



Government of the People's Republic of Bangladesh  
Ministry of Primary and Mass Education  
Admin-2



www.mopme.gov.bd

Record Number: 38.00.0000.002.08.005.20.575

Date: 28/4/2024

### Office Order

As Per Rule 3(i) and (ii) of the Prescribed Leave Rules 1959, The following officer has been granted earned leave (ex-Bangladesh) under the following terms and conditions mentioned at Para 02:

Name, designation and address	Name of Country	Purpose of visit	Granted Leave
Rafeza Khatun, Upazila Education Officer, Tongibari, Munshiganj.	The Kingdom of Saudi Arabia	To perform Hajj	20/05/2024 to 03/07/2024 or 45 days from departure

#### 02. Terms and Conditions:

- She will not stay abroad more than the period granted for the purpose;
- All expenses in connection with this visit will be borne by her-self;
- She will draw her usual pay and allowances from Bangladesh in local currency. No part of it should be drawn in foreign currency;
- There will be no financial involvement of the Government of Bangladesh regarding this visit;
- She must inform her controlling authority before leaving the country;
- The provision of Rule-34 of Appendix-viii, B.S.R (Part-1) will be applicable in connection of their visit.

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

28-04-2024

Dr. Bilkish Begum

Deputy Secretary

Phone: 02-55100928

Email:

dsad2@mopme.gov.bd

Record Number:

Date: 28/4/2024

38.00.0000.002.08.005.20.575/1(15)

Copy for Kind Information and Necessary Action,

- 1) Senior Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka [(Atten: DG (Consular) With a request for necessary arrangements and issuance of Note Verbale)].
- 2) Senior Secretary, Public Security Division, Ministry of Home Affairs, Bangladesh Secretariat, Dhaka
- 3) HE the Ambassador, Bangladesh Embassy in the Kingdom of Saudi Arabia, Riyadh, Saudi Arabia.
- 4) HE the Ambassador, The Royal Embassy of Saudi Arabia, House 5, Road 83, Gulshan-2, Dhaka- 1212.
- 5) Director General (Grade-1), Directorate of Primary Education, Mirpur, Dhaka.
- 6) Director General, Department of Immigration and Passports, Dhaka. (Attention: Dy. Director, Passport).
- 7) PS to Hon'ble State Minister, Ministry of Primary & Mass Education, Bangladesh Secretariat, Dhaka.
- 8) Director, CAAB, Hazrat Shahjalal International Airport, Dhaka.
- 9) PS to Secretary, Ministry of the Primary & Mass Education, Bangladesh Secretariat, Dhaka.
- 10) Programmer, Ministry of Primary & Mass Education (with a request to upload the Government Order on MoPME's website).
- 11) District Primary Education Officer, Munshiganj.
- 12) Upazila Accounts and Finance Officer, Tongibari, Munshiganj.
- 13) Rafeza Khatun, Upazila Education Officer, Tongibari, Munshiganj.
- 14) Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
- 15) Office Copy, (save file)



28-04-2024

Dr. Bilkish Begum  
Deputy Secretary