



Government of the People's Republic of Bangladesh
Ministry of Industries
Small & Medium Enterprise Foundation (SME Foundation)
E-5, C/1 West Agargaon, Sher-e-Bangla Nagar, Dhaka 1207
www.smef.gov.bd

Ref: 36.12.0000.035.99.006.20-385

22 April 2025

TO WHOM IT MAY CONCERN

This is to inform that **Ms. Salma Sultana**, Manager, Small & Medium Enterprise Foundation has been granted earned leave (ex-Bangladesh) from 31.05.2025 to 21.06.2025 or 22 days from the date of commencement of the leave to visit spouse in Japan along with her children. The Management of SME Foundation has no objection regarding her visit under the following terms & conditions:

Terms & Conditions

- i. All expense related to the travel will be borne by herself;
 - ii. She will not be allowed to stay abroad beyond the approved period;
 - iii. She will draw her pay and allowances in local currency. No part of it would be drawn in foreign currency.
02. It would be highly appreciated if necessary cooperation is extended to **Ms. Salma Sultana** (Passport No. A17068219) in connection with her visit to Japan as mentioned.
03. This order is issued with the approval of the competent authority.

Best regards,

Fahim - bin - Asmat
(Fahim-Bin-Asmat)

DGM, Admin

Mobile: 01724166727

e-mail: fahim.asmat@smef.gov.bd

Copy (Not According to Seniority):

1. Director, Hazrat Shahjalal International Airport, Dhaka
2. Ambassador, Embassy of Japan in Bangladesh
3. Ms. Salma Sultana, Manager, SME Foundation
4. Office of the Managing Director, SME Foundation
5. Office Copy