Government of the People's Republic of Bangladesh
Ministry of Textiles & Jute
Jute-1
www.motj.gov.bd



Number: 24.00.0000.000.118.25.0019.25.243

Date: 03/11/2026

Office Order

The undersigned is directed to convey the Government's approval of earned leave (Ex-Bangladesh) in favour of Shanti Akter (Passport No: E00155492), Deputy Manager (Administration), Bangladesh Jute Mills Corporation (BJMC), Ministry of Textiles & Jute participating with her son's program on English Olympiad Global 2026 World Grand Finale in Malaysia & Singapore for 11 (eleven) days starting from 23/12/2026 to 02/01/2027 or from the convenient date of commencement of the journey under the following terms and conditions:

(a) She will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency.
(b) All related expenses of the travel will be borne by herself.
(c) No expenses will be borne by Government/BJMC.
(d) The provision of Rule 34 of Appendix VIII of BSR (Part-1) will be applicable for this approval.
(e) At the end of the approved period of foreign travel, she will return to Bangladesh as per the rules and join the service.
(f) Her son Araf Ahmed Gaffar (Passport No: A14383027) will accompany her during the travel.

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

03.11.2026

(Md. Saiful Islam)
Deputy Secretary
Phone No: 55100364
juteministry@gmail.com

Number: 24.00.0000.000.118.25.0019.25.243/1(11)

Date: 03/11/2026

Copy forwarded for kind information and necessary action (Not According to Seniority):

1. Foreign Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka
2. H. E. High Commissioner, High Commission of the Republic of Singapore in Bangladesh, Ventura Avenue, 5th floor, 8/B Gulshan Avenue, Dhaka 1212
3. H. E. High Commissioner, High Commission of Bangladesh in Singapore, Jit Poh Building, 19, #04-00 Keppel Rd, Jit Poh Building, Singapore
4. H. E. High Commissioner, High Commission of Malaysia in Bangladesh, House No. 19 Road No. 6, Baridhara Diplomatic Enclave Dhaka
5. H. E. High Commissioner, High Commission of Bangladesh in Malaysia, 8, Lorong Yap Kwan Seng, Kampung Baru, 50450 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia
6. Chairman, Bangladesh Jute Mills Corporation (BJMC), Dhaka
7. Director General, Department of Immigration and passports, Agargaon, Dhaka
8. Director, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/Osmany International Airport, Sylhet
9. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/Shah Amanat International Airport, Chattogram/Osmany International Airport, Sylhet/Land Port, Benapol, Jashore/Burimari, Lalmonirhat/Tamabil/Sylhet/Sonamasjid, Chapainobabgonj/Bhomra, Satkhira/Darshana, Chuadanga/ Banglabandha, Panchagar
10. PS to Secretary, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka
11. Assistant Programmer, Ministry of Textiles & Jute, Bangladesh Secretariat, Dhaka (With request to publish in the website of MoTJ)
12. General Manager (Accounts & Finance), BJMC, Motijheel C/A, Dhaka
13. Shanti Akter, Deputy Manager (Administration), BJMC, Motijheel C/A, Dhaka

03.11.2026

(Md. Saiful Islam)
Deputy Secretary