



Government of the People's Republic of Bangladesh  
Ministry of Education  
Secondary and Higher Education Division  
Government College Section-4  
Bangladesh Secretariat, Dhaka.  
www.shed.gov.bd



Number:  
37.00.0000.069.08.002.23.746

Date: 21/5/2023

**Government Order**

S K Mahbub Alam Shaheen (2598), Professor (Management), OSD at the Directorate of Secondary and Higher Education, Dhaka; Insitu: Dhaka College, Dhaka has been granted earned leave on half average pay (Ex-Bangladesh leave) for the purpose of performing the holy hajj in Saudi Arabia for 45 (Forty Five) days from 25.05.2023 to 08.07.2023 or from the charge hand over date to 45 (Forty Five) 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 his return;
- The Officer will draw his 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 himself;
- Travelling expenses will have to be shown in the income tax return and
- 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 his 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.

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

By order of President,



21-05-2023

Mst. Rokeya Parvin  
Deputy Secretary (Add.  
Duty)

Number:

Date: 21/5/2023

37.00.0000.069.08.002.23.746/1(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) Senior Systems Analyst, ICT Branch, Secondary and Higher Education Division
- 10) S K Mahbub Alam Shaheen (2598), Professor (Management), OSD at the Directorate of Secondary and Higher Education, Dhaka; Insitu: Dhaka College, Dhaka
- 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.....