

Government of the People's Republic of Bangladesh
Ministry of Commerce
Administration-3 Section
Bangladesh Secretariat Building, Dhaka
www.mincom.gov.bd

Record Number: 26.00.0000.000.088.31.0004.19.138

Date: 12/08/2025

Office Order

Ms. Zikra Amin PAA, Programmer, Office of the Registrar of Joint Stock Companies & Firms, Dhaka has been granted earned leave (Ex-Bangladesh) for travelling to Kingdom of Saudi Arabia to perform Holy Umrah Hajj for 11 (Eleven) days from 13 August 2025 to 23 August 2025 or from the date of commencement of the leave. This leave is granted 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. All expenses of this travel will be borne by herself;
- c. There will be no financial involvement of the Government of Bangladesh regarding this visit;
- d. She will not stay abroad more than the period granted for the purpose;
- e. The provision of Rule 34 of Appendix VIII of BSR (part-1) will be applicable for his leave approval;

02. This Government Order (G.O) has been issued with the approval of the competent authority.



12-08-2025

Md. Humayun Kabir

Assistant Secretary

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

1. H.E. the Ambassador Embassy of Saudi Arabia, House-5 (NE) L, Road-83, Gulshan-2, Dhaka.;
2. Registrar (Additional Secretary), Office of the Registrar of Joint Stock Companies & Firms, Karwan Bazar, Dhaka.;
3. Additional Secretary (Additional Responsibility), Administrative Wing, Ministry of Commerce;
4. Director General, Directorate of Immigration and Passport, Agargoan, Dhaka.;
5. Director General (Consular), Ministry of Foreign Affairs, Segun Bagicha, Dhaka.;
6. Joint Secretary, Administration-1, Ministry of Commerce;
7. PS to Secretary, Ministry of Commerce;
8. General Manager, Foreign Currency and Policy Division, Bangladesh Bank, Dhaka.;
9. Chief Accounts Officer, Ministry of Commerce, CGA Bhaban, Segun Bagicha, Dhaka.;
10. Immigration Officer, Hazrat Shahjalal (R) International Airport, Dhaka.;

11. System Analyst, ICT Cell, Ministry of Commerce (with request to upload this G.O. in official website of the Ministry of Commerce) and
12. Ms. Zikra Amin PAA, Programmer, ICT Section, Office of the Registrar of Joint Stock Companies & Firms, Dhaka..



A handwritten signature in black ink, appearing to be 'Md. Humayun Kabir'.

12-08-2025
Md. Humayun Kabir
Assistant Secretary