

**Government of the Peoples Republic of Bangladesh**  
Secondary and Higher Education Division  
Ministry of Education  
Government College Branch-04  
[www.shed.gov.bd](http://www.shed.gov.bd)

No : 37.00.0000.069.08.019.18-590

Date : 23.04.2019

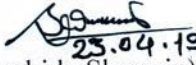
**Notification**

Ms. Rehana Munni (9362), Associate Professor (English), O.S.D. in the Directorate of Secondary and Higher Education (DSHE), Attached in Govt. Bangla College, Dhaka has been granted vacation leave (ex-Bangladesh) to perform Holy Umra Hajj in Saudi Arabia for 15 (Fifteen) days from 21.05.2019 to 04.06.2019. This leave is granted under the following terms and conditions:

**Terms and Conditions:**

- a) The Officer will not be allowed to stay abroad more than the approved period ;
  - b) She will inform the authority after her return ;
  - c) She will draw her pay and allowances in local currency. No part of it should be drawn in foreign currency;
  - d) All related expenses of the travel will be borne by her;
  - e) The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for her approval and
  - f) Travelling expenses will have to be shown in the income tax return.
2. This order has been issued with the approval of competent authority.

By order of the President,

  
(Murshida Sharmin)  
Deputy Secretary  
Phone : 02-9570663

No : 37.00.0000.069.08.019.18-590

Date : 23.04.2019

**Copy forwarded for information and necessary action to:**

1. Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka
2. H.E The High Commissioner of Bangladesh to Saudi Arabia.
3. H.E The High Commissioner of Saudi Arabia to Bangladesh.
4. Director General, Directorate of Immigration and Passport, Agargaon, Dhaka
5. Principal, Eden Mohila College, Dhaka.
6. Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka
7. Senior System Analyst, Ministry of Education, Secretariat of Bangladesh, Dhaka  
(With request to publish in web-site)
8. Immigration Officer, Departure Department, .....
9. Immigration Officers : All concerned immigration port, .....
10. Accounts Officer, Dhaka.
11. Ms. Rehana Munni (9362), Associate Professor (English), O.S.D. in the Directorate of Secondary and Higher Education (DSHE), Attached in Govt. Bangla College, Dhaka.