

Government of the People's Republic of Bangladesh

Ministry of Cultural Affairs
Administration-2 Section
Bangladesh Secretariat, Dhaka.
www.moca.gov.bd

Memo: 43.00.0000.112.18.208.14.

Date: 05.12.2017

Notification

Ms. Sania Akhter (15712), Senior Assistant Secretary (Passport No. OC4155151), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka has been granted 15 days rest and recreation leave as ex-Bangladesh leave and 15 days earned leave (ex-Bangladesh) for traveling to Saudi Arabia for 30 (Thirty) days from 20-12-2017 to 18-01-2018 or from the date of commencement of leave. This leave is granted to perform Holy Umrah in Saudi Arabia under the following terms and conditions:

- a) She will draw his pay and allowances in local currency. No part of it should be drawn in foreign currency;
- b) All the related expenses of the travel will be borne by her;
- c) The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable for this approval;
- d) She will not be allowed to stay abroad more than the approved period;
- e) Ms. Sania Akhter's Husband Serajul Islam, Daughter Tasmiah Tanha, Son Junayed Nahiyen and Son Rafshan Shayan will accompany her during the travel.

By ordered of the President

sd/-

Hasna Jahan Khanam

Deputy Secretary

Phone: 9515518

e-mail: ds_admin2@moca.gov.bd

Memo: 43.00.0000.112.18.208.14. 955

Date: 05.12.2017

Copy for kind information and necessary action to (not in line with the seniority):

1. Secretary, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
2. H.E. Ambassador, Embassy of the Kingdom of Saudia Arabia, Dhaka, Bangladesh/ H.E. Ambassador, Embassy of Bangladesh, Riyadh, Saudi Arabia.
3. Director General, Consular and Welfare Wing, Ministry of Foreign Affairs, Dhaka (with a request to issue letter of introduction in favour of Ms. Sania Akhter (15712), Senior Assistant Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka and the members of his family).
4. Director General, Department of Immigration & Passport, Dhaka.
5. Joint Secretary (Admin), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
6. PS to Hon'ble Minister, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
7. Deputy Secretary (Admin), Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
8. Director, Hazrat Shahjalal International Airport, Dhaka.
9. Ms. Sania Akhter (15712), Senior Assistant Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
10. Chief Accounts Officer, Ministry of Cultural Affairs, 3rd Phase, Segunbagicha, Dhaka.
11. PS to Secretary, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
12. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.
13. Accounts Officer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka.
14. Assistant Programmer, Ministry of Cultural Affairs, Bangladesh Secretariat, Dhaka (with a request to publish the notification at MOCA website).
15. Office copy.

Hasna
05.12.17
Hasna Jahan Khanam