

Government of the People's Republic of Bangladesh  
Ministry of Education  
Secondary and Higher Education Division  
Bangladesh Secretariat, Dhaka.  
Government College-4  
[www.shed.gov.bd](http://www.shed.gov.bd)

**Number:** 37.00.0000.000.069.08.0001.24.352

**Date:** 09/04/2026

**Government Order**

The undersigned is directed to inform that the authority is pleased to grant Ex-Bangladesh leave to the officers mentioned in the table below under the following terms & conditions:

Serial	Name, Designation & Present Address	Name of the Country	Purpose & Duration of the visit	Types of Leave
01	Md. Abdur Razzaque (17081), Passport No: E00265240, Associate Professor (Bangla) , OSD at the Directorate of Secondary and Higher Education, Dhaka; Insitu: Government Keshab Chandra (KC) College, Jhenaidah.	Saudi Arabia	For performing the Holy Hajj for 45 (Forty Five) days from 18.04.2026 to 01.06.2026 or from the charge hand over date to 45 (Forty Five) days.	Earned leave on half average pay.
02	Sayedra Kaniz Fatema (15949), Passport No: E00261456, Associate Professor (Bangla) , OSD at the Directorate of Secondary and Higher Education, Dhaka; Insitu: Bhawal Badre Alam Government College, Gazipur.	Saudi Arabia	For performing the Holy Hajj for 45 (Forty Five) days from 17.04.2026 to 31.05.2026 or from the charge hand over date to 45 (Forty Five) days.	Earned leave on half average pay.

Terms and Conditions:

- a. The officers will not be allowed to stay abroad more than the approved period;
  - b. The officers will inform the authority after their return;
  - c. The officers will draw their pay and allowances in local currency. No part of it should be drawn in foreign currency;
  - d. All related expenses of the travel will be borne by themselves and
  - e. Travelling expenses will have to be shown in the income tax return.
  - f. The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable in this regard. That is to say, the officer has to start their leave within the 35 (Thirty Five) days from the date of this order as this order will not remain in force after the 35 (Thirty Five) days from the making thereof.
2. This order has been issued with the approval of the competent authority.

According to The President's order,



09-04-2026

Jannatul Ferdous  
Deputy Secretary

**Number:** 37.00.0000.000.069.08.0001.24.352/1  
(13)

**Date:** 09/04/2026

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

1. Foreign Secretary, Ministry of Foreign Affairs, Dhaka;
2. Director General, Department of Immigration & Passports (DIP);
3. Director General, Directorate of Secondary and Higher Education(DSHE), Dhaka;
4. Principal, .....
5. PS to the Hon'ble Minister, Ministry of Education, Bangladesh Secretariat, Dhaka;
6. PS to Secretary, Secondary and Higher Education Division, Ministry of Education;
7. Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka;
8. Mr/Mrs. .... ;
9. Immigration Officer, Departure Department.....;
10. System Analyst, ICT Branch, SHED;
11. Public Relations Officer, Ministry of Education, Bangladesh Secretariat, Dhaka;
12. PO to Add. Secretary (College), SHED, Ministry of Education and
13. District/Upazila Accounts Officer.....



A handwritten signature in purple ink, located above the date and name of the Deputy Secretary.

09-04-2026  
Jannatul Ferdous  
Deputy Secretary