

President's Office
Personal Division
Admin Section
www.bangabhaban.gov.bd

No: 02.00.0000.000.007.36.0512.21.882

Date : 20 July 2026

Office Order

In response to the application of 07 July 2026 submitted by Ms. Rafty Akter Risha, Office Assistant-Cum-Computer Typist, Personal Division, President's Office, Bangabhaban, Dhaka (Passport No: A15459535) her earned leave (Ex-Bangladesh) for treatment in India has been extended for 31 (thirty one) days from 09 July 2026 to 08 August 2026 under the following terms and conditions:

- (a) She will draw her pay and allowances in local currency. No part of it shall be drawn in foreign currency;
- (b) The provision of Rule 34 of Appendix VIII of BSR (part-1) is applicable for this approval;
- (c) All expenses related to the visit will be borne by herself; and
- (d) She will join her workplace after completing the Ex-Bangladesh leave.

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

Signed

(Md. Shamsul Alam)
Deputy Secretary (attached)
Phone: 0222-6638145
E-mail: sas-admin@bangabhaban.gov.bd

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Date : 20 July 2026

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

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka.
2. High Commissioner, High Commission for the People's Republic of Bangladesh, New Delhi, India/ High Commissioner, High Commission of India, Gulshan, Dhaka.
3. Director General, Bangladesh Railway, Railbhaban, Dhaka.
4. Deputy Secretary (Attached) (General Section), Personal Division, President's Office, Bangabhaban, Dhaka .
5. PS to the Military Secretary to the Hon'ble President, Personal Division, President's Office, Bangabhaban, Dhaka (For kind information of Military Secretary to the Hon'ble President).
6. Immigration Officer, Hazrat Shajalal International Airport, Dhaka.
- ✓ 7. Programmer, Personal Division, President's Office, Bangabhaban, Dhaka (with request to upload the Office Order on Bangabhaban website).
8. Accounts Officer, Personal Division, President's Office, Bangabhaban, Dhaka.
9. PO to Joint Secretary/Deputy Secretary, Personal Division, President's Office, Bangabhaban, Dhaka (For kind information of Joint Secretary/Deputy Secretary).
10. Ms. Rafty Akter Risha, Office Assistant-Cum-Computer Typist, Personal Division, President's Office, Bangabhaban, Dhaka.

20.07.26

(Md. Shamsul Alam)
Deputy Secretary (attached)