



National Curriculum and Textbook Board

69-70 Motijheel Commercial Area, Dhaka-1000

www.nctb.gov.bd

Memo No :37.06.0000.101.34.162.91-6011

Date: 09.12.2025

Office Order

Md. Sowkat Ali, Driver, National Curriculum & Textbook Board, Dhaka has been granted earned leave on full average pay (Ex-Bangladesh leave) to participate in the convocation ceremony of his daughter Sultana Yasmin in UK for 24 (Twenty Four) days from 20.01.2026 to 12.02.2026 or from the charge hand over date to 24 (Twenty Four) days. This leave is granted under the following terms and Conditions:

- The Employee will not be allowed to stay abroad more than the approved period;
- The Employee will inform the authority after his return;
- The Employee will draw his pay and allowances in local currency. No part of it should be drawn in foreign currency;
- All related expenses of the travel will be borne by himself.

2. The order has been issued with the approval of competent authority.

(Prof. Md. Shahtab Uddin)

Secretary

Telephone: 2233-85644

Memo No :37.06.0000.101.34.162.9-6011

Date: 09.12.2025

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

1. Secretary, Ministry of Education, Bangladesh Secretariat, Dhaka;
2. Senior Secretary, Ministry of Home Affairs, Dhaka;
3. Foreign Secretary, Ministry of Foreign Affairs, Dhaka;
4. British High Commission (Visa Section), United Nations Road, Baridhara, Dhaka-1212.
5. Immigration Officer, Hazrat Shajalal (R.) International Airport, Dhaka;
6. Deputy Secretary (Admin/Common)/Chief Accounts Officer, National Curriculum & Textbook Board (NCTB), Dhaka;
7. Assistant Maintenance Engineer, NCTB (with request to upload to website);
8. P.A. to Chairman, National Curriculum & Textbook Board (NCTB), Dhaka;
9. Md. Sowkat Ali, Driver, National Curriculum & Textbook Board, Dhaka.

(Serajul Islam)

Deputy Secretary (Administration)

Telephone: 2233-82586