

Government of the People's Republic of Bangladesh
Ministry of Textiles & Jute
Textile-3 Section
Bangladesh Secretariat, Dhaka
www.motj.gov.bd

Record Number: 24.00.0000.203.25.001.18-178

Date: 24/12/2025

Office Order

The undersigned is directed to convey Government's approval of earned leave (ex-Bangladesh leave) in favour of Ms. Sanjida Haque Aishee (Passport No- B00708921), Manager, Bangladesh Textiles Mills Corporation (BTMC) to perform Holy Umrah Hajj in Saudi Arabia for 15 (Fifteen) days starting from 06-01-2026 to 20-01-2026 or from the date of commencement of the leave under the following terms and conditions:

- a. She will draw her pay and allowance in local currency.
- b. All related expenses of the travel will be borne by her. No expenses will be given by the Government/ Bangladesh Textiles Mills Corporation.
- c. The provision of Rule 34 of appendix VIII of Bangladesh Service Rules (BSR) (Part-1) is applicable for this approval.
- d. She will return to the country on the schedule date.
- e. Her husband Mr. Md. Shariful Islam (Passport No- A00008763) will accompany her in the above journey.

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

SAF

Sheikh Abdullah Shadid
Senior Assistant Secretary

Record Number: 24.00.0000.203.25.001.18-178

Date: 24/12/2025

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

1. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
2. H.E Ambassador, Embassy of Bangladesh in Riyadh, Saudi Arabia
3. H.E Ambassador, Embassy of Saudi Arabia in Dhaka, Bangladesh
4. Director General, Department of Immigration and Passport, Dhaka
5. Chairman, Bangladesh Textiles Mills Corporation (BTMC), Dhaka-1215
6. Private Secretary to Secretary, Ministry of Textiles and Jute, Bangladesh Secretariat, Dhaka
7. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka
8. System Analyst, Ministry of Textiles and Jute, Bangladesh Secretariat, Dhaka
(With request to publish on the website of Ministry of Textiles & Jute)
9. Sanjida Haque Aishee, Manager, BTMC, Dhaka-1215

SAF
24/12/2025

Sheikh Abdullah Shadid
Senior Assistant Secretary