

(বিদেশী সংস্থা সম্পৃক্ত থাকায় ইংরেজি ভাষা ব্যবহার করা হলো)

Government of the People's Republic of Bangladesh
National Academy for Educational Management (NAEM)
Secondary & Higher Education Division Ministry of Education
NAEM Road, Dhanmondi, Dhaka-1205
www.naem.gov.bd

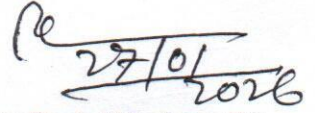
No.37.04.2663.401.19.091.15-1664

Dated: 27.01.2026

Office Order

Mr. Nahida Akter, Technical Officer, National Academy for Educational Management (NAEM) has been granted Earned Leave (Ex-Bangladesh) to perform the Holy Umrah in Saudi Arabia for 14 (Fourteen) days starting from 15.02.2026 to 05.03.2026 or from the date of starting journey. This permission is granted under the following terms and conditions:

1. He will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency;
2. All expenses of the travel will be borne by Mr. Nahida Akter, Technical Officer, NAEM;
3. The provision fo Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval;
4. This has been issued in accordance with the Order of the Chief Adviser's Secretariat memo.no. 31.39.32.00.00.00.2007-29(100), dt. 31.01.2007;
5. He will have to submit the joining report of her return.

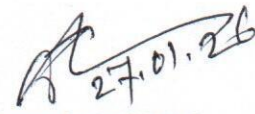

(Prof. Dr. Shah Md. Amir Ali)
Director General (Routine Duty)
Phone: 55167529
e-mail: info@naem.gov.bd

No.37.04.2663.401.19.091.15-1664 (10)

Dated: 27.01.2026

Copy forwarded for kind information & necessary action:

1. Director General, Department of Immigration & Passport, Agargaon, Dhaka.
2. Director, Hazrat Shahjalal International Airport, Dhaka.
3. Director (Research & Documentation), NAEM, Dhanmondi, Dhaka-1205.
4. Chief Accounts & Finance Officer, Ministry of Education, 45 Purana Paltan, Dhaka.
5. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
6. Immigration Officer, Sona Masjeed Landport, Mahadipur, Chapai Nababgonj.
7. Assistant Diretor (Finance), NAEM, Dhanmondi, Dhaka-1205.
8. Mr. Nahida Akter, Technical Officer, NAEM, Dhanmondi, Dhaka.
9. Accountant, NAEM, Dhanmondi, Dhaka-1205.
10. Office Copy.


(Md. Rowshan Alam)
Deputy Director (Administration. & Finance)