



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



Record Number: 37.00.0000.071.25.702.19.300

Date: 13/7/2023

Office Order

The following Head Teacher of Government High School is sanctioned Ex-Bangladesh leave for travelling and staying mentioned country:

Sl. No.	Name, designation and present posting	Travelling Country (Purpose of travel)	Duration and Type of leave
1.	Bela Rani Sarker Head Teacher Mohammadpur Commercial Institute Government Secondary School. Dhaka.	Cyprus (World Conference, Associate by World Association of Girl Guides and Girl Scouts in Cyprus)	Starting 21.07.2023 to 04.08.2023 or 15 days from departure with half average pay.

Terms and Conditions:

1. She will not be allowed to overstay abroad beyond the sanctioned time ;
2. She will report the concerned authority soon after coming back ;
3. She will draw his pay and allowances in local currency as per rules; no part of it should be drawn in foreign curren̄cy;
4. All related expenses of the travel will be borne by her personally;
5. Travelling expenses will have to be shown in the income tax return as per rules;
6. The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for his approval.

2. This order is issued with the approval of competent authority.

13-07-2023

Musammat Rahima Akhter
Senior Assistant Secretary
Phone: 02-55100749

Record Number:

Date: 13/7/2023

37.00.0000.071.25.702.19.300/1(13)

Copy for Kind Information and Necessary Action,

- 1) Senior Secretary, Ministry of Foreign Affairs, Dhaka
- 2) H.E The Ambassador, Larnaca, Cyprus
- 3) Director General, Directorate of Secondary and Higher Education, Dhaka
- 4) Director General (Incharge), Director General, DIP
- 5) PS to Secretary, Secondary and Higher Education Division, Ministry of Education. Dhaka
- 6) Senior Systems Analyst, ICT Branch, SHED (With request to publish in web-site)
- 7) Immigration Officer, Departure Department.....
- 8) Deputy Director , Secondary and Higher Education, Dhaka Resion, Dhaka
- 9) Chief Accounts Officer, Ministry of Education, Dhaka
- 10) District Education Officer, Dhaka
- 11) District/Thaka Accounts Officer, Dhaka
- 12) Bela Rani Sarker, Head Teacher, Mohammadpur Commercial Institute Government Secondary School. Dhaka
- 13) PO to Add. Secretary (Secondary-1), Secondary and Higher Education Division, Ministry of Education. Dhaka



13-07-2023

Musammat Rahima Akhter
Senior Assistant Secretary