

Government of the People's Republic of Bangladesh
Ministry of Agriculture
Soil Resource Development Institute
Krishi Khamar Sarak, Dhaka-1215
www.srdi.gov.bd



No:12.03.0000.003.44.189.16-

Date:-----

Office Order

Md. Rohmatulla Hassan, Office Assistant Cum-Computer Typist, Soil Resource Development Institute, Divisional Office, Barishal has been granted 15 (Fifteen) days earn leave (ex-Bangladesh leave) for performing Umrah Hajj in Saudi Arabia starting from 16/02/2026 to 02/03/2026 or from the date of commencement of leave. The leave has been granted under the following terms and conditions:

- (a) He will draw his pay and allowances in local currency, no part of it should be drawn in foreign currency;
- (b) All related expenses of the travel will be borne by him;
- (c) The provision of Rule 34 of Appendix VIII of BSR (part-1) is applicable for this approval;
- (d) He will not be allowed to stay abroad more than the approved period;
- (e) He will have to inform the department after return
- (f) Md. Rohmatulla Hassan's Mother Mrs. Rashida Begum will accompany him during the travel.

Sd/

(Dr. Begom Samia Sultana)
Director General
Phone-02-41025041
E-mail: dg@srdi.gov.bd

To.
Md. Rohmatulla Hassan
Office Assistant Cum-Computer Typist
Soil Resource Development Institute
Divisional Office, Barishal.

No:12.03.0000.003.44.189.16- 270

Date: 02/02/26

Copy forwarded for kind information and necessary action to: (not as per seniority)

1. H.E. High Commissioner/Ambassador of the High commission/Embassy of Saudi Arabia, Dhaka.
2. Director (consular), Ministry of Foreign Affairs, Dhaka.
3. Director General, Immigration and Passport, Agargaon, Dhaka.
4. Director, Field Services wing/Analytical Services wing, Soil Resource Development Institute, Dhaka.
5. Chief Scientific Officer, Soil Resource Development Institute, Divisional Office, Barishal.
- ✓ 6. Innovation Officer, Soil Resource Development Institute, Dhaka (With request to upload it in the website)
7. Principal Scientific Officer, Soil Resource Development Institute, Divisional Office, Barishal.
8. Divisional Controller of Accounts Officer, Barishal.
9. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka/ Land Port, Bennapol, Jessore/Burimari, Lalmonirhat/Tamabil Sylhet/Sonamasjid, chapainawabganj/Bhomra, Satkhira/Darshana, Chuadanga/Panchagar, Bangladesh.
10. Deputy Director (Administration), Soil Resource Development Institute, Dhaka.
11. Assistant Director, Soil Resource Development Institute, Dhaka.
11. Office Copy.

Sultana
02.02.2026

(Dr. Begom Samia Sultana)
Director General
Phone-02-41025041