



Government of the People's Republic of Bangladesh  
Ministry of Education  
Secondary and Higher Education Division  
Bangladesh Secretariat, Dhaka.  
www.shed.gov.bd



Number:  
37.00.0000.069.08.003.23.6

Date: 11/1/2024

### Government Order

Farzana Katoki (7968), Vice-Principal (Professor-Zoology), Chuadanga Government College, Chuadanga has been granted earned leave on half average pay (Ex-Bangladesh leave) for the purpose of performing the holy Umrah in Saudi Arabia for 14 (Fourteen) days from 15.01.2024 to 28.01.2024 or from the charge hand over date to 14 (Fourteen) days. This leave is granted under the following terms and conditions:

#### Terms and Conditions:

- The Officer will not be allowed to stay abroad more than the approved period;
- The Officer will inform the authority after her return;
- The Officer will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency;
- All related expenses of the travel will be borne by herself;
- Travelling expenses will have to be shown in the income tax return;
- 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 her 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 and
- Granted Leave is non-cancelable.

2. This order has been issued with the approval of the competent authority.

By order of President,



11-01-2024

Mst. Rokeya Parvin  
Deputy Secretary

Number:

Date: 11/1/2024

37.00.0000.069.08.003.23.6/1(14)

Copy for Kind Information and Necessary Action,

- 1) Senior Secretary, Ministry of Foreign Affairs
- 2) Director General, Department of Immigration & Passports (DIP)
- 3) Director General, Directorate of Secondary and Higher Education(DSHE), Dhaka
- 4) Principal.....
- 5) PS to Minister, Ministry of Education, Bangladesh Secretariat, Dhaka
- 6) PS to Deputy Minister, Ministry of Education, Bangladesh Secretariat, Dhaka
- 7) PS to Secretary, Secondary and Higher Education Division, Ministry of Education
- 8) Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka
- 9) Systems Analyst, ICT Branch, Secondary and Higher Education Division
- 10) Farzana Katoki (7968), Vice-Principal (Professor-Zoology), Chuadanga Government College, Chuadanga
- 11) Immigration Officer, Departure Department.....
- 12) Public Relations Officer, Ministry of Education, Bangladesh Secretariat, Dhaka
- 13) PO to Add. Secretary (College), SHED, Ministry of Education
- 14) District/Upazila Accounts Officer.....