



Government of the People's Republic of Bangladesh
Ministry of Education
Secondary and Higher Education Division
Bangladesh Secretariat, Dhaka.
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Number:
37.00.0000.069.08.003.23.264

Date: 20/3/2024

Government Order

Dr. Shaila Nazneen (16830), Associate Professor (Zoology), OSD at the Directorate of Secondary and Higher Education, Dhaka; Attachment: Eden Mohila College, Dhaka has been granted Ex-Bangladesh leave that is converted from vacation period for 09 (Nine) days from 10.04.2024 to 18.04.2024 & Earned Leave on half average pay for 12 (Twelve) days from 19.04.2024 to 30.04.2024 which all are equal to 21 (Twenty One) days for the purpose of performing the holy Umrah in Saudi Arabia. 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 and
- Granted Earned leave is non-cancelable.

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

By order of President,



21-03-2024

Khodeja Khatun
Deputy Secretary (Add.
Duty)

Number:

Date: 20/3/2024

37.00.0000.069.08.003.23.264/1(13)

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 Secretary, Secondary and Higher Education Division, Ministry of Education
- 7) Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka
- 8) Systems Analyst, ICT Branch, Secondary and Higher Education Division
- 9) Dr. Shaila Nazneen (16830), Associate Professor (Zoology), OSD at the Directorate of Secondary and Higher Education, Dhaka; Attachment: Eden Mohila College, Dhaka
- 10) Immigration Officer, Departure Department.....
- 11) Public Relations Officer, Ministry of Education, Bangladesh Secretariat, Dhaka
- 12) PO to Joint Secretary (College), SHED, Ministry of Education
- 13) District/Upazila Accounts Officer.....