

Government of the People's Republic of Bangladesh  
Directorate of Secondary and Higher Education  
Bangladesh, Dhaka.  
[www.dshe.gov.bd](http://www.dshe.gov.bd)

**Office Order**

No: 37.02.0000.103.25.006.20.533

Date : 22 /10/2021

The undersigned is directed to inform that the authority is pleased to grant Ex-Bangladesh leave to the officers mentioned in the table below under the following terms & conditions:

Sl No	Name, Designation and Present Working Place	Country	Traveling Purpose and time Schedule	Type of Leave
1.	Mrs. Farjana Rasul-16584 Assistant Professor, Political Science OSD, Directorate of Secondary and Higher Education, Dhaka Attached-Assistant Director Non-Government Teachers' Registration and Certification Authority (NTRCA)	India	For the purpose of treatment in India for 10 (Ten) days from 16.12.2021 to 25.12.2021 or from the charge hand over date to 10 days.	Earned leave with average pay.
2	Mr. Mir Rahat Masum-16398 Assistant Director (College-4) Directorate of Secondary and Higher Education, Dhaka	India	For the purpose of wife's treatment for 10 (Ten) days from 16/12/2021 to 25/12/2021 or from the charge hand over date to 10 days.	Earned leave with average pay.

**Terms and Conditions:**

- The Officers will not be allowed to stay abroad more than the approved period;
- The Officers will inform the authority after their return;
- The Officers will draw their 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 themselves;
- If it is necessary to take extra leave in addition to the approved leave, the authority has to be informed through the concerned Embassy/High Commission as per the rules;
- The Provision of Rule 34 of Appendix VIII of BSR (Part-1) is applicable in this regard. That is to say, the officers have to start their 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 and
- Travelling expenses will have to be shown in the income tax return.

Signed  
(Prof. Dr. Syed Md. Golam Faruk)  
Director General  
Phone: +88-02-9553542

No: 37.02.0000.103.25.006.20,533(14)

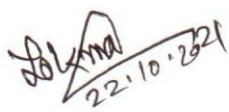
Date : 22 /10/2021

**Copy forwarded for information and necessary action to (not as per seniority):**

- Secretary, Secondary and Higher Education Division, Ministry of Education, Bangladesh Secretariat, Dhaka.
- Secretary, Ministry of Foreign Affairs, Shegun Bagicha, Dhaka.
- Director General, Directorate of Secondary and Higher Education
- Deputy Director (College-1), Directorate of Secondary and Higher Education.
- Director General, Directorate of Immigration and Passport, Agargaon, Dhaka.



6. Chairman, Bangladesh Civil Aviation Authority, Bangladesh, Dhaka.
7. Chairman, Non-Government Teachers' Registration and Certification Authority (NTRCA)
8. Immigration Officer, Departure Department.....
9. Chief Accounts Officer, Ministry of Education, 45 Purana Paltan, Dhaka.
10. AD College1/AD College 4 .....
11. Mr.....
12. Division/ District/Upazilla accounts officer.....
13. Personal Assistant to the Director General, Secondary and Higher Education Department, Bangladesh, Dhaka
14. Office Copy.

  
22.10.2021  
**(Lokman Hossain-17394)**  
Assistant Director (College-1)  
Phone: 41050117