to General Contributory Provident Fund, Group Insurance Premium and Benevolent Fund. His/her pension contributions and leave salary contributions will be paid by himself/herself or by his/her foreign employer. He/she shall also pay regularly to the Government account the instalments of his/her House Building/Motor Car/Motorcycle/Bicycle Loan/advance and other loans or dues payable to the Government;

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k. During the lien period he/she shall submit the required information (such as statement of assets, income tax return, etc.) as instructed by the Government from time to time;
l. If his/her contact address/telephone number/fax number or e-mail address is changed during the lien period, he immediately inform the concerned authority of it;
m. On termination of his/her foreign employment, he/she shall resume the duties of his/her post in Bangladesh immediately. In case of his/her failure to report to his/her employer in the Government of Bangladesh within the approved period of lien, the period of his/her absence beyond the approved period of lien will be treated as unauthorised absence and disciplinary actions will be taken against him/her;
n. The Government of Bangladesh may cancel the permission of foreign employment/lien at any time for public interest or for violation of any of the undertakings agreed by him/her;
o. During the period of his/her employment with the foreign employer, he/she shall pay 1% of his/her Basic Pay of such foreign employment to the Government Treasury Account. He/she shall submit a declaration duly attested by the employer regarding the salary drawn by him/her during the lien period;
p. On completion of foreign employment, he/she shall join his/her administrative Ministry/ Division/workplace (whichever is applicable) and inform the concerned authority permitting lien within 7 (seven) working days;
q. Before the completion of the approved period of foreign employment, he/she may join his/her administrative Ministry/Division/workplace with release order from the concerned foreign employer. In such a case, the concerned authority will take necessary action to cancel the remaining period of his/her lien;
r. He/she will comply with any other condition mentioned in the rules.

2. Violation of any of the terms and conditions mentioned above and also in the undertaking appended here to may lead to cancellation of this lien and initiation of disciplinary actions against him/her.

Sd/-

(Salma Hasnayen)
Deputy Secretary
Tel: 223388064
Email: masscom1@moi.gov.bd

Ms. Asrofa Emdad
Senior Information Officer
Press Information Department
Ministry of Information & Broadcasting

No. 15.00.0000.025.18.234.17. 328/1(12)

Date: 26 October 2026

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

1. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
2. Secretary, Ministry of Foreign Affairs, Dhaka.
3. Principal Information Officer, Press Information Department, Dhaka.
4. Director General, Department of Immigration and Passport, Dhaka.
5. General Manager, ORBIGO GROUP, 301 Castlereagh Street, Sydney CBD, NSW-2000, Australia.
6. PS to Minister, Ministry of Information & Broadcasting, Bangladesh Secretariat, Dhaka
7. PS to State Minister, Ministry of Information & Broadcasting, Bangladesh Secretariat, Dhaka
8. PS to Secretary, Ministry of Information & Broadcasting, Bangladesh Secretariat, Dhaka.
9. Chief Accounts and Finance Officer, Ministry of Information & Broadcasting, CGA Building, Segunbagicha, Dhaka.
10. System Analyst, Ministry of Information & Broadcasting, Bangladesh Secretariat, Dhaka. (with a request to upload the order in MOI website).
11. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
12. Office Copy.

26.10.26

(Salma Hasnayen)
Deputy Secretary